

**PROSEDUR MENJAGA KEAMANAN BERKAS REKAM MEDIS DARI
ASPEK FISIK DI RUANG *FILING* RSU QUEEN LATIFA
YOGYAKARTA TAHUN 2019**

Oleh:

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INTISARI

Latar Belakang: prosedur keamanan berkas rekam medis merupakan langkah-langkah untuk menjaga keamanan rekam medis dari bahaya kerusakan. Salah satunya adalah bahaya fisik yang disebabkan oleh sinar matahari, hujan, banjir, panas dan kelembaban. Akan tetapi, keamanan berkas rekam medis di RSU Queen Latifa masih kurang dan masih banyak berkas rekam medis yang rusak sehingga perlu adanya prosedur keamanan berkas rekam medis agar terhindar dari bahaya kerusakan.

Tujuan Penelitian: mendeskripsikan prosedur menjaga keamanan berkas rekam medis dari aspek fisik di ruang *filing* RSU Queen Latifa.

Metode Penelitian: Jenis penelitian ini adalah deskriptif dengan pendekatan kualitatif dan rancangan penelitian *cross sectional*. Metode pengumpulan data dengan menggunakan wawancara, observasi, dan studi dokumentasi.

Hasil: Berdasarkan hasil penelitian di ruang *filing* RSU Queen Latifa Yogyakata, keamanan berkas rekam medis dari aspek fisik belum aman dari bahaya kebakaran dan kebanjiran, masih terdapat petugas yang makan dan minum. Untuk pemeliharaan berkas rekam medis petugas hanya menjaga kebersihan ruang *filing* dengan disapu. Peralatan untuk pemeliharaan masih kurang, belum adanya APAR, *Vacumcleaner*, ventilasi, kamper, dan termohidrometer. Di rumah sakit tersebut sudah ada regulasi tentang perlindungan rekam medis dari kehilangan dan kerusakan, akan tetapi hal tersebut belum mencakup kebutuhan untuk menjaga keamanan berkas rekam medis dari aspek fisik.

Kata kunci: keamanan dari aspek fisik, berkas rekam medis, SOP

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**PROCEDURE FOR MAINTAINING THE SECURITY OF THE MEDICAL
RECORD FILE FROM THE PHYSICAL ASPECTS IN THE FILING
ROOM RSU QUEEN LATIFA YOGYAKARTA HUN 2019**

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ABSTRACT

Background: medical record security procedures are steps to maintain the security of medical records from the danger of damage. One of them is a physical hazard caused by medical record security procedures are steps to maintain the security of medical records from the danger of damage. One of them is a physical hazard caused by sunlight, rain, flood, heat, humidity. However, the safety of medical records at the RSU Queen Latifa Yogyakarta, still lacking and there are still many medical records that are damaged so there is a need for medical record security procedures to avoid the danger of damage.

Objectives : describe the procedure for maintaining the security of the medical record file from the physical aspects of the filing room in the RSU Queen Latifa Yogyakarta.

Method : the type of this research is descriptive with qualitative approach and cross sectional study design. Data were collected by conducting interviews and observation.

Result : medical record files in the filing room were still unsafe from fire and flood, it was also found out that there were staff who had meals in the filing room. For maintenance of medical record files, officers only maintain the cleanliness of the filing room by being swept away. Equipment for maintenance is still lacking, such as the lack of air conditioning, ventilation, camphor, vacuum cleaner, humidity, APAR Vacuum cleaner and tools, the knowledge of human resources. In the hospital there is no fixed procedure, has no policy on the prevention of damage to medical record files, but it does not correspond to reality.

Keywords: security from physical aspects, medical record, SOP

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