

**ANALISIS BEBAN KERJA SUMBER DAYA MANUSIA DI UNIT REKAM
MEDIS BAGIAN ANALISA BERDASARKAN TEORI *WORKLOAD*
INDICATORS OF STAFF NEED (WISN)
DI RUMAH SAKIT TK. II DR. SOEDJONO MAGELANG**

Oleh :

Ellen Dini Lestyowati¹ , Dr. Rijantono Franciscus Maria, MPH²

INTISARI

Latar Belakang : Unit Rekam Medis Rumah Sakit Tk.II dr.Soedjono Magelang yang merupakan Rumah Sakit tipe B memiliki jumlah petugas bagian analisa yaitu 3 orang. Bagian analisa membawahi 2 bagian yaitu dibagian *assembling* dan koding indeksing yang terdiri dari 1 petugas *assembling* dan 2 petugas koding indeksing. Berdasarkan pekerjaan yang ada di bagian analisa (*assembling* dan koding indeksing) masih banyaknya dokumen yang belum terselesaikan karena jumlah tenaga kerja tidak sesuai dengan beban pekerjaannya, dan petugas masih merangkap pekerjaan lain. Untuk itu jumlah petugas harus disesuaikan dengan jumlah beban kerja sehingga produktivitas petugas dapat meningkat dan lebih optimal.

Tujuan : Mengetahui beban kerja Sumber Daya Manusia bagian Analisa (*assembling* dan koding indeksing) di Unit Rekam Medis Rumah Sakit Tk.II dr.Soedjono Magelang.

Metode Penelitian : Jenis penelitian yang digunakan adalah deskriptif dengan pendekatan kuantitatif dan kualitatif (menggunakan *mix method*) dan rancangan *cross sectional*. Metode pengumpulan data dengan menggunakan wawancara, observasi, dan studi dokumentasi.

Hasil : Berdasarkan hasil perhitungan dengan metode WISN dapat diketahui bahwa waktu kerja yang tersedia di Rumah Sakit Tk.II dr.Soedjono Magelang dalam satu tahun adalah 2200 jam/tahun (132000 menit/tahun). Unit dan kategori SDM yang ada dibagian Analisa (*assembling* dan koding indeksing) berjumlah 3 orang. Dan dapat diperoleh nilai standar beban kerja masing-masing kegiatan berbeda-beda, dengan standar kelonggaran dalam satu tahun adalah 0,29. Dari variabel tersebut diperoleh hasil akhir kebutuhan tenaga kerja di Unit Rekam Medis Rumah Sakit Tk.II dr.Soedjono Magelang bagian analisa adalah 3,51 orang dibulatkan 4 orang, sehingga memerlukan penambahan 1 (satu) petugas lagi.

Kata Kunci : Beban Kerja, SDM, Analisa (*assembling* dan koding indeksing), WISN

¹ Mahasiswa Program Studi Diploma 3 Perekam Dan Informasi Kesehatan Sekolah Tinggi Ilmu Kesehatan Jenderal Achmad Yani Yogyakarta

² Dosen Pembimbing Program Studi Diploma 3 Perekam Dan Informasi Kesehatan Sekolah Tinggi Ilmu Kesehatan Jenderal Achmad Yani Yogyakarta

**ANALYSIS THE WORKLOAD OF HUMAN RESOURCES ON THE PART
OF MEDICAL RECORD UNIT OF ANALYSIS BASED ON THE THEORY
WORKLOAD INDICATORS OF STAFF
NEED (WISN) AT DR. SOEDJONO MAGELANG GRADE 2 HOSPITAL**

Oleh
Ellen Dini Lestyowati¹, Dr. Rijantono Franciscus Maria, MPH²

ABSTRACT

Background: Medical record Unit at dr. Soedjono Magelang Hospital which is type B has a number of staff analysis 3 people. include the analysis section, namely the assembling and coding indeksing which consisted of 1 officer and 2 officers were assembling a coding indeksing. Based on the work that is in the section analysis (assembling, coding, and indeksing) still the large number of unresolved documents due to the amount of labor does not comply with the burden of they work, and the clerk still other jobs concurrently. For that number of officers shall be adjusted by the amount of the workload so that officers can increase productivity and more optimal.

Objective: to know the human resources workload Analysis section (assembling, coding, and indeksing) in Medical record Unit at dr. Soedjono Magelang Hospital.

Research methods: in this study the authors do a calculation of Human Resource needs based on the theory Workload Indicators Of Staff Need (WISN). And the type of research used was descriptive with quantitative and qualitative approaches (using mix method) and draft cross sectional. Method of collecting data using interviews, observation, and study the documentation.

Research results: based on the results of the calculation with WISN method may note that the working time available in dr. Soedjono Magelang grade 2 hospital in one year is 2200 hours/year (132000 minutes/year). Units and categories of Human Resources existing in the Analysis indeksing, coding and assembling amounted to 3 people. And can be obtained from the default value of the workload of each activity varies, with the standard allowances in one year was 0.29. From the variable retrieved the end result need labor in medical record Unit at dr. Soedjono Magelang hospital is 3.51 people rounded up 4 people, so there needs to be the addition of 1 person the officer again.

Keywords: Workload, Human Research, Analysis (*assembling*, coding, and indeksing), WISN

1 A Student of Diploma 3 Medical Record and Health Information Study Program of Achmad Yani High School of Health Science Yogyakarta.

2 A conseling lecture of Diploma 3 Medical Record and Health Information Study Program of Achmad Yani High School Of Helath Science Yogyakarta.