

**FAKTOR PENYEBAB KETIDAKLENGKAPAN
PENGISIAN FORMULIR RINGKASAN MASUK DAN KELUAR
DI BANGSAL ALAMANDA RSUD PANEMBAHAN SENOPATI BANTUL**

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INTISARI

Latar Belakang : Pada suatu sarana pelayanan kesehatan, kelengkapan rekam medis sangatlah penting. Salah satunya formulir ringkasan masuk dan keluar (RMK). Ketidaklengkapan formulir RMK akan berdampak pada kesinambungan isi rekam medis. Berdasarkan studi pendahuluan di RSUD Panembahan Senopati Bantul ditemukan kelengkapan pengisian formulir RMK belum mencapai 100%.

Tujuan : Mengetahui faktor penyebab ketidaklengkapan pengisian formulir RMK di bangsal Alamanda RSUD Panembahan Senopati Bantul

Metode Penelitian : Penelitian deskriptif dengan pengumpulan data secara kuantitatif dan kualitatif. Rancangan penelitian yang digunakan *cross-sectional*. Metode pengumpulan data dengan observasi, wawancara, dan studi dokumentasi.

Hasil Penelitian : Pengisian formulir RMK diisi secara manual pada formulir RMK oleh dokter dan petugas pendaftaran rawat inap, tingkat kelengkapan tertinggi pada formulir RMK sebanyak 100% (4 dari 4 formulir RMK terdapat pada item transfusi darah. Sedangkan untuk tingkat kelengkapan terendah terdapat pada item pembetulan kesalahan yaitu 0% (0 dari 14 pembetulan kesalahan). Faktor yang berpengaruh dari aspek man kurangnya motivasi dokter untuk melengkapi formulir RMK, belum adanya indikator penilaian kinerja terkait kepatuhan dokter dalam mengisi formulir RMK dalam sistem *reward* dan *punishment*, kurangnya pemahaman petugas terkait tatacara pengisian formulir RMK, dari aspek metode ada petugas belum pernah membaca tata cara terkait pengisian formulir RMK. Upaya yang dilakukan pengiriman laporan setiap 3 bulan sekali yang di feedbackkan ke manajemen, ruang, komite medis, dan sosialisasi terkait pengisian formulir RMK melalui telfon atau *whatsapp*.

Kesimpulan : Belum adanya indikator penilaian kinerja staf medis terkait kepatuhan dalam mengisi formulir RMK dalam sistem *reward* dan *punishment*, kurangnya sosialisasi terkait pengisian formulir RMK

Kata Kunci : *Faktor penyebab, ketidaklengkapan, pengisian, formulir RMK*

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**FACTORS CAUSE INCOMPLEMENTATION
FILLING IN THE ENTRY AND OUTDOOR SUMMARY FORM IN
ALAMANDA ROOM REGIONAL PUBLIC HOSPITAL
PANEMBAHAN SENOPATI BANTUL**

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ABSTRACT

Background : In a health care facility, the completeness of medical records is very important. One of them is the entry and exit summary form (RMK). The incompleteness of the RMK form will have an impact on the continuity of the contents of the medical record. Based on a preliminary study at Panembahan Senopati Hospital in Bantul, it was found that the completeness of filling in RMK forms had not reached 100%.

Objective: To determine factors cause incomplementation filling in the entry and outdoor summary form in alamanda room regional public hospital Panembahan Senopati Bantul

Method: Descriptive research with quantitative and qualitative data collection. The study design was used cross-sectionally. Data collection methods with observation, interviews, and documentation studies.

Results: Filling in the RMK form is filled out manually on the RMK form by the doctor and inpatient registration officer, the highest completeness level is on the RMK form as much as 100% (4 of the 4 RMK forms are on blood transfusion items. While for the lowest completeness level is the error correction item 0 % (0 out of 14 error corrections) Factors that influence the man's lack of motivation for doctors to complete the RMK form, the absence of performance appraisal indicators related to physician compliance in filling out RMK forms in a reward and punishment system, lack of understanding of officers regarding procedures for filling out RMK forms, From the aspect of the method, there were officers who had never read the procedure related to filling in the RMK form, the effort to send the report every 3 months which was feedbacked to the management, room, medical committee, and socialization related to filling in the RMK form via telephone or whatsapp.

Conclusion: The absence of performance appraisal indicators for medical staff related to compliance in filling out RMK forms in a reward and punishment system, lack of socialization related to filling in RMK forms.

Keyword: factors cause incomplementation, filling, the entry and outdoor summary form

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