

**TINJAUAN PELAKSANAAN *JOB DESCRIPTION*
PETUGAS REKAM MEDIS DI INSTALASI REKAM MEDIS
RUMAH SAKIT AT-TUROTO AL ISLAMY**

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INTISARI

Latar Belakang: Tugas pokok dan fungsi pegawai harus dirancang dengan tepat dan secara jelas termuat dalam sebuah deskripsi pekerjaan (*Job Description*). Dengan adanya *job description* dapat mengetahui pekerjaan yang menjadi tanggung jawab, wewenang, dan hubungan dengan jabatan lain dalam organisasi. Di RS AT-Turots Al Islamy *job description* petugas rekam medis telah disusun berdasarkan struktur organisasi yang telah ditetapkan, namun dalam realisasinya belum terlaksana secara maksimal sehingga peran petugas rekam medis menjadi multifungsi.

Tujuan Penelitian: Mengidentifikasi ketidaksesuaian *job description* petugas rekam medis, mengetahui faktor penyebab ketidaksesuaian *job description* petugas rekam medis, merencanakan penyelesaian ketidaksesuaian *job description* petugas rekam medis

Metode Penelitian: Penelitian ini menggunakan jenis penelitian deskriptif dengan pendekatan kualitatif dan rancangan fenomenologi. Subjek penelitian adalah seluruh petugas rekam medis, objek penelitian ini adalah *job description* petugas rekam medis. Metode pengumpulan data menggunakan wawancara, observasi, dan studi dokumentasi.

Hasil: Pelaksanaan *job description* yang ditetapkan tidak dilakukan sepenuhnya. Satu orang petugas melakukan seluruh *job description* petugas lain sehingga menimbulkan *double job*, tumpang tindih pekerjaan, dan tumpukan pekerjaan. Dalam hal ini petugas mengalami tidak fokus dalam menjalankan setiap pekerjaan dan tanggung jawabnya. Evaluasi maupun sosialisasi terkait ketidaksesuaian yang terjadi belum pernah dilakukan.

Kesimpulan: Pelaksanaan *job description* petugas rekam medis dilaksanakan tidak sesuai dengan struktur organisasi dan pedoman yang telah ditetapkan, ketidaksesuaian *job description* dipengaruhi oleh faktor hanya terdapat 2 sampai 3 petugas dalam setiap pembagian *shift*, petugas merangkap lebih dari satu pekerjaan, volume pasien meningkat, peralatan kurang mencukupi, dan buku pedoman belum diperbaharui sejak tahun 2016. Belum pernah dilakukan evaluasi dan sosialisasi terkait pelaksanaan *job description* petugas rekam medis.

Kata Kunci: Job Description, Analisis Fishbone, Rekam Medis

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**REVIEW OF IMPLEMENTATION OF JOB DESCRIPTION
MEDICAL RECORDERS IN MEDICAL RECORD INSTALLATION
AT-TUROTS AL ISLAMY HOSPITAL**

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ABSTRACT

Background: *The main duties and functions of employees must be precisely designed and contained in a job description. With the job description, you can find out the work that is the responsibility, authority, and relationship with other positions in the organization. At AT-Turots Al Islamy Hospital the job description of the medical record officer has been compiled based on the established organizational structure, but in its realization has not been carried out optimally so that the role of medical record officers becomes multifunctional.*

Purpose: *Identify the incompatibility of the job description of medical record officers, find out the factors causing non-conformity job description, medical record officer, plan for resolving discrepancies in the job description, medical record officer.*

Method: *This research uses descriptive research with qualitative approaches and phenomenological designs. The research subjects were all medical record officers, the object of this research was the job description of medical record officers. The method of collecting data uses interviews, observation, and documentation studies.*

Results: *The implementation of the job description is not done fully. One officer did all the other job descriptions of other officers, resulting in double jobs, overlapping jobs, and a pile of jobs. In this case, the officer experiences no focus in carrying out every job and responsibility. Evaluation and outreach regarding non-conformities that have occurred have never been done.*

Conclusion: *The implementation of the job description of the medical record officer was carried out not in accordance with the organizational structure and guidelines, the job description mismatch was influenced by a factor of only 2 to 3 officers in each shift, officers doubled more than one job, patient volume increased, and the manual had not updated since 2016. No evaluation and socialization have been conducted regarding the implementation of the job description of medical record officers.*

Keyword: *Job Description, Fishbone Analysis, Medical Records*

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