

# **RANCANGAN MAP (*FOLDER*) REKAM MEDIS RAWAT JALAN DI KLINIK dr.H.Zamroni, Sp.S GODEAN SLEMAN**

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## **INTISARI**

**Latar Belakang:** Map rekam medis sangat penting karena setiap pendokumentasian yang dilakukan akan disimpan didalam map rekam medis. Map rekam medis berguna untuk melindungi formulir-formulir rekam medis yang ada di dalamnya agar tidak tercecer. Map digunakan untuk menyatukan semua lembar rekam medis pasien sehingga menjadi satu riwayat utuh, melindungi lembar-lembar rekam medis didalamnya agar tidak mudah rusak, robek, terlipat, mempermudah penyimpanan, pencarian, dan pemindahan berkas rekam medis.

**Tujuan Penelitian:** Merancang map rekam medis di Klinik dr.H.Zamroni, Sp.S Godean Sleman.

**Metode Penelitian:** Jenis penelitian ini yang digunakan adalah penelitian deskriptif dengan pendekatan kualitatif. Rancangan penelitian studi kasus. Metode pengambilan data dengan observasi, wawancara, dan *checklist*.

**Hasil Penelitian:** Di Klinik dr.H.Zamroni, Sp.S Godean Sleman belum menggunakan map rekam medis sehingga menyebabkan formulir mudah terlipat, sobek, kotor, dan kerahasiaan pasien tidak terjaga dengan baik. Di Klinik dr.H.Zamroni, Sp.S Godean Sleman berkas rekam medis hanya terdiri dari satu lembar formulir rawat jalan yang sangat minim data identitas sosial pasien, dan tidak adanya tracer sehingga bagian rekam medis dan administrasi mengalami kesulitan dalam mencari berkas, karena dalam penyimpanan formulir rawat jalan ditumpuk menjadi satu dengan diberi karet gelang dan disimpat di loker berkunci.

**Kesimpulan:** Di Klinik dr.H.Zamroni, Sp.S Godean Sleman belum menggunakan map rekam medis dan tracer, serta hanya terdapat satu lembar formulir rawat jalan yang sangat minim data identitas sosial pasien.

**Kata Kunci:** Formulir Rawat Jalan, Klinik, Rancangan Map Rekam Medis, Tracer.

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# DESIGN FOLDER MEDICAL RECORD OUTPATIENT AT CLINIC dr.H.Zamroni, Sp.S GODEAN SLEMAN

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## ABSTRACT

**Background:** The medical record folder design is very important because every documentation will be stored in the medical record folder. The medical record folder design is useful for protecting medical record forms in it so they are not scattered. folder is used to unite all the patient's medical record sheets so that they become one complete history, protect the medical record sheets in it so that they are not easily damaged, torn, folded, facilitate storage, search, and transfer of medical record files.

**Objectives:** Design folder medical record at the Clinic dr.H. Zamroni, Sp.S Clinic Godean Sleman.

**Methodology:** The type of research used is descriptive research with a qualitative approach. Design of case study research. Data collection method by observation, interviews, and checklist.

**Results:** At the Clinic dr.H. Zamroni, Sp.S Godean Sleman has not used a medical record folder so that the forms are easily folded, torn, dirty, and patient confidentiality is not properly maintained. At the Clinic dr.H. Zamroni, Sp.S Godean Sleman, medical record file consists of only one outpatient form sheet which has very minimal patient social identity data, and no tracer so that the medical and administrative records have difficulty finding files, because storage of outpatient forms is stacked together with a rubber band and stored in a locked locker.

**Conclusion:** At the Clinic dr.H. Zamroni, Sp.S Clinic Godean Sleman has not used the medical record folder and outguide, and there is only one outpatient form sheet that is very minimal in the patients social identity data.

**Keywords:** Outpatient For , Klinik, Design Folder Medical Record, Outguide.

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