

**GAMBARAN RAK PENYIMPANAN DALAM PENGELOLAAN BERKAS
REKAM MEDIS INAKTIF DI RSPAU dr. S. HARDJOLUKITO
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INTISARI

Latar Belakang : Rekam Medis yang baik seharusnya mempunyai rak penyimpanan agar mutu pelayanan lebih efisien. Dalam penyimpanan berkas rekam medis dibutuhkan luas ruangan dan rak penyimpanan yang sesuai. Berdasarkan *study* pendahuluan di RSPAU dr. S. Hardjolukito sudah mempunyai rak penyimpanan namun masih dalam proses pembuatan, sehingga berkas rekam medis inaktif masih diletakkan dilantai dan disimpan secara acak didalam kotak kardus.

Metode Penelitian : Desain penelitian menggunakan metode deskriptif kualitatif dimana metode ini lebih kepada penggambaran data yang telah terkumpul menggunakan triangulasi. Subjek pada penelitian ini adalah petugas *filing* dan staff rekam medis dengan menggunakan objek berkas rekam medis inaktif dan ruang penyimpanan inaktif. Alat penelitian berupa pedoman wawancara, alat tulis dan *cheklist* observasi. Tahapan metode pengolahan data dengan *editing*, data *entry* dan *cleaning*. Analisis data dilakukan sebelum dilapangan dan saat dilapangan.

Hasil Penelitian: luas ruang penyimpanan rekam medis inaktif mempunyai luas 39,2m², dalam perhitungan kebutuhan rak yang akan dibutuhkan 2 (Dua) tahun kedepan yaitu 1 (satu) rak penyimpanan, dan ruang penyimpanan rekam medis inaktif memiliki 5 (Lima) rak penyimpanan sehingga dalam ruang tersebut menjadi sempit. Maka dari itu perlu menggambarkan ulang rak penyimpanan yang lebih efisien.

Kata Kunci: Pengelolaan, berkas rekam medis inaktif, rak penyimpanan.

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The Description of Filing Cabinet in Inactive Medical Record Files Administration in dr. S. Hardjolukito Air Force Hospital in 2017

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ABSTRACT

Background : A proper medical record unit is supposed to have a filing cabinet so that service quality can be more efficient. The filing of medical record files needs sufficient space and filing cabinet. A preliminary study in dr. S. Hardjolukito air force hospital found a filing cabinet but still in the assembling process so that inactive medical record files remained on the floor and saved randomly in paper boxes.

Method : This study design applied descriptive and qualitative method which described the compiled data by using triangulation. The subjects in this study were filing staff and medical record staff with the objects of inactive medical record files and inactive filing room. Study instruments were interview guideline, stationery, and observational checklist. The steps of data administration method were editing, data entry, and cleaning. Data analysis was conducted prior to and during on-the-field observation.

Result : The space width of filing room for inactive medical record files was 39.2 m². The number of filing cabinet that would be necessary for the next 2 years was 1 (one) filing cabinet and the filing room for inactive medical record files contained 5 (five) filing cabinets which made the room interior narrower. Therefore, it was necessary to redesign a more efficient filing cabinet.

Keywords : Administration, Inactive Medical Record Files, Filing Cabinet.

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