

**PERANCANGAN *TRACER* PADA BAGIAN *FILING* UNTUK
MEMINIMALISIR TERJADINYA *MISSFILE*
DI PUSKESMAS DEPOK III SLEMAN**

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INTISARI

Latar Belakang: Dalam penyimpanan berkas rekam medis di bagian *filing* di Puskesmas Depok III Sleman sering terjadi *missfile* sebanyak 10% per hari karena tidak tersedianya *tracer* yang dapat digunakan sebagai pengganti bahwa berkas rekam medis tersebut sedang berada di luar ruang *filing*.

Metode Perancangan: Tema perancangan ini adalah perancangan *tracer*. Perancangan ini dilakukan pada bulan Juni 2017 di Puskesmas Depok III Sleman. Subjek dalam perancangan ini berjumlah 5 orang responden yaitu 5 orang petugas rekam medis Puskesmas Depok III Sleman. Objek dalam perancangan ini yaitu perancangan *tracer* di Puskesmas Depok III Sleman. Kegiatan perancangan ini meliputi observasi dan wawancara, pengolahan data, perancangan *tracer* alternatif I, alternatif II dan alternatif III serta pemilihan *tracer* alternatif I, alternatif II dan alternatif III. Teknik pengumpulan data dalam perancangan ini dilakukan dengan wawancara dan pengamatan. Teknik pemeriksaan keabsahan data pada perancangan ini dilakukan dengan cara ketekunan atau keajegan pengamatan.

Hasil: Dalam perancangan ini perancang melakukan perancangan alternatif I yang berukuran 18 cm x 18 cm berbahan plastik jenis holder warna kuning disertai kantong plastik berukuran 6 cm x 6 cm, Alternatif II berukuran 41 cm x 12,5 cm berbahan plastik jenis holder warna kuning disertai kantong plastik berukuran 6 cm x 6 cm dan Alternatif III berukuran 36 cm x 25 cm berbahan kertas buffalo warna kuning yang diisi dengan menggunakan spidol permanent. Dan perancangan alternatif yang terpilih dan yang sesuai dengan kebutuhan yaitu perancangan *tracer* alternatif II dengan bahan plastik jenis holder warna kuning berukuran 41 cm x 12,5 cm. Selain itu perancang menyusun Standar Prosedur Operasional (SPO) penggunaan *tracer* rekam medis karena belum terdapat Standar Prosedur Operasional (SPO) dalam penggunaan *tracer* rekam medis.

Kesimpulan: Perancangan *tracer* alternatif yang dipilih dan yang sesuai dengan kebutuhan yaitu perancangan *tracer* alternatif II karena mudah diaplikasikan dalam pelayanan rekam medis. Belum terdapat Standar Prosedur Operasional (SPO) atau pedoman dalam penggunaan *tracer* rekam medis pada bagian *filing* di Puskesmas Depok III Sleman.

Kata Kunci: *Tracer, missfile, filing*

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MAKING DESIGN OF TRACER ON FILING ROOM FOR MINIMALIZATION ABOUT MISSFILE IN DEPOK III HEALTH CENTER OF SLEMAN

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ABSTRACT

Background: In medical record saving on filing room in Depok III Health Center of Sleman was have 10 % missfile per day because they're have not tracer for used as replacement if medical record has out from filing room.

Method of Design: The theme from this design is making tracer. This making was do at Juni 2017 in Depok III Health Center of Sleman. The subject from this design is 5 responden was 5 medical recorder people in Depok III Health Center of Sleman. The object from this design is making tracer in Depok III Health Center of Sleman. The activity from this making is observation and interview, processing of data, making alternative tracer I, alternative II and alternative III. Data collecting technic in this design was be do with interview and observation. The data validity examination technic in this design was be do with perseverance or observation constancy.

Result and Discussions: In this design, designer has making design alternative I with size 18 cm x 18 cm made from holder plastic yellow colour with plastic sac with size 6 cm x 6 cm, alternative II with size 41 cm x 12,5 cm made from holder plastic yellow colour with plastic sac with size 6 cm x 6 cm, alternative III with size 36 cm x 25 cm made from buffalo paper yellow colour which filled with permanent spidol. And alternative design has be selected and same with needed is alternative II with size 41 cm x 12,5 cm made from holder plastic yellow colour with plastic sac with size 6 cm x 6 cm. In other that designer have making Operational Prosedure Standard (OPS) medical record tracer uing because there was not yet to Operational Prosedure Standard (OPS) at medical record tracer using.

Conclussions: Tracer design in Depok III Health Center of Sleman was veri needed for missfile minimalization which occur at filing room. Aternative design has be selected and same with needed is alternative II because it's easy to apply at medical record service. There not yet Operational Prosedure Standard (OPS) or guidance on medical record tracer using at filing room in Depok III Health Center of Sleman.

Key Word: Tracer, Filing, Missfile

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