

TINJAUAN ALUR DAN PROSEDUR PENYIMPANAN REKAM MEDIS DI MASA PANDEMI *COVID – 19* DI RSUD WATES

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INTISARI

Latar Belakang : Berdasarkan Surat Edaran PORMIKI No. HM.01.01/002/III/2020 tentang Prosedur Kerja Perekam Medis Dan Informasi Kesehatan Dalam Situasi Wabah *Covid - 19*, seluruh petugas rekam medis di Indonesia diharapkan mengikuti protokol kesehatan seperti prosedur perlindungan alat pelindung diri (APD), prosedur pemeliharaan dokumen rekam medis, dan prosedur yang wajib diikuti selama bekerja sebagai petugas rekam medis. Berdasarkan hasil pengamatan dan studi pendahuluan yang dilakukan di RSUD Wates pada bulan Februari 2022, diperoleh bahwa pelaksanaan perlindungan terhadap dokumen rekam medis masih terdapat perbedaan dengan surat edaran yang ada.

Tujuan Penelitian : Tujuan penelitian ini adalah mengetahui bagaimana penyimpanan rekam medis di masa pandemi *Covid - 19* di RSUD Wates.

Metode Penelitian : Metode penelitian yang digunakan adalah deskriptif dengan pendekatan kualitatif. Metode pengumpulan data menggunakan wawancara dan observasi.

Hasil Penelitian : Alur dan prosedur penyimpanan rekam medis di masa pandemi *covid – 19* di RSUD Wates, masih terdapat prosedur yang belum sepenuhnya dilaksanakan, diantaranya yaitu petugas tidak memasukkan rekam medis pasien *covid – 19* ke dalam plastik kuning (infeksi), petugas tidak menggunakan sarung tangan pada saat mengelola rekam medis, petugas tidak memasukkan rekam medis ke dalam *box container* dan ditutup rapat, rekam medis tidak disimpan di tempat khusus, rekam medis hanya di diamkan selama 1 × 24 jam sebelum diolah, dan masih petugas masih menggunakan staples secara bersamaan. Sistem penyimpanan rekam medis di RSUD Wates menggunakan sentralisasi dan *Terminal Digit Filing*.

Kesimpulan : Alur dan prosedur penyimpanan rekam medis di masa pandemi *Covid – 19* di RSUD Wates telah dilaksanakan sesuai Surat Edaran PORMIKI No.HM.01.01/002/III/2020. Namun, masih terdapat prosedur yang belum sepenuhnya dilaksanakan. Pelaksanaan sistem penyimpanan sudah sesuai Standar Prosedur Operasional (SPO) yaitu menggunakan sistem penyimpanan sentralisasi dan *Terminal Digit Filing*.

Kata kunci : Penyimpanan, Pandemi Covid – 19, Rekam Medis.

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REVIEW OF MEDICAL RECORD STORAGE AND PROCEDURES DURING THE COVID-19 PANDEMIC AT RSUD WATES

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ABSTRACT

Background: Based on PORMIKI Circular No. HM.01.01/002/III/2020 concerning Medical Recorder Work Procedures and Health Information In the Covid-19 Outbreak Situation , all medical record officers in Indonesia are expected to follow health protocols such as procedures for protecting personal protective equipment (PPE), procedures for maintaining medical record documents, and procedures that must be followed while working as a medical record officer. Based on the results of observations and preliminary studies conducted at RSUD Wates in February 2022, it was found that the implementation of protection for medical record documents is still different from the existing circular.

Objective: The purpose of this research is knowing how to store medical records during the Covid-19 pandemic at RSUD Wates.

Method: The research method used is descriptive with a qualitative approach. Methods of data collection using interviews and observation.

Results: The flow and procedures for storing medical records during the covid-19 pandemic at RSUD Wates, there are still procedures that have not been fully implemented, including the officers not putting the medical records of Covid-19 patients into yellow plastic (infection), officers not using gloves hands when managing medical records, officers do not put medical records into container boxes and are tightly closed, medical records are not stored in a special place, medical records are only left for 1 × 24 hours before being processed, and officers still use staples simultaneously. The medical record storage system at RSUD Wates uses centralization and Digit Filing Terminal.

Conclusion: The flow and procedures for storing medical records during the Covid-19 pandemic at RSUD Wates have been carried out according to PORMIKI Circular No. HM.01.01/002/III/2020. However , there are still procedures that have not been fully implemented. The implementation of the storage system is in accordance with Standard Operating Procedures (SPO), namely using a centralized storage system and a Digit Filing Terminal alignment system.

Keywords : *Storage, Covid-19 Pandemic, Medical Records.*

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