

MANAJEMEN RISIKO DI RUANG *FILING*
RUMAH SAKIT UMUM PKU MUHAMMADYAH BANTUL
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INTISARI

Latar Belakang: Pentingnya kesadaran Rumah Sakit Umum PKU Muhammadiyah Bantul dalam memperhatikan keselamatan kerja karyawan, salah satunya dengan melakukan penilaian manajemen risiko di ruang *filing* agar meminimalisir kejadian risiko yang dapat mengakibatkan cedera pada karyawan. Pentingnya manajemen risiko dapat digunakan sebagai informasi dan penilaian pelayanan kesehatan dan peningkatan kinerja petugas rekam medis di Rumah Sakit Umum PKU Muhammadiyah Bantul.

Tujuan: Penelitian ini bertujuan mengetahui Manajemen Risiko di ruang *filing* Rumah Sakit Umum PKU Muhammadiyah Bantul tahun 2018.

Metode: Jenis penelitian ini adalah penelitian deskriptif dengan pendekatan kualitatif. Rancangan penelitian yang digunakan *cross-sectional*. Metode pengumpulan data dengan *focus group discussion* yaitu untuk mengetahui faktor risiko apa saja yang ada di ruang *filing* yang berpotensi cedera terhadap petugas di ruang *filing*. Instrumen yang digunakan transkrip FGD, *check list* observasi, *check list* studi dokumentasi. Subjek pada penelitian ini terdiri dari 6 orang yaitu 3 petugas *filing*, 1 koor pengolahan data dan 1 PJ Manajer Rekam Medis, 1 Ka. Pengembangan Organisasi Mutu Rumah Sakit. Objek pada penelitian ini adalah unit *filing* Rumah Sakit Umum PKU Muhammadiyah Bantul.

Hasil Penelitian: Diketahui bahwa pengelolaan manajemen risiko di RSU PKU Muhammadiyah Bantul disepakati pada waktu rapat unit bersama dengan Kepala PJ manajer rekam medis yang melibatkan tim mutu rumah sakit dan seluruh petugas *filing*. Faktor risiko yang ada di ruang *filing* meliputi faktor fisik, kimia, biologi, ergonomi, *stressor* dan reputasi.

Kesimpulan: Belum adanya SOP yang mengatur tentang manajemen risiko di ruang *filing*.

Kata Kunci: *Manajemen Risiko di Ruang Filing*

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**RISK MANAGEMENT IN THE FILING ROLE OF PKU
MUHAMMADIYAH GENERAL HOSPITAL
IN 2018**

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ABSTRACT

Background: *The importance of awareness of PKU Muhammadiyah Bantul General Hospital in paying attention to employee safety, one of them is by assessing risk management in the filing room so as to minimize risk events that can cause injury to employees. The importance of risk management can be used as information and assessment of health services and improving the performance of medical record officers at PKU Muhammadiyah Bantul General Hospital.*

Objective: *This study aims to find out Risk Management in the filing room of PKU Muhammadiyah Bantul General Hospital in 2018.*

Method: *This type of research is descriptive research with a qualitative approach. The study design was used cross-sectionally. Data collection method with focus group discussion is to find out what risk factors are in the filing room that has the potential to injure officers in the filing room. Instruments used in the FGD transcript, observation check list, documentation study check list. Subjects in this study consisted of 6 people, namely 3 filing officers, 1 data processing choir and 1 PJ Medical Record Manager, 1 Head. Hospital Quality Organization Development. The object of this study was the filing unit of PKU Muhammadiyah Bantul General Hospital.*

Results: *It is known that the management of risk management at PKU Muhammadiyah Bantul Hospital was agreed at the time of the unit meeting together with the Head of the PJ medical record manager involving the hospital quality team and all filing officers. Risk factors in the filing room include physical, chemical, biological, ergonomic, stressor and reputation factors.*

Conclusion: *There is no SOP that regulates risk management in the filing room*

Keywords: *Risk Management in the Filing Room*

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