

# **ANALISIS KEBUTUHAN PETUGAS REKAM MEDIS BERDASARKAN BEBAN KERJA DI INSTALASI REKAM MEDIS RS BHAYANGKARA POLDA DIY**

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## **INTISARI**

**Latar Belakang:** Rumah sakit adalah institusi pelayanan kesehatan yang menyelenggarakan pelayanan kesehatan perorangan secara paripurna yang menyediakan pelayanan rawat inap, rawat jalan, dan gawat darurat. rumah sakit diwajibkan untuk menyelenggarakan pelayanan rekam medis demi tercapainya administrasi yang tertib. Hasil Observasi, RS Bhayangkara POLDA DIY memiliki 7 orang petugas rekam medis dengan kualifikasi 2 petugas pendidikan D3 rekam medis, 2 petugas S1 SKM, 2 petugas D3 administrasi rumah sakit dan 1 petugas SMK. Alokasi waktu petugas rekam medis terbagi dalam 3 shift yaitu pagi 3 orang petugas, siang 2 orang petugas, malam 1 orang petugas dan 1 orang petugas lain lepas dinas/libur. Belum ada pembagian tugas di unit rekam medis sehingga petugas yang bekerja pada jam kerja bertanggung jawab atas semua pekerjaan. Masalah yang terjadi adalah penumpukan berkas, kejadian status rekam medis terselip dan hilang. Oleh karena itu, peneliti ingin mengetahui bagaimana beban kerja dan kebutuhan petugas dengan menggunakan metode Analisis Beban Kerja Kesehatan (ABK Kes).

**Tujuan:** Mengidentifikasi jumlah petugas rekam medis yang tersedia, mengidentifikasi uraian tugas petugas rekam medis, mengidentifikasi hambatan yang ada di instalasi rekam medis, Mengetahui faskes dan jenis SDMK di instalasi rekam medis, mengetahui waktu kerja tersedia di instalasi rekam medis, mengetahui komponen beban kerja di instalasi rekam medis, menghitung standar beban kerja di instalasi rekam medis , menghitung standar tugas penunjang di instalasi rekam medis, menghitung kebutuhan SDMK di instalasi rekam medis berdasarkan beban kerja di instalasi rekam medis.

**Metode:** Jenis penelitian adalah deskriptif kualitatif dan rancangan penelitian studi kasus. Sampel penelitian adalah petugas rekam medis di RS Bhayangkara POLDA DIY dengan sampel seluruh petugas rekam medis yang berjumlah 7 orang.

**Hasil:** Setelah dilakukan perhitungan kebutuhan petugas dengan metode ABK Kes ternyata diperlukan penambahan petugas sebanyak 2 orang.

**Kata Kunci:** Rekam medis, Analisis Beban Kerja Kesehatan (ABK Kes) , Petugas Rekam Medis, Kebutuhan petugas rekam medis

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# **NEEDS ANALYSIS OF MEDICAL RECORD OFFICERS BASED ON WORKLOAD IN THE MEDICAL RECORD INSTALLATION IN THE POLICE BHAYANGKARA SPECIAL REGION OF YOGYAKARTA HOSPITAL**

## **ABSTRACT**

**Background:** hospital is a health service institutional that carries out complete individual health services that provide inpatient, outpatient and emergency services. Hospitals are required to provide medical record services to achieve orderly administration. Based on the observation RS Bhayangkara POLDA DIY has 7 medical records officers with the qualifications of 2 medical record D3 education officers, 2 S1 public health officers, 2 D3 hospital administration officers and 1 vocational officer. The time allocation for medical record officers is divided into 3 shift morning 3 officers, afternoon 2 officers, night 1 officer and 1 other officer off duty/holiday. There has been no division of tasks in the medical record unit so that officers who work during working hours are responsible for all work. The problem that occurs is the buildup of files, the occurrence of medical record status is tucked and lost. Therefore, the researchers wanted to know how the workload and the needs of the officers by using the health workload analysis method (ABK Kes).

**Objective:** To identify the number of medical record officers available, identify the descriptions of tasks medical record officers, identifying barriers and solutions. Find out the facilities and type of SDMK in the medical record installation, find out the working time available in the medical record installation, find out the workload component in the medical record installation, calculate the workload standar in the medical record installation, calculate the standard support tasks in the medical record installation, calculate the SDMK requirements in installation of medical record based on workload in medical record installations.

**Methods:** This type of research is descriptive qualitative and case study research design. The sample of the study was the medical record officer at the DIY Police Bhayangkara Hospital with a sample of all 7 medical records officers.

**Results:** After calculating the needs of the officers with the abk kes method, it was necessary to increase the number of officers by 4 people.

**Keywords:** Medical record, health workload analysis (ABK Kes), medical record officer, medical record officer needs.

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