

KALIFIKASI JABATAN DAN *JOB – DESCRIPTION* PETUGAS REKAM MEDIS UNTUK Mendukung KKS 6 Akreditasi SNARS di Rumah Sakit PKU Muhammadiyah Wonosari

Nur Intan Hasanah¹, Imaniar Sevtiyani²

INTISARI

Latar Belakang : Standar profesi petugas rekam medis adalah batas kemampuan yang harus dimiliki oleh perekam medis dan informasi kesehatan untuk dapat melaksanakan pekerjaannya di fasilitas pelayanan kesehatan menurut Permenkes no 55 tahun 2013. Untuk melaksanakan kegiatan di unit rekam medis dibutuhkan *job – description* yang jelas di setiap bagian. Selain itu untuk meningkatkan kualitas pelayanan dibutuhkan akreditasi rumah sakit. Berdasarkan hasil studi pendahuluan di Rumah Sakit PKU Muhammadiyah Wonosari kualifikasi jabatan petugas rekam medis belum semua berlatar belakang D3 Rekam Medis, selain itu pelaksanaan *job – description* masih terdapat kendala. Dalam pelaksanaan akreditasi juga masih terdapat beberapa hal yang harus diperbaiki terutama pada penilaian KKS 6

Tujuan Penelitian : Penelitian ini bertujuan untuk menganalisis kualifikasi jabatan dan *job – description* petugas rekam medis terkait KKS 6 akreditasi SNARS di Rumah Sakit PKU Muhammadiyah Wonosari.

Metode Penelitian : Penelitian ini menggunakan metode penelitian deskriptif kualitatif dengan rancangan fenomenologi. Subjek dari penelitian ini yaitu kepala unit dan staf rekam medis di Rumah Sakit PKU Muhammadiyah Wonosari . Objek dalam penelitian ini yaitu kualifikasi jabatan dan *job-description* petugas rekam medis.

Hasil Penelitian : Uraian tugas / *job-description* di unit rekam medis sudah ada, namun dalam pelaksanaannya masih terdapat kendala yaitu terjadi *double job* karena semakin banyaknya pasien yang berobat ke rumah sakit selain itu masih kurangnya SDM di unit tersebut. Kepala unit rekam medis sendiri melakukan beberapa pekerjaan sekaligus. Kualifikasi staf di unit rekam medis terdiri dari SMA atau sederajat, dan D3 Rekam Medis. Untuk dokumen terkait KKS 6 akreditasi ada beberapa dokumen yang belum ada ataupun belum lengkap yaitu file kualifikasi pendidikan, file pelatihan dan file riwayat pekerjaan staf.

Kesimpulan : Terdapat uraian tugas di setiap bagian pada unit rekam medis di Rumah Sakit PKU Muhammadiyah Wonosari, namun terjadi *double job*. Terdapat perbedaan kualifikasi staf antara kriteria pada Permenkes nomor 55 tahun 2013 dengan realisasi di lapangan. Terdapat dokumen penilaian KKS 6 yang kurang lengkap terutama unit rekam medis, seperti kualifikasi petugas, pelatihan, serta riwayat pekerjaan yang belum bisa dikonfirmasi kebenarannya

Kata Kunci: Uraian Tugas/*Job-Description*, Kualifikasi, KKS 6 Akreditasi SNARS

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

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

**QUALIFICATION OF POSITION AND JOB DESCRIPTION OF
MEDICAL RECORD TO SUPPORT KKS 6 OF ACCREDITATION
SNARS AT HOSPITAL PKU WONOSARI MUHAMMADIYAH
WONOSARI**

Nur Intan Hasanah¹, Imaniar Sevdiyani²

ABSTRACT

Background : Medical record and health information standard is the minimum capability that must be possessed by medical record and health information in order to carry out medical record and health information job in health service facility according to Indonesia's regulation of health minister number 55/2013. To carry out activities in the medical record unit it takes a clear job description in each section. In addition to improving the quality of service hospital accreditation is needed. Based on the results of a preliminary study at PKU Muhammadiyah Wonosari Hospital the qualifications of the medical record staff position are not all from the D3 Medical Record background, besides the implementation of job-description there are still constraints. In the implementation of accreditation there are also still some things that should be repaired especially on the assessment 6th KKS.

Objectives : The study aims to analyse the qualifications of the position and job – description of medical record officers related to 6th KKS of SNARS accreditation at PKU Muhammadiyah Wonosari Hospital.

Method: This study uses a descriptive method of qualified research with the design of phenomenology. The subjects of this study were the head of the unit and medical record staff at PKU Muhammadiyah Wonosari Hospital. The objects in this study are job qualifications and job-description of medical records officers.

Result : Job description in the medical record unit already exists, but in the implementation there is still a constraint that happens double job because there are more patients going to the hospital besides the lack of human resources in the unit. The head of the medical record unit performs several jobs at once. Staff qualifications in the medical record unit consist of high school or equivalent, and D3 Medical Record. For related documents of 6th KKS accreditation There are some documents that do not exist or incomplete that is qualification file, the training file and the staff employment history file.

Conclusion : There are job descriptions in every part of the medical record unit at PKU Muhammadiyah Wonosari Hospital, but there was a double job. There are differences in staff qualifications between the criteria in Indonesia's regulation of health minister number 55/2013 with realization in the field. There are incomplete KKS 6 assessment documents, especially the medical record unit, such as officer qualifications, training, and work history that cannot be confirmed yet.

Keywords : Job-Description, Qualification, 6th KKS of SNARS accreditation

¹Students of Medical Record and Health Information Study Program Jenderal Achmad Yani University Yogyakarta.

²Lecturer of Medical Record and Health Information Study Program Jenderal Achmad Yani University Yogyakarta