

**ANALISIS JABATAN DAN PELAKSANAAN *JOB-DESCRIPTION*
INSTALASI REKAM MEDIS
DI RSUD Dr. TJITROWARDOJO PURWOREJO**

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INTISARI

Latar Belakang: Standar profesi perekam medis menurut Permenkes RI Nomor 55 tahun 2013 adalah batasan kemampuan minimal yang harus dimiliki oleh perekam medis untuk dapat melaksanakan pekerjaan rekam medis dan informasi kesehatan pada fasilitas pelayanan kesehatan. Petugas di sub bagian rekam medis harus menjalankan uraian tugasnya sesuai dengan kompetensi. Sub bagian rekam medis di RSUD Dr. Tjitrowardojo Purworejo dipimpin oleh seorang kepala yang berlatarbelakang pendidikan bukan rekam medis. Hal itu juga terjadi pada Koordinator TPPRJ dan Pelayanan Administrasi, Visum, dan Surat Keterangan, sehingga dalam menjalankan uraian tugasnya tidak sesuai dengan kompetensi.

Tujuan Penelitian: Mengetahui analisis jabatan dan pelaksanaan *job-description* instalasi rekam medis di RSUD Dr. Tjitrowardojo Purworejo.

Metodologi Penelitian: Jenis penelitian yang digunakan adalah deskriptif dengan pendekatan kualitatif dan rancangan fenomenologi. Metode pengumpulan data dengan cara observasi, wawancara, dan studi dokumentasi.

Hasil Penelitian: Uraian tugas di instalasi rekam medis sudah dilaksanakan, namun uraian tugas/*job-description* antara koordinator dengan petugasnya belum dibedakan. Bagian TPPIGD/TPPRI sudah membedakan uraian tugas/*job-description* antara koordinator dengan petugasnya. Kualifikasi staf di instalasi rekam medis terdiri dari SMA, D3 Rekam Medis, D3 Umum, dan S1 Keperawatan. Tiga koordinator berlatarbelakang pendidikan D3 Rekam Medis, dua koordinator berlatarbelakang pendidikan SMA, dan Kepala Sub Bag Rekam Medis berlatarbelakang S1 Keperawatan.

Kesimpulan: Terdapat uraian tugas antara koordinator dengan petugas yang belum dibedakan di RSUD Dr. Tjitrowardojo Purworejo. Terdapat perbedaan kualifikasi staf antara kriteria pada Buku Pedoman Pengorganisasian Unit Rekam Medis dengan realisasi di lapangan.

Kata Kunci: *Uraian Tugas/Job-Description*, Kualifikasi

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ANALYSIS OF JOB DESCRIPTION POSITION AND IMPLEMENTATION OF MEDICAL RECORD INSTALLATION AT RSUD DR. TJITROWARDOJO PURWOREJO

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ABSTRACT

Background: Medical record and health information standard according to Indonesia's regulation of health minister number 55/2013 is the minimum capability that must be possessed by medical record and health information in order to carry out medical record and health information job in health service facility. Medical record and health information sub-section must do their job based on their competences. Sub-section of medical record at RSUD Dr. Tjitrowardojo Purworejo is led by a person who does not have educational background of medical record. It also happens to coordinators of registration outpatient and administration, visum et repertum, and certificate of birth or certificate of death, so they do not run the job description in accordance with their competence.

Research Objectives: To know position analysis and job-description implementation of medical record sub-section at RSUD Dr. Tjitrowardojo Purworejo.

Research Result: Job description in medical record installation has been implemented, but job description between coordinators and officers has not been distinguished. The registration installation emergency/inpatient section has distinguished the job description between the coordinator and the officers. Staff qualifications in medical record installation consist of Senior high school, Medical Record Diploma, Non Medical Record Diploma, and bachelor of Nursing. Three coordinators with educational background of Medical Record diploma, two coordinators with senior high school education background, and Head of Medical Record Sub Division with bachelor of Nursing background.

Conclusion: There is a job description between coordinators and officers that has not been differentiated at RSUD Dr. Tjitrowardojo Purworejo. There are staff qualifications differences between the criteria in Organizing Handbook for Medical Record Unit and realization.

Keywords: Job-Description, Qualification

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