

**ANALISIS KEBUTUHAN SUMBER DAYA MANUSIA BERDASARKAN  
BEBAN KERJA DI BAGIAN PENDAFTARAN RAWAT JALAN DI  
RUMAH SAKIT PRATAMA GERBANG SEHAT MAHULU**

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**INTISARI**

**Latar Belakang :** Berdasarkan hasil studi pendahuluan pada tanggal 22 juni 2020 dengan kepala rekam medis di rumah sakit Pratam Gerbang Sehat Mahulu diketahui jumlah petugas pendaftaran rawat jalan berjumlah 6 orang dengan alokasi waktu di bagi sif pagi 4 orang sif sore 1 orang dan sif malam 1 orang, meskipun begitu masih terjadi penumpukan pasien dibagian pendafrtan sehingga berpengaruh pada beban kerja. Dari hasil studi pendahuluan diatas peneliti tertarik untuk mengambil judul “Analisis Kebutuhan Sumber Daya Manusia Berdasarkan Beban Kerja Di Bagian Pendaftaran Rawat Jalan Di Rumah Sakit Pratama Gerbang Sehat Mahulu”.

**Tujuan Penelitian :** Mengidentifikasi kebutuhan SDM di instalasi rekam medis Bagian Pendaftaran Rawat Jalan berdasarkan beban kerja di Rumah Sakit Pratama Gerbang Sehat Mahakam Ulu

**Metode Penelitian :** Jenis penelitian deskriptif dengan pendekatan kualitatif.

**Hasil :** Perhitungan tenaga di Loker Pelayanan pasien rawat jalan yang dibutuhkan di Rumah Sakit GSM berdasarkan metode didapatkan jumlah kebutuhan tenaga sebesar 7 orang, sedangkan jumlah tenaga yang ada sekarang hanya berjumlah 6 orang, maka diperlukan penambahan jumlah tenaga sebesar 1 orang di Loker Pendaftaran pasien rawat jalan di Rumah Sakit GSM Mahulu

**Kata Kunci:** *Rekam medis, Analisis, Kebutuhan Petugas, Petugas Rekam Medis, Beban Kerja, Metode WISN*

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**ANALYSIS OF HUMAN RESOURCES NEEDS BASED ON WORK  
EXPENSES IN THE REGISTRATION OF ROADS AT PRATAMA  
GERBANG HEALTHY HOSPITAL**

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**ABSTRACT**

**Background** : Based On The Results Of A Preliminary Study On June 22, 2020 With The Head Of The GSM Hospital Medical Records Section, It Is Known That The Number Of Outpatient Officers Is 6 People With An Allocation Of 4 Hours Of Morning Shift. Afternoon Shift Is 1 Person And Night Shift Is 1 Person, Even So There Are Still Piles Of Patients On Registration, Affecting Workload. From The Above Results, The Researcher Is Interested In Taking The Title "Analysis Of Human Resources Needs Based On The Workload Of The GSM Outpatient Registration Section

**Objective** : Identifying Human Resource Needs In The Medical Record Installation Of The Outpatient Registration Section Based On The Workload At The Mahulu Healthy Gate Primary Hospital

**Research Methods** : This Type Of Research Is Descriptive With a Qualitative Approach.

**Results** : The Calculation Of The Staff At The Outpatient Service Counters Needed At GSM Hospitals Based On The Method Found That The Number Of Personnel Needed Is 7 People, While The Current Number Of Personnel Is Only 6 People, It Is Necessary To Increase The Number Of Personnel By 1 Person At The Outpatient Registration Counter At GSM Mahulu Hospital

**Keywords** : Medical Records, Analysis, Officer Needs, Medical Records Officer, Workload, WISN Method

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