

TINJAUAN SISTEM KEAMANAN RUANG *FILING* DI UNIT REKAM MEDIS RS TK. II dr. SOEDJONO MAGELANG TAHUN 2018

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INTISARI

Latar Belakang: Setiap rumah sakit wajib menyelenggarakan rekam medis untuk mendukung tertib administrasi. Ruang *filing* harus aman. *filing* adalah kegiatan menyimpan, penataan atau penyimpanan (*Storage*) berkas rekam medis untuk mempermudah pengambilan kembali (*Retrieval*). Bagian *filing* berfungsi sebagai penjaga keamanan dan kerahasiaan dokumen rekam medis. Berdasarkan studi pendahuluan yang dilakukan pada 7 Mei 2018 di RST Tk. II dr. Soedjono Magelang diketahui di ruang penyimpanan kurang terjaga karena kondisi ruang penyimpanan berkas rekam medis jendela masih terbuka dan ada beberapa selain petugas rekam medis masuk ke ruang *filing*. Hal ini berisiko berkas rekam medis diambil dan dapat diakses oleh pihak yang tidak berwenang.

Tujuan Penelitian: Mengetahui keamanan ruang *filing* di Unit rekam medis RS Tk. II dr. Soedjono Magelang.

Metode Penelitian: Jenis penelitian dengan pendekatan kualitatif. Subjek penelitian ini adalah kepala instalasi rekam medis dan petugas *filing* berjumlah 4 orang sebagai responden dan kepala rekam medis sebagai triangulasi. Sedangkan objek penelitian ini adalah berkas rekam medis, ruang *filing* dan sarana prasarana diruang *filing* RS Tk II. dr Soedjono Magelang.

Hasil: Aspek fisik pada kelembaban masih menggunakan kipas angin, pencahayaan menggunakan cahaya alami dari ventilasi, sudah terdapat apar dan pemasmi serangga. Ruang *filing* masih digunakan sebagai ruang makan, Adanya SOP pelepasan informasi, Apabila map rekam medis ada yang rusak, ada logistik map rekam medis, kemudian menggantinya dengan yang baru, Pembersihan ruang *filing* dilakukan setiap pagi hari, dan di setiap pintu sudah terdapat tanda peringatan, tetapi masih ada selain petugas masuk keruang *filing*.

Kesimpulan: Dari keamanan aspek fisik masih terdapat selain petugas rekam medis masuk keruang *filing*, ruangan tidak terdapat AC, masih terdapat petugas makan dan minum diruang *filing*. Dari keamanan aspek isi jika rekam medis hilang harus dicari atau ditelusuri terakhir dipinjam.

Kata Kunci: Keamanan, *Filing*, Rekam Medis

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**REVIEW OF FILING SPACE SECURITY SYSTEM IN MEDICAL RECORD
UNIT OF TK. II Dr. SOEDJONO MAGELANG IN 2018**

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ABSTRACT

Background: Every hospital is obliged to hold a medical record to support orderly administration. The filing room must be safe. Filing is an activity of storing, structuring or storing medical record files to facilitate retrieval (Retrieval). The filing section functions as a security guard and confidentiality of medical record documents. Based on the study conducted on 7 May 2018 at RST Tk. II Dr. Soedjono Magelang is known that in the storage room is not well maintained because the condition of the storage room of the medical record window is still open and there are some other than medical record officers entering the filing room. This risks the medical record file is taken and can be accessed by unauthorized parties.

Objective: Knowing the safety of the filing room at the Tk Hospital medical record unit. II Dr. Soedjono Magelang.

Method: Type of research with a qualitative approach. The subject of this study was the head of the medical record installation and filing officers totaling 4 people as respondents and the head of medical records as triangulation. Whereas the object of this research is medical record file, filing room and infrastructure facilities in the filing room of Tk II Hospital. Dr. Soedjono Magelang.

Result: Physical aspects of humidity still use a fan, lighting uses natural light from ventilation, there is a fire extinguisher and insect repellent. The filing room is still used as a dining room, there is a release information SOP, if there is a damaged medical record folder, there is a log of medical record folder, then replace it with a new one, cleaning the filing room is done every morning, and every door has a warning sign, but still there are other than officers entering the filing room.

Conclusion: From the security of the physical aspect, there are still other than medical records officers entering the filing room, the room does not have air conditioning, there are still officers eating and drinking in the filing room. From the security aspect of the content if the missing medical record must be searched or traced last borrowed.

Keywords: Accreditation, Informed Consent, Completeness.

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