

**PROSEDUR PELACAKAN REKAM MEDIS *MISSFILE* DI RUMAH  
SAKIT AT-TUROTS AL-ISLAMY YOGYAKARTA  
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**INTISARI**

**Latar Belakang :** Berkas rekam medis merupakan dokumen penting bagi setiap sarana pelayanan kesehatan dalam melayani kesehatan karena berkas rekam medis berisikan data pribadi maupun pengobatan yang telah dilakukan di sarana pelayanan kesehatan. Di Instalasi rekam medis Rumah Sakit At-Turots Al-Islamy masih ditemukan *missfile* dokumen rekam medis.

**Tujuan :** Penelitian ini bertujuan untuk mengetahui angka kejadian *missfile*, pelaksanaan pelacakan rekam medis *missfile*, menyusun SOP pelacakan rekam medis *missfile*

**Metode :** penelitian ini menggunakan metode penelitian deskriptif kualitatif dengan pengumpulan data secara kuantitatif, rancangan penelitian *cross sectional*. Subjek penelitian ini 4 petugas *filing*, 1 orang kepala rekam medis sebagai triangulasi sumber. Teknik pengumpulan data dengan wawancara, Observasi, Studi dokumentasi.

**Hasil :** Berkas rekam medis yang tidak ditemukan di rak penyimpanan berada di pengolahan 39% dan melacak penjajaran rekam medis *missfile* 61%. Dapat diketahui bahwa melacak penjajaran *missfile* tertinggi pertama yaitu salah simpan angka mirip 32%, kedua salah simpan transposisi 2 digit 23%, ketiga BRM berada diatas/dibawah rak semestinya 22%, keempat terselip dimap Rekam Medis pasien lain 16%, kelima salah simpan ratusan angka mirip 7%. Pelaksanaan pelacakan rekam medis *missfile* dilaksanakan dengan cara yang pertama melakukan pengecekan pada sistem komputerisasi, yang kedua melakukan pengecekan pada pengolahan berkas rekam medis, yang ketiga melacak rekam medis *missfile* : salah simpan transposisi 2 digit, salah simpan angka mirip, salah simpan dari ratusan kelompok angka, terselip dimap rekam medis pasien lain, BRM berada diatas/dibawah rak semestinya

**Kesimpulan :** Adanya usulan SOP pelacakan rekam medis *missfile* perlu dilegalkan sebagai acuan petugas dalam melacak rekam medis *missfile*

**Kata Kunci :** Berkas Rekam Medis *Missfile*, pelacakan, SOP

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**MISSED-FILE MEDICAL RECORD TRACING PROCEDURE AT  
YOGYAKARTA AL-ISLAMY AT-TUROTS HOSPITAL  
IN 2019**

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**ABSTRACT**

**Background:** The medical record file is an important document for every health service facility in serving health because the medical record file contains personal data and treatments that have been carried out at the health service facility. At the At-Turots Al-Islamy Hospital medical record installation, a file of medical record documents was still found.

**Objective:** This study aims to determine the incidence of missfile, the implementation of tracking medical records of missfiles, compile SOP for tracking medical records of missfiles

**Methods:** this study used a descriptive qualitative research method with quantitative data collection, cross sectional research design. The subjects of this study were 4 filing officers, 1 head of medical record as source triangulation. Data collection techniques with interviews, observation, documentation studies.

**Results:** The medical record file that was not found on the storage rack was 39% processed and tracked the 61% missfile medical record alignment. It can be seen that tracking the highest missfile alignment first is a false saving number similar to 32%, second misplaced transposition 2 digits 23%, all three BRM are above / below the shelf should be 22%, the fourth is tucked into the Medical Record of other patients 16%, fifth misplaced hundreds a number similar to 7%. The tracking of missfile medical records is carried out in the first way by checking the computerized system, the second by checking the processing of medical records, the third tracking the medical records of missfiles: misplacing 2-digit transposition, incorrectly storing similar numbers, incorrectly storing from hundreds of groups of numbers , tucked into the medical record of other patients, BRM is above / below the shelf as it should

**Conclusion:** The proposed SOP for missfile medical record tracking needs to be legalized as a reference for officers in tracing missfile medical records

**Keywords:** Missfile Medical Record File, tracking, SOP

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