

TINJAUAN KUALIFIKASI PENDIDIKAN DAN BEBAN KERJA PETUGAS REKAM MEDIS DI RUMAH SAKIT PKU MUHAMMADIYAH NANGGULAN KULON PROGO

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INTISARI

Latar belakang: Perencanaan SDM dilakukan untuk memperkirakan jumlah dan jenis petugas. Di Rumah Sakit PKU Muhammadiyah Nanggulan Kulon Progo diketahui jumlah petugas unit rekam medis sebanyak 3 orang yang melakukan semua pekerjaan sehingga membuat pelayanan lama, menumpukan data dan keterlambatan laporan.

Tujuan: Mengetahui kualifikasi pendidikan dan beban kerja petugas rekam medis di Rumah Sakit PKU Muhammadiyah Nanggulan Kulon Progo.

Metode Penelitian: Jenis penelitian yang digunakan adalah deskriptif kualitatif rancangan *cross sectional*. Subjek dari penelitian ini adalah kepala dan *staff* rekam medis. Objek dari penelitian ini adalah SOP, Tugas pokok dan fungsi petugas rekam medis, Dokumen hari libur nasional dan cuti tahun 2016. Teknik pengumpulan data menggunakan teknik observasi, wawancara dan studi dokumen. Teknik keabsahan menggunakan triangulasi sumber dan triangulasi teknik.

Hasil: Petugas rekam medis berjumlah 3 orang dengan pendidikan 1 D3 Rekam Medis, 2 D3 Administrasi. Jumlah kebutuhan tenaga kerja yaitu 7 tenaga/orang untuk memenuhi kebutuhan SDM.

Kesimpulan: Pelaksanaan Unit Rekam Medis belum sepenuhnya dilaksanakan oleh *staff* atau petugas yang sesuai kualitas dan kompetensi. Jumlah kebutuhan tenaga kerja dari unit rekam medis yaitu 7 tenaga/orang untuk memenuhi kebutuhan SDM yang ada pada unit rekam medis agar tidak terjadi penumpukan data yang belum diolah, dan keterlambatan laporan.

Kata kunci: Kualifikasi pendidikan, Beban Kerja, Petugas Rekam Medis.

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**THE OBSERVATION ON EDUCATION QUALIFICATION AND
WORKLOAD OF MEDICAL RECORD STAFF IN HOSPITAL OF PKU
MUHAMMADIYAH OF NANGGULAN, KULON PROGO**

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ABSTRACT

Background : Human Resource Planning is aimed at estimating number and types of officers. In hospital of PKU Muhammadiyah Nanggulan of Kulon Progo, it's know that the number medical record unit was as many as 3 persons who conducted all tasks in medical record unit. This condition makes the services slower such as mounting unprocessed files and late report delivery.

Objective : Identify the Education Qualification and Workload of Medical Record Staff in Hospital of PKU Muhammadiyah of Nanggulan, Kulon Progo

Method : This was a descriptive and qualitative study with cross sectional study design. The subjects in this study were the head and staff of medical record. The objects in this study were Standard Operational Procedure (SOP) of medical record staff, main job and function of medical record staff, documents of national holidays and leaves in 2016. Data was collected by applying observational technique, interview, and document study. Validity technique applied source triangulation and technical triangulation.

Result: Medical record officer amounted to 3 person with education 1 D# Medical Record and 2 D3 Administration. Number of man power requirement that is 7 personnel

Conclusion: Implementation of Medical Record not yet fully executed by staff or officer with appropriate quality and competence. The amount of labor requirement from the medical record unit in order to avoid the accumulation of unprocessed data, and the delay of report.

Keywords : Education Qualification, Work Load, Medical Record Staff.

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