

TINJAUAN KEAMANAN BERKAS REKAM MEDIS DI RUANG FILING DENGAN METODE LITERATURE REVIEW

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INTISARI

Latar Belakang:

Rekam medis mempunyai nilai informasi dan tanggung jawab terhadap kerahasiaan rekam medis tentang identitas, diagnosa, riwayat penyakit, riwayat pemeriksaan dan riwayat pengobatan pasien yang harus dijaga oleh dokter, dokter gigi, tenaga kesehatan tertentu, petugas pengelola dan pimpinan sarana pelayanan kesehatan. Berkas rekam medis bersifat rahasia, sehingga sangatlah wajib dijaga keamanannya. Oleh sebab itu peneliti melakukan studi literatur dengan judul “Tinjauan Keamanan Berkas Rekam Medis di Ruang *Filing* dengan Metode *Literature Review*”.

Tujuan Penelitian:

Mengetahui keamanan berkas rekam medis yang terdapat di ruang filing unit rekam medis dengan metode *Literature Review*.

Metode Penelitian:

Penelitian ini menggunakan metode penelitian *literature review*

Hasil Penelitian:

Aspek keamanan fisik kualitas kertas dan tinta sudah baik, bahan baku map rekam medis masih menggunakan bahan yang berkualitas rendah, ditemukan ruangan lembab, berdebu, dan kotor. Aspek non fisik di ruang filing unit rekam dari lima jurnal ditemukan berkas rekam medis belum aman dari kerusakan akibat faktor biologi seperti jamur, kutu buku, dan serangga seperti rayap, kecoa, dan tikus, petugas rekam medis setiap hari membawa makanan dan minuman ke dalam ruang penyimpanan.

Kesimpulan:

Aspek fisik dan non fisik keamanan berkas rekam medis di ruang *filing* masih belum aman. Kualitas kertas dan tinta sudah baik, bahan baku map rekam medis berkualitas rendah, ruangan lembab, berdebu, dan kotor, keamanan berkas rekam medis dari bencana kebakaran sudah terlindungi, sudah terdapat alat pemadam kebakaran dan alat pendekripsi api atau asap. Masih ditemukan berkas rekam medis yang belum aman dari kerusakan akibat faktor biologi seperti jamur, kutu buku, dan serangga seperti rayap, kecoa, dan tikus. Petugas rekam medis membawa makanan dan minuman ke dalam ruang penyimpanan. Terdapat peraturan dilarang merokok sehingga ruang penyimpanan berkas rekam medis bersih dari puntung rokok.

Kata Kunci: keamanan, berkas rekam medis, ruang filling

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SAFETY MEDICAL RECORD SECURITY REVIEW IN SPACE FILING WITH LITERATURE REVIEW METHO

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ABSTRACT

Background:

Medical records have the value of information and responsibility for the confidentiality of medical records regarding the identity, diagnosis, disease history, examination history and medical treatment history of patients that must be maintained by doctors, dentists, certain health workers, management officers and leaders of health service facilities. The medical record file is confidential, so it is absolutely mandatory to keep it safe. Therefore researchers conducted a literature study with the title "Review of Medical Record File Safety in Filing Room with the Literature Review Method".

Purpose:

This study aims to determine the safety of medical record files contained in the filing room of the medical record unit by the Literature Review method.

Method:

This study uses a literature review research method

Result:

The physical safety aspect of paper and ink quality is good, the medical record folder raw material is still using low-quality material, found in a damp, dusty, and dirty room. Non-physical aspects in the filing unit of the recording unit from five journals found that medical record files are not safe from damage due to biological factors such as fungus, nerd, and insects such as termites, cockroaches, and mice, medical record officers bring food and drinks into the room every day into storage.

Conclusion:

Physical and non-physical aspects of the security of medical record files in filing rooms are still not safe. The quality of the paper and ink is good, the raw materials for medical record folders are low quality, the room is damp, dusty, and dirty, the safety of medical record files from fire disasters is protected, there are fire extinguishers and fire or smoke detection devices. There are still medical record files that are not safe from damage caused by biological factors such as fungi, book lice, and insects such as termites, cockroaches, and mice. The medical record attendant brings food and drinks into the storage room. There is a no-smoking rule so that the storage room for medical record files is clean from cigarette butts.

Keyword: security, medical record file, filling room

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