

ABSTRAK

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TINJAUAN PENGELOLAAN *ASSEMBLING* DALAM PENGENDALIAN KELENGKAPAN BERKAS REKAM MEDIS RAWAT INAP DI RUMAH SAKIT ISLAM BANJARMASIN

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Ada beberapa kegiatan *assembling* yang belum sesuai dengan prosedur yang ada seperti perakitan formulir yang belum sesuai dengan letaknya. Formulir rekam medis yang sering tidak terlampir yaitu "Formulir Ringkasan Pulang" bulan Oktober sebanyak 6 dokumen dari 251 dokumen, bulan November sebanyak 5 dokumen dari 322 dokumen, dan bulan Desember sebanyak 7 dokumen dari 200 dokumen disebabkan karena kurang telitinya petugas dalam pengecekan kelengkapan rekam medis. Penelitian ini bertujuan untuk mengetahui pengelolaan *assembling* dalam pengendalian kelengkapan berkas rekam medis rawat inap di Rumah Sakit Islam Banjarmasin. Metode penelitian yang digunakan yaitu kualitatif deskriptif dengan jumlah responden 3 orang, pengumpulan data menggunakan metode observasi dan wawancara. Hasil yang diperoleh pada alur pengelolaan *assembling* yaitu petugas tidak meneliti kelengkapan isi dokumen rekam medis sehingga masih terdapat lembaran ringkasan pulang yang tidak terlampir saat perakitan. Petugas *assembling* berpendidikan SMA dan tidak pernah mengikuti pelatihan. Efektivitas waktu pengelolaan *assembling* rekam medis rawat inap petugas merakit ≥ 20 dokumen/hari, petugas masih lambat dalam menyelesaikan pekerjaan, tidak rapi dalam merakit, masih terdapat lipatan. Petugas telat masuk kerja, sarapan di jam kerja, serta rekam medis tidak kembali tepat waktu. Simpulan dari pengelolaan *assembling* pengendalian berkas rekam medis rawat inap diketahui dari segi sumber daya manusia dan efektivitas waktu masih belum berjalan secara optimal di Rumah Sakit Islam Banjarmasin.

Kata Kunci : Pengelolaan *Assembling*, Pengembalian Dokumen, Rawat Inap, Rekam Medis, Ringkasan Pulang.

ABSTRACT

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REVIEW OF ASSEMBLING MANAGEMENT IN CONTROLLING THE COMPLETENESS OF INPATIENT MEDICAL RECORDS IN BANJARMASIN ISLAMIC HOSPITAL

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There are several activities assembling which are not in accordance with existing procedures such as assembling forms that are not in accordance with their location. Medical record forms that are often not attached, namely the "Discharge Summary Form" in October as many as 6 documents out of 251 documents, in November as many as 5 documents out of 322 documents, and in December as many as 7 documents out of 200 documents due to the inaccuracy of officers in checking the completeness of medical records . This study aims to determine the management assembling in controlling the completeness of inpatient medical record files at Banjarmasin Islamic Hospital. The research method used is descriptive qualitative with the number of respondents 3 people, data collection using observation and interview methods. The results obtained in the management flow assembling that is, the officer did not examine the completeness of the contents of the medical record document so that there was still a return summary sheet that was not attached during assembly. Officer assembling high school education and never attended any training. Management time effectiveness assembling inpatient medical record officers assemble ≥ 20 documents/day, officers are still slow in completing work, not neat in assembling, there are still folds. officers come to work late, have breakfast during working hours, and medical records do not return on time. Conclusion from management assembling It is known that controlling inpatient medical record files in terms of human resources and time effectiveness has not run optimally at Banjarmasin Islamic Hospital.

Keywords : *Discharge Summary, Hospitalization, Management of Assembling, Medical Records, Return of Documents.*