

ABSTRAK

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GAMBARAN URAIAN TUGAS KEPALA REKAM MEDIS DAN STAF PEREKAM MEDIS DI RSUD TAMIANG LAYANG

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Standar Profesi Perkam Medis adalah batasan kemampuan minimal yang harus dimiliki/dikuasai oleh Perkam Medis untuk dapat melaksanakan pekerjaan rekam medis dan informasi kesehatan secara profesional yang diatur oleh organisasi profesi. Perkam medis mempunyai tugas pokok untuk Melakukan kegiatan pelayanan rekam medis informasi kesehatan yang meliputi persiapan, pelaksanaan, pelaporan dan evaluasi. Tujuan penelitian untuk mengetahui Untuk mengetahui gambaran uraian tugas kepala rekam medis dan staf perkam medis di RSUD Tamiang Layang. Metode penelitian deskriptif kualitatif. Subjek dalam penelitian ini yaitu 4 orang. 1 orang Kepala Instalasi Rekam Medis sebagai informan utama dan 3 orang Staf Petugas Rekam Medis sebagai informan triangulasi. Instrumen penelitian ini menggunakan wawancara. Kepala rekam medis dan staf perkam medis di RSUD Tamiang Layang sudah melaksanakan tugas dengan sesuai. Kepala instalasi rekam medis dan staf petugas rekam medis di RSUD Tamiang Layang termasuk kategori tidak sesuai karena petugas jarang mendapatkan pelatihan tentang rekam medis. Kepala instalasi rekam medis dan staf petugas rekam medis di RSUD Tamiang Layang mengalami peran ganda yaitu pada bagian koding. Sebaiknya rumah sakit lebih sering melaksanakan pelatihan bagi petugas untuk pengetahuan petugas mengenai rekam medis. Rumah sakit diharapkan melakukan perhitungan beban kerja kepada petugas rekam medis agar tidak adanya peran ganda dalam pelaksanaan tugas.

KATA KUNCI : Rekam Medis, Uraian Tugas

ABSTRACT

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DESCRIPTION OF THE DUTIES OF HEAD OF MEDICAL RECORDS AND MEDICAL RECORD STAFF AT TAMIANG LAYANG HOSPITAL

*Scientific Writing for the 2023 Health Information and Recording Study Program
(XV + 31 + Attachment)*

Medical Recorder Professional Standards are the minimum ability limits that must be owned/mastered by Medical Recorders to be able to carry out medical record work and health information in a professional manner regulated by professional organizations. Medical recorders have the main task of carrying out health information medical record service activities which include preparation, implementation, reporting and evaluation. The purpose of the study was to find out the description of the job description of the head of medical records and medical record staff at Tamiang Layang Hospital. Qualitative descriptive research method. The subjects in this study were 4 people. 1 Head of Medical Record Installation as the main informant and 3 Medical Record Officer Staff as triangulation informants. This research instrument uses interviews. The head of medical records and medical record staff at Tamiang Layang Hospital are considered suitable because the suitability of the officer's job descriptions is good. The head of the medical record installation and medical record staff at Tamiang Layang Hospital are in the inappropriate category because officers rarely receive training on medical records. The head of the medical record installation and the medical record staff at Tamiang Layang Hospital experience a dual role, namely in the coding section. It is better for the hospital to conduct training for officers more often for the knowledge of officers regarding medical records. Hospitals are expected to carry out workload calculations for medical record officers so that there is no dual role in carrying out tasks.

KEY WORDS: *Medical Records, Job Description*