TINJAUAN ASPEK KEAMANAN BERKAS REKAM MEDIS DI RUANG *FILING* RSUD WATES TAHUN 2022

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INTISARI

Latar Belakang : Keamanan rekam medis dipengaruhi oleh beberapa faktor yaitu faktor intrinsik dan faktor ekstrinsik, faktor intrinsik adalah penyebab kerusakan dari benda arsip itu sendiri seperti kualitas kertas, pengaruh tinta dan perekat yang digunakan, sedangkan faktor ekstrinsik adalah penyebab kerusakan dari luar arsip seperti lingkungan fisik, organisme perusak dan kelalaian manusia. Rumah Sakit Umum Daerah Wates masih terdapat permasalahan dalam keamanan berkas rekam medisnya seperti masih terdapat petugas selain perekam medis yang dapat mengakses ruang *filing* secara bebas walaupun sudah ada pedoman yang mengaturhak akses ruang *filing*.
Tujuan Penelitian : Tujuan dalam penelitian ini adalah mengidentifikasi keamananan berkas rekam medis di ruang *filing* RSUD Wates.
Metode Penelitian : Jenis penelitian ini menggunakan deskriptif dengan pendeketan kualitatif. Metode pengumpulan data dengan observasi dan wawancara.
Hasil Penelitian : Mengungkapkan bahwa sudah terdapat SPO pada keamanan berkas rekam medis tetapi belum dipatuhi sepenuhnya, dari faktor intinsik menggunakan kertas yang belum sesuai dengan standar yaitu HVS 80 gram, tinta sudah menggunakan warna hitam dan perekat menggunakan strapless, dari faktor ekstrinsik dalam aspek fisik masih belum aman dari suhu dan kelembapan yang tinggi, dari aspek kimiawi masih ditemukan straples berkarat yang menempel di berkas, kemudian dari aspek biologi tidak terdapat berkas yang berjamur tetapi masih ditemukannya serangga berupa semut.
Kesimpulan : Pelaksanaan kemanan berkas rekam medis di ruang *filing* RSUD Wates masih terdapat beberapa permasalahan seperti masih terdapat petugas selain perekam medis yang mengakses ruang *filing*, bahan kertas belum sesuai standar, suhu dan kelembapan di ruang *filing* masih tinggi, terdapat strapless berkarat yang masih menempel pada berkas, dan masih ditemukannya serangga.

Kata kunci : Keamanan, Rekam Medis , Ruang Penyimpanan Rekam Medis

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UNIVERSITAS JENDERAL ACHMAD YANI YOGYAKARTA PERPUSTAKAAN

REVIEW OF THE SECURITY OF MEDICAL RECORDS IN THE FILING WATES HOSPITAL IN 2022

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ABSTRACT

Background : Medical record security is influenced by several factors, namely intrinsic factors and extrinsic factors, intrinsic factors are the cause of damage to the archive object itself such as paper quality, the effect of ink and adhesive used, while extrinsic factors are the cause of damage from outside the archive such as the physical environment, destructive organisms and human negligence. Wates Regional General Hospital still has problems in the security of its medical record files, such as there are officers other than the medical recorder who can access the *filing* freely even though there are guidelines that regulate the access rights to the *filing*.

Objective : The purpose of this study was to identify the security of medical recordfiles in the *filing* of RSUD Wates.

Method : This type of research uses a descriptive qualitative approach. Methods ofdata collection by observation and interviews.

Result: Revealing that there is an SPO on the security of the medical record file butit has not been fully complied with, from the intrinsic factor of using paper that is not in accordance with the standard, namely HVS 80 grams, the ink is already using black color and adhesive using strapless, from extrinsic factors in the physical aspect it is still not safe from high temperature and humidity, from the chemical aspect, rusty straples were still found attached to the file, then from the biological aspect there were no moldy files but insects in the form of ants were still found.

Conslusion : The implementation of the security of medical record files in the *filing* of Wates Hospital there are still several problems such as there are still officers other than medical recorders who access the filing, the paper material is not up to standard, the temperature and humidity in the filing are still high, there are rusty strapless that are still attached to the file, and insects are still being found.

Keywords : Security, Medical Record, Filing Room of Medical Record

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