

LITERATURE REVIEW : FAKTOR PENYEBAB KETIDAKLENGKAPAN PENGISIAN REKAM MEDIS RAWAT INAP DI RUMAH SAKIT

Ivanna Pretty Achmalia Nastiti¹, dr. Endang Purwanti²

INTISARI

Latar Belakang : Rekam medis adalah berkas yang berisikan tentang identitas pasien, anamnesa, pemeriksaan fisik, serta tindakan yang di berikan dokter kepada pasien baik itu rawat jalan, rawat inap maupun gawat darurat. Faktor penyebab ketidaklengkapan rekam medis yaitu, faktor sumber daya manusia, faktor pendukung, serta faktor pendorong. Ketidaklengkapan pengisian rekam medis akan menghambat pelepasan hak pasien atas isi rekam medisnya, menyulitkan proses klasifikasi dan kodefikasi penyakit, menghambat proses penyusunan laporan, pembuatan tanda bukti kasus hukum, dan pengajuan permintaan asuransi

Tujuan Penelitian : Untuk mengetahui faktor penyebab ketidaklengkapan pengisian rekam medis rawat inap di rumah sakit berdasarkan *man* (sumber daya manusia), *material* (alat dan bahan), *method* (prosedur kerja), *machine* (kebijakan), *money* (dana).

Metode Penelitian : Penelitian ini menggunakan metode penelitian *literature review*. Pendekatan pada penelitian ini adalah analisis kualitatif. Sumber data di peroleh melalui *database google scholar*. Hasil akhir jurnal yang digunakan sebanyak 5 jurnal sesuai dengan kriteria inklusi dan eksklusi.

Hasil : Berdasarkan hasil analisis dari 5 jurnal diketahui bahwa permasalahan dalam faktor sumber daya manusia yaitu masih kurangnya kesadaran dan kedisiplinan petugas kesehatan akan pentingnya kelengkapan pengisian berkas rekam medis. Pada faktor alat dan bahan kesulitan dalam mengisi formulir rekam medis karena susunan formulir yang kurang sistematis dan pembeda warna pad berkas yang diisi. Faktor prosedur kurangnya sosialisasi mengenai SPO dan kebijakan tentang RM belum rinci. Faktor peralatan belum dilaksanakan secara rutin untuk kegiatan monitoring dan evaluasi. Faktor dana sumber dana yang terbatas untuk mendukung kelengkapan rekam medis.

Kesimpulan : Hasil *review* dari kelima jurnal ketidaklengkapan pada faktor sumber daya manusia yaitu kurangnya pengetahuan, motivasi, kesadaran dan kedisiplinan, faktor alat dan bahan susunan formulir rekam medis yang kurang sistematis, faktor prosedur kerja belum terdapat SPO pengisian rekam medis, faktor kebijakan kurangnya monitoring dan evaluasi rekam medis, faktor dana sumber dana yang terbatas.

Kata Kunci : Faktor Ketidaklengkapan Pengisian, Rawat Inap, Rumah sakit.

¹ Mahasiswa Program Studi Diploma 3 Rekam Medis dan Informasi Kesehatan Universitas Jenderal Achmad Yani Yogyakarta.

² Dosen Pembimbing Program Studi Diploma 3 Rekam Medis dan Informasi Kesehatan Universitas Jenderal Achmad Yani Yogyakarta.

**LITERATURE REVIEW : CAUSES OF DELAY TIME FOR THE
PROVISION OF MEDICAL RECORD OUTPATIENT
IN THE HOSPITAL**

Ivanna Pretty Achmalia Nastiti¹, dr. Endang Purwanti²

ABSTRACT

Background : A medical record is a file that includes information about a patient's name, medical history, physical exam, and any treatments they had from a doctor, whether they were outpatients, inpatients, or emergency patients. Specifically, human resource issues, supporting factors, and driving factors are the causes of incomplete medical records. The release of the patient's rights to the contents of his medical record will be hampered by incompletely filled out medical records, which will also make it more difficult to classify and codify diseases and to prepare reports, provide evidence in legal proceedings, and submit insurance requests.

Objective: To identify the elements based on man (human resources), material (tools and materials), method (work procedure), machine (policy), and money that contribute to the incomplete filling out of inpatient medical records in hospitals (funds).

Method : A literature review research method is employed in this study. This study uses a qualitative analysis methodology. The Google Scholar database served as the data source. 5 journals were the ultimate results of the journals used, based on the inclusion and exclusion criteria.

Results : According to the findings of the analysis of five journals, the issue with the human resource element is the lack of awareness and discipline among health professionals regarding the significance of finishing medical record files. The medical record form is challenging to complete in terms of tools and materials due to the disorganized layout of the forms and the disparity in color between the files being filled out. The absence of SOP socialization and the lack of a clear RM policy constitute the procedural element. For monitoring and assessment tasks, the equipment factor has not been frequently applied. Limited funding options make it difficult to support the accuracy of medical records.

Conclusion : The results of the review of the five journals are incomplete on human resource factors, namely lack of knowledge, motivation, awareness and discipline, factors of tools and materials for compiling medical record forms that are less systematic, work procedure factors do not have SOP for filling out medical records, policy factors are lack of monitoring and evaluation of records. medical, funding factors are limited sources of funds.

Keyword: Factors Incomplete Filling, Inpatient, Hospital.

¹ Student of Diploma 3 Study Program of Medical Record and Health Information, Jenderal Achmad Yani University, Yogyakarta.

² Supervising Lecturer for Diploma Study Program of Medical Record and Health Information, Jenderal Achmad Yani University, Yogyakarta