ABSTRAK

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TINJAUAN PELAKSANAAN PEMILAHAN BERKAS REKAM MEDIS INAKTIF DI RSUD ULIN BANJARMASIN

KTI. Program Studi Perekam dan Informasi Kesehatan
(xiv + 52 + 20 lampiran)

Pemilahan rekam medis inaktif adalah menyeleksi kunjungan terakhir pasien yang tidak berobat ke rumah sakit selama 5 tahun berturut-turut. Rekam medis inaktif RSUD Ulin Banjarmasin disimpan di kardus karton dan diikat kemudian diletakkan di ruang penyimpanan rekam medis inaktif. Tujuan penelitian adalah mengetahui pemilahan berkas rekam medis inaktif. Metode penelitian ini menggunakan penelitian deskriptif pendekatan kualitatif. Subjek penelitian ini adalah 1 orang petugas penyimpanan rekam medis, 1 orang koordinator penyimpanan rekam medis dan 1 orang kepala instalasi rekam medis. Berdasarkan hasil penelitian, belum terdapat SPO pemilahan berkas rekam medis inaktif, hanya terdapat SPO retensi berkas rekam medis inaktif yang memuat prosedur pemilahan berkas rekam medis inaktif berdasarkan tahun kunjungan terakhir pasien. Rekam medis pasien dinyatakan inaktif jika tidak berobat ke rumah sakit selama 5 tahun berturut-turut. Pelaksanaan pemilahan berkas rekam medis inaktif dengan menyeleksi tahun kunjungan terakhir pasien dan mengumpulkan berkas rekam medis inaktif untuk dibawa ke ruang penyimpanan rekam medis inaktif. Tetapi berkas rekam medis inaktif belum disimpan di rak penyimpanan rekam medis inaktif karena rak belum tersedia. Sarana dan prasarana yang digunakan yaitu terdapat ruang penyimpanan rekam medis inaktif dengan luas ruang penyimpanan sekitar 36 m^2 (ukuran 6 x 6 meter), alat tulis kantor, meja sortir, alat pelindung diri berupa masker, *trolly*, komputer, kardus bekas, dan tali untuk mengikat rekam medis. Tetapi belum terdapat rak penyimpanan rekam medis inaktif dan tangga. Selain itu ruang penyimpanan rekam medis inaktif kurang luas sehingga belum bisa menampung berkas rekam medis inaktif.

Daftar Pustaka : 17 (2006-2022)
Kata Kunci : Pemillahan, Rekam Medis Inaktif

ABSTRACT

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REVIEW OF IMPLEMENTATION SORTING OF INACTIVE MEDICAL RECORD AT ULIN HOSPITAL BANJARMASIN

Scientific Writing. Medical Record and Health Information
(xiv + 52 + 20 attachments)

Sorting inactive medical records, namely selecting the last visit of patients who did not go to the hospital for 5 consecutive years. Inactive medical records at Ulin Hospital, Banjarmasin, were stored in cartons and tied up and then placed in the inactive medical records storage room. The research objective was to determine the sorting of inactive medical record files. This research uses a qualitative method. The subjects of this study were 1 medical record storage officer, 1 medical record storage coordinator and 1 medical record installation head. Based on the results of the study, there is no SOP for sorting inactive medical record files, there is only SPO for retention of inactive medical record files which contains procedures for sorting inactive medical record files based on the patient's last visit. The patient's medical record is declared inactive if he does not go to the hospital for 5 consecutive years. Implementation of sorting inactive medical record files by selecting the year of the patient's last visit and collecting inactive medical record files to be taken to the inactive medical record storage room. But the inactive medical record files have not been stored in the inactive medical record storage rack because the shelves are not yet available. The facilities and infrastructure used are an inactive medical record storage room with an area of about 36 m2 (size 6 x 6 meters), office stationery, sorting tables, personal protective equipment in the form of masks, trolly, computers, used cardboard, and ropes for binding medical records. But there are no shelves for storing inactive medical records and ladders. In addition, the storage space for inactive medical records is not large enough so that it cannot accommodate inactive medical records.

References : 17 (2006-2022)
Keywords : *Sorting, Inactive Medical Record*