

ABSTRAK

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TINJAUAN PROSEDUR PELAKSANAAN PEMUSNAHAN BERKAS REKAM MEDIS IN AKTIF DI RS SUAKA INSAN BANJARMASIN

Karya Tulis Ilmiah. Program Studi Perekam Medis Dan Informasi Kesehatan, 2023.
(xii+45+Lampiran)

Rekam medis adalah berkas yang berisikan catatan dan dokumen tentang identitas pasien, pemeriksaan, pengobatan, tindakan dan pelayanan lain yang telah diberikan kepada pasien. Rekam medis harus di buat secara tertulis, lengkap dan jelas atau secara elektronik. Berkas rekam medis yang telah habis masa simpannya dapat dimusnahkan sesuai prosedur. Berdasarkan studi pendahuluan yang dilakukan di Rumah Sakit Suaka Insan diketahui bahwa rumah sakit suaka insan pernah melakukan proses pemusnahan tanpa penilaian nilai guna dan tidak terdapat daftar rekam medis yang dimusnahkan, saat dilakukan pemusnahan seluruh formulir yang ada pada berkas rekam medis dimusnahkan tanpa kecuali termasuk ringkasan pulang dan persetujuan tindakan medis. Tujuan penelitian Mengetahui Prosedur Pelaksanaan Pemusnahan Berkas Rekam Medis In Aktif di Rumah Sakit Suaka Insan Banjarmasin. Penelitian ini menggunakan metode deskriptif, instrument penelitian menggunakan pedoman wawancara dan pedoman observasi, sampel yang digunakan adalah kepala instalasi rekam medis dan satu orang staf rekam medis. Hasil penelitian diketahui bahwa kebijakan pemusnahan berkas rekam medis in aktif di Rumah Sakit Suaka Insan Banjarmasin sudah ada namun masih belum sesuai dengan kebijakan Pemusnahan arsip berdasarkan Peraturan Kepala Arsip Nasional Republik Indonesia Nomor 37 Tahun 2016 karena hanya ada ketentuan bahwa rekam medis yang dimusnahkan sudah habis masa retensinya. arsip yang tercipta setelah dilakukan pemusnahan berkas rekam medis in aktif di Rumah Sakit Suaka Insan Banjarmasin tidak sesuai dengan Peraturan Kepala Arsip Nasional Tahun 2016.

Daftar Pustaka : 17 (2008-2022)

Kata Kunci : Prosedur Pemusnahan, Rekam Medis Inaktif,

ABSTRACT

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**REVIEW OF IN ACTIVE MEDICAL RECORD DOCUMENTATION PROCEDURE
AT SUAKA INSAN HOSPITAL, BANJARMASIN**

*Scientific papers. Medical Record and Health Information Study Program, 2023.
(xii+45+Appendix)*

Medical record is a file that contains notes and documents about patient identity, examination, treatment, actions and other services that have been given to patients. Medical records must be made in writing, complete and clear or electronically. Medical record files that have expired can be destroyed according to the procedure. Based on a preliminary study conducted at the Asylum Insan Hospital, it is known that the asylum insan hospital once carried out an extermination process without a use value assessment and there was no list of medical records that were destroyed, when the extermination was carried out all forms in the medical record files were destroyed without exception including the discharge summary and consent to medical action. The aim of the research is to know the procedure for destroying active medical record files at Asylum Hospital in Banjarmasin. This study used a descriptive method, the research instrument used interview guidelines and observation guidelines, the sample used was the head of the medical record installation and one medical record staff. The results of the study revealed that the policy of destroying inactive medical record files at the Banjarmasin Asylum Hospital already existed but was still not in accordance with the archive destruction policy based on the Regulation of the Head of the National Archives of the Republic of Indonesia Number 37 of 2016 because there was only a provision that the medical records destroyed had expired. retention. archives that were created after the destruction of inactive medical record files at the Banjarmasin Asylum Hospital were not in accordance with the 2016 National Archives Regulations.

Bibliography : 17 (2008-2022)

Keyword : Extermination Procedure, Inactive Medical Recor,