

PENGELOLAAN REKAM MEDIS PASIEN SELAMA PANDEMI COVID 19 DI PUSKESMAS GAMPING I SLEMAN

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INTISARI

Latar Belakang : Pengelolaan rekam medis merupakan suatu pengendalian terhadap dokumen rekam medis demi menunjang tertib administrasi dalam rangka upaya peningkatan pelayanan kesehatan. Pengelolaan rekam medis dimulai dari pendaftaran, *coding*, sistem rujukan, *filing* dan *reporting*. Sehubungan dengan munculnya pandemi *Covid 19*, pihak puskesmas perlu melakukan evaluasi kelengkapan rekam medis dengan memperhatikan segala aspek untuk meningkatkan kualitas rekam medis. Penerapan SOP khusus sesuai protokol kesehatan dapat memberikan pengelolaan rekam medis yang baik dan terstruktur selama masa pandemi *Covid 19*.

Tujuan Penelitian : Mengidentifikasi pengelolaan rekam medis dibagian pendaftaran, *coding*, sistem rujukan, *filing* dan *reporting* selama masa pandemi *Covid 19*.

Metode Penelitian : Penelitian ini menggunakan metode Deskriptif Kualitatif dengan pendekatan Femenologi.

Hasil : Pengelolaan rekam medis dibagian pendaftaran menggunakan sistem penamaan dan sistem penomoran rekam medis *Unit Numbering System*. Pemberian kode diagnosis dan tindakan dilakukan oleh DPJP berdasarkan klasifikasi *ICD 10* dan *ICD-9-CM*. Rujukan pasien diberikan melalui aplikasi *PCARE* dengan syarat pasien memiliki BPJS Kesehatan yang masih aktif. Sistem penyimpanan rekam medis dilakukan secara *Family Folder* pada SIMPUS dengan lokasi penyimpanan Sentralisasi dan sistem penjajaran *Straight Numerical Filing*. Pelaporan informasi rekam medis terbagi atas dua yaitu, LB1 untuk penyakit dan LB4 untuk kunjungan yang dilaporkan setiap tanggal 10 dalam bulan kepada Dinas Kesehatan kabupaten/kota.

Kesimpulan : Selama masa pandemi *Covid 19*, pengelolaan rekam medis pasien dibagian pendaftaran, *coding*, sistem rujukan, *filing* dan *reporting* tidak mengalami perubahan yang signifikan. Pihak puskesmas juga tidak menerapkan SOP khusus sebagai pedoman akan tetapi, petugas rekam medis tetap bertugas sesuai dengan SOP yang berlaku dan menerapkan protokol kesehatan sebagai bentuk pencegahan *Covid 19* di lingkungan kerja unit rekam medis.

Kata Kunci : *Covid 19*, Pengelolaan Rekam Medis, Standar Operasional Prosedur (SOP)

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MANAGEMENT OF PATIENT MEDICAL RECORDS DURING THE COVID 19 PANDEMIC AT THE GAMPING I SLEMAN HEALTH CENTER

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ABSTRACT

Background : Medical record management is a control over medical record documents in order to support administrative order in the context of efforts to improve health services. Management of medical records starts from registration, coding, referral system, filing and reporting. In connection with the emergence of the Covid 19 pandemic, the puskesmas needs to evaluate the completeness of medical records by paying attention to all aspects to improve the quality of medical records. The application of special SOP according to health protocols can provide good and structured medical record management during the Covid 19 pandemic.

Objective : Identifying the management of medical records in the registration, coding, referral system, filing and reporting sections during the Covid 19 pandemic.

Method : This study uses a Qualitative Descriptive method with a Femenology approach.

Result : Management of medical records in the registration section uses a naming system and a medical record numbering system Unit Numbering System. The diagnosis and treatment code is given by the DPJP based on the ICD 10 and ICD-9-CM classifications. Patient referrals are given through the PCARE application provided that the patient has an active BPJS Health. The medical record storage system is carried out in a Family Folder on SIMPUS with a Centralized storage location and a Straight Numerical Filing alignment system. Reporting of medical record information is divided into two namely, LB1 for disease and LB4 for vist which are reported every 10th of the month to the district/city Health Office.

Conclusion : During the Covid 19 pandemic, the management of patient medical records in the registration, coding, referral system, filing and reporting did not experience significant changes. The puskesmas also did not apply a special SOP as a guideline however, the medical record officer remained on duty in accordance with the applicable SOP and implemented health protocols as a form of preventing Covid 19 in the work environment of the medical record unit.

Keywords : Covid 19, Medical Record Management, Standard Operating Procedure (SOP)

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