

## ABSTRAK

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### **LITERATURE REVIEW PELAKSANAAN PENYUSUTAN REKAM MEDIS DI RUMAH SAKIT**

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(XV+65)

Rekam medis inaktif, berkas yang telah disimpan minimal selama 5 tahun di unit kerja rekam medis di hitung sejak tanggal terakhir pasien di layani pada sarana pelayanan kesehatan atau telah 5 tahun setelah meninggal dunia. Pelaksanaan penyusutan rekam medis mempunyai beberapa tahap, yaitu di mulai dari pemilahan dan pemindahan, penilaian, menscan, dan pemusnahan. Tujuan penelitian ini adalah pelaksanaan penyusutan rekam medis berdasarkan *literatur review*. Metode penelitian ini menggunakan *Literature Review*. Hasil penelitian ini didapat bahwa kegiatan penyusutan rekam medis di Rumah Sakit terdapat sebagian fasilitas kesehatan yang sudah tersedia SOP penyusutan rekam medis, namun SOP tersebut masih kurang lengkap dan belum disesuaikan dengan peraturan pemerintah yang ada. Kegiatan penilaian rekam medis di Rumah Sakit didapatkan seluruh. Kegiatan penyusutan rekam medis melalui tahapan penilaian terlebih dahulu, agar dapat dipisahkan berkas yang masih digunakan dan tidak digunakan kembali. Kegiatan pemusnahan rekam medis di Rumah Sakit didapatkan bahwa kendala seperti Waktu pelaksanaan penyusutan berkas rekam medis inaktif belum efektif dan efisien, dikarenakan tidak adanya petugas pelaksana penyusutan khusus. Untuk rumah sakit agar melakukan sosialisasi mengenai penyusutan berkas rekam medis agar kegiatan berkas rekam medis dapat berjalan lebih maksimal, sebaiknya pelaksanaan penilaian dokumen rekam medis dilakukan kepada dokumen yang telah lebih dari 5 tahun, hal tersebut agar dokumen rekam medis tidak menumpuk pada tempat penyimpanan Pada saat melakukan pemusnahan berkas rekam medis lebih baik menggunakan mesin pencacah kertas dari pada dilakukan pembakaran, karena hal tersebut akan membuat polusi udara sekitar pembakaran.

Kata Kunci : Rekam Medis, Penyusutan dan Rumah Sakit

## **ABSTRACT**

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### **LITERATURE REVIEW : IMPLEMENTATION OF MEDICAL RECORD DEPRECIATION IN HOSPITALS**

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*Inactive Medical Records, Files that have been stored for at least 5 years in the medical record work unit are calculated since the last date of patients served at health service facilities or have been 5 years after death. The depreciation of medical records has several stages, namely starting from the sorting and transfer, assessment, scanning, and destruction. The purpose of this study is the implementation of medical record depreciation based on the review literature. This research method uses literature review. The results of this study were found that the medical record depreciation activity in the hospital there were some health facilities that were already available SOP for the depreciation of medical records, but the SOP was still incomplete and had not been adjusted to the existing government regulations. Medical record assessment activities in the hospital obtained throughout the whole. Medical record assessment activities in the hospital obtained throughout the whole. The depreciation of medical records through the assessment stage first, so that the files can be separated and not reused. The activity of destruction of medical records in the hospital was found that obstacles such as the time of depreciation of inactive medical record files were not effective and efficient, due to the absence of special depreciation implementing officers. For hospitals to conduct socialization about the depreciation of medical record files so that medical record file activities can run more optimally, the implementation of medical record documents is applied to documents that have been more than 5 years, so that the medical record documents do not accumulate in storage. At the time of destruction of medical record files it is better to use a paper chopper than a combustion, because it will make air pollution around the combustion.*

*Keywords : medical records, shrinkage and hospital*