

**UPAYA INSTALASI REKAM MEDIS DALAM MENJAGA KEAMANAN
BERKAS REKAM MEDIS DARI ASPEK FISIK DI RUANG *FILING*
DENGAN METODE *LITERATURE REVIEW***

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INTISARI

Latar Belakang : Keamanan dan kerahasiaan berkas rekam medis di Rumah Sakit khususnya di ruang *filing* masih belum dikelola secara maksimal, hal ini mengakibatkan berkas rekam medis dapat rusak dan berkas rekam medis tidak terjaga kerahasiaannya karena ruang *filing* masih dapat diakses selain petugas rekam medis.

Tujuan : Penelitian ini bertujuan untuk mengetahui keamanan dan kerahasiaan rekam medis di Rumah sakit dari 5 jurnal.

Metode : Jenis penelitian yang digunakan adalah metode *literature review*

Hasil : Berdasarkan hasil *review* 5 jurnal, keamanan berkas rekam medis ditinjau dari aspek fisik dapat dilihat dari kelengkapan fasilitas sarana prasarana dan keadaan lingkungan ruang *filing*. Kerahasiaan ruang penyimpanan berkas rekam medis harus dijaga secara keseluruhan baik dari berkas rekam medis sendiri maupun ruang *filing*. Hal tersebut dapat dilakukan dengan meningkatkan kualitas map yang digunakan dan menerapkan kebijakan “selain petugas dilarang masuk”.

Kata Kunci: berkas rekam medis, keamanan dan kerahasiaan

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MEDICAL RECORD INSTALLATION EFFORTS TO KEEP THE SECURITY OF MEDICAL RECORDS FROM PHYSICAL ASPECTS IN THE FILING ROOM WITH THE LITERATURE REVIEW METHOD

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ABSTRACT

Background: *The security and confidentiality of medical record files in the hospital, especially in the filing room, are still not maximally managed, this has resulted in the medical record files being damaged and the confidentiality of medical record files being kept confidential because the filing room is still accessible apart from medical record officers.*

Purpose: *This study aims to determine the safety and confidentiality of medical records in hospitals from 5 journals.*

Method: *The type of research used is the literature review research method.*

Results: *Based on the results of reviewing 5 journals, the security of medical record files in terms of physical aspects can be seen from the completeness of the facilities and infrastructure and the condition of the filing space environment. The confidentiality of the medical record file storage space must be maintained in its entirety, both from the medical record file itself and the filing room. This can be done by improving the quality of the folders used and implementing a "non-entry prohibited officers" policy.*

Keyword: *medical record files, security and confidentiality*

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