

ANALISIS KEBUTUHAN SDM DI UNIT KERJA REKAM MEDIS MENGUNAKAN METODE FTE DI FASYANKES

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INTISARI

Latar Belakang : Sumber Daya Manusia Kesehatan merupakan komponen yang penting dalam organisasi di Fasyankes. Jumlah SDM yang melebihi atau kurang dari kebutuhan akan berdampak pada produktifitas kerja pegawai. Kebutuhan SDM dapat dihitung dengan beberapa metode salah satunya metode FTE.

Tujuan Penelitian : Mengetahui perbedaan hasil perhitungan kebutuhan SDM unit kerja rekam medis di beberapa Fasyankes menggunakan metode FTE.

Metode Penelitian : Metode yang digunakan pada penelitian ini yaitu *Literature Review*.

Hasil : Hasil dari *Literature Review* ini adalah masih terdapat pegawai yang memiliki beban kerja yang *overload* sehingga diperlukan penambahan SDM. Selain itu, Fasyankes harus membuat, memperbarui, dan menjalankan SPO agar besarnya beban kerja dapat merata.

Kesimpulan : Masih ditemui petugas dengan beban kerja yang *overload*, sehingga diperlukan penambahan SDM. Fasyankes perlu mengetahui beban kerja karyawan sehingga dapat mengetahui jumlah kebutuhan pegawai di Fasyankes tersebut.

Kata Kunci : *FTE, Kebutuhan SDM, Rekam Medis*

**ANALYSIS OF OFFICERS IN THE MEDICAL RECORD WORKING
UNIT USING THE FTE METHOD IN THE HEALTH SERVICE**

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ABSTRACT

Background : Human Resources Health is an important component in the organization at the Health Care Center. The number of employees that exceeds or is less than the need will have an impact on employee productivity. Employee needs can be calculated by several methods, one of which is the FTE method.

Objective : Knowing the differences in the results of calculating the needs of medical record work unit employees in several health facilities using the FTE method.

Result : The result of this Literature Review is that there are still employees who have an overloaded workload so that additional human resources are needed. In addition, the health facilities must create, update, and implement Standard Operating Procedures so that the amount workload can be evenly distributed.

Conclusion : There are still officers with overloaded workloads, so additional human resources are needed. The health facilities need to know the workload of the employees so that they can find out the number of employees needed at the health facilities.

Keywords : *Employee Need, FTE, Medical Record*