

ABSTRAK

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TINJAUAN WAKTU PENYEDIAAN REKAM MEDIS RAWAT INAP BERDASARKAN STANDAR PELAYANAN MINIMAL DI RUMAH SAKIT JIWA SAMBANG LIHUM

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Waktu penyediaan rekam medis rawat inap dimana petugas menyediakan rekam medis rawat inap dari pasien mendaftar hingga sampai di ruang perawatan dengan standar waktu yaitu kurang dari 15 menit. Waktu penyediaan rekam medis rawat inap di RSJ Sambang Lihum yaitu 16 menit 6 detik artinya tidak sesuai standar. Tujuan penelitian adalah mengetahui waktu penyediaan rekam medis rawat inap berdasarkan standar pelayanan minimal. Metode penelitian ini menggunakan penelitian deskriptif dengan pendekatan kualitatif. Subyek penelitian ini adalah 5 orang petugas pendaftaran pasien rawat inap dan 1 orang kepala instalasi rekam medis. Sampel penelitian ini yaitu 34 rekam medis rawat inap lama yang diambil dengan teknik *Purposive Sampling*. Teknik analisa data: pengumpulan data, reduksi data, penyajian data dan penarikan kesimpulan. Berdasarkan hasil penelitian, rata-rata waktu *processing time* yaitu 1 menit 10 detik, *waiting time* yaitu 2 menit 20 detik, *storage time* yaitu 8 menit 20 detik, *inspection time* yaitu 1 menit 51 detik, dan *moving time* yaitu 4 menit 44 detik sehingga didapatkan total waktu rata-rata penyediaan rekam medis rawat inap yaitu 18 menit 17 detik. Faktor penyebab lambatnya penyediaan rekam medis rawat inap yaitu kurang stabilnya jaringan internet dalam pengisian data di SIMRS, persyaratan pendaftaran pasien yang tidak lengkap, jumlah formulir yang diisi oleh petugas atau admisi, jarak antara tempat pendaftaran rawat inap dengan ruang penyimpanan rekam medis letaknya berjauhan, dan distribusi rekam medis dilakukan oleh perawat serta ruang perawatan pasien letaknya juga berjauhan dengan Instalasi Gawat Darurat. Sebaiknya pihak rumah sakit meningkatkan kestabilan jaringan internet dan melakukan perencanaan agar tempat pendaftaran pasien rawat inap dan ruang penyimpanan rekam medis tidak jauh jaraknya.

Kata Kunci : Penyediaan, Rawat Inap, Rekam Medis, Waktu

ABSTRACT

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REVIEW OF INPATIENT MEDICAL RECORD PROVISION TIME BASED ON MINIMUM SERVICE STANDARD AT SAMBANG LIHUM MENTAL HOSPITAL

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Provision time of inpatient medical records where officers provide inpatient medical records from the patient registering to arriving at the treatment room with a standard time of less than 15 minutes. The time for providing inpatient medical records at the Sambang Lihum Mental Hospital, which is 16 minutes 6 seconds, means that it is not up to standard. The research purpose was to determine the time to provide inpatient medical records based on minimum service standards. This research method uses a qualitative descriptive research approach. The subjects of this research were 5 inpatient registration officers and 1 head of the medical record department. The sample of this research were 34 long hospitalized medical record with the Purposive Sampling technique. Data analysis techniques: data collection, data reduction, data presentation and drawing conclusions. Based on the research results, the average processing time is 1 minute 10 seconds, waiting time is 2 minutes 20 seconds, storage time is 8 minutes 20 seconds, inspection time is 1 minute 51 seconds, and moving time is 4 minutes 44 seconds. The average total time for providing inpatient medical records is 18 minutes 17 seconds. Factors causing the slow provision of inpatient medical records are the lack of stability of the internet network in filling in data at SIMRS, incomplete patient registration requirements, the number of forms filled out by officers or admissions, the distance between the inpatient registration places which are far from the medical record filing room, and distribution of medical records is carried out by nurses and patient care rooms are also located far from the Emergency Room. It is better to increase the stability of the internet network and plan so that the place for inpatient registration and medical record storage is not far away.

Keywords : *Provision, Inpatient, Medical Record, Time*