

TINJAUAN ASPEK KEAMANAN BERKAS REKAM MEDIS DI RUANG FILING RUMAH SAKIT UMUM DAERAH DEMANG SEPULAU RAYA

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INTISARI

Latar belakang : Keamanan rekam medis dipengaruhi oleh beberapa faktor yaitu faktor instrinsik dan faktor ekstrinsik. Faktor instrinsik yaitu faktor yang berasal dari dalam berkas itu sendiri seperti kualitas kertas, tinta, dan perekat, sedangkan faktor ekstrinsik yaitu faktor yang berasal dari luar berkas seperti lingkungan fisik, organisme perusak dan kelalaian manusia. RSUD Demang Sepulau Raya masih terdapat permasalahan dalam keamanan berkas rekam medisnya seperti pintu ruang *filing* tidak terkunci bahkan sering terlihat pintu dalam keadaan terbuka, sehingga petugas selain perekam medis sering lalu lalang, terdapat petugas yang membawa makanan dan minuman di dalam ruang *filing* rekam medis, rak yang digunakan untuk menyimpan berkas masih menggunakan rak terbuka, masih terdapat banyak dokumen yang di tumpuk di bawah.

Tujuan penelitian: Mengetahui aspek keamanan dokumen rekam medis di ruang filing di Rumah Sakit Umum Daerah Demang Sepulau Raya

Metode Penelitian: jenis penelitian ini menggunakan metode deskriptif dengan pendekatan kualitatif, metode pengumpulan data dengan observasi dan wawancara.

Hasil Penelitian: mengungkapkan bahwa sudah terdapat SPO namun belum dipatuhi sepenuhnya, dari faktor instrinsik kertas yang digunakan belum sesuai standar yaitu HVS 80 gram, tinta yang digunakan berwarna hitam, perekat menggunakan strapless dan penjepit kertas. Dari faktor ekstrinsik dalam aspek fisik suhu dan kelembaban ruangan sudah sesuai namun belum terdapat alat ukurnya, masih terdapat debu pada rak dan berkas, dari aspek kimiawi masih ditemukan bekas karat strapless pada berkas lama, kemudian dari aspek biologi tidak terdapat jamur tetapi masih didapati serangga seperti semut.

Kesimpulan: pelaksanaan keamanan berkas rekam medis masih terdapat beberapa kesalahan seperti SPO yang belum terlaksana sepenuhnya, bahan kertas yang digunakan belum sesuai, masih terdapat debu pada rak dan dokumen, terdapat bekas karat strapless pada dokumen lama, masih terdapat serangga.

Kata Kunci : Keamanan, Rekam Medis, Ruang Penyimpanan Rekam Medis

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REVIEW OF SECURITY ASPECTS OF MEDICAL RECORDS IN THE FILING ROOM OF DEMANG SEPULAU RAYA GENERAL HOSPITAL

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ABSTRACT

Background: Medical record security is influenced by several factors, namely intrinsic factors and extrinsic factors. Intrinsic factors are factors that come from within the file itself such as the quality of paper, ink and adhesives, while extrinsic factors are factors that come from outside the file such as the physical environment, destructive organisms and human negligence. RSUD Demang Se Island Raya still has problems with the security of its medical record files such as the door to the filing room is not locked and the door is often seen open, so that officers other than medical recorders are often passing by, there are officers carrying food and drinks in the medical record filing room, shelves those used to store files still use open shelves, there are still lots of documents piled up below.

objective: To find out the security aspects of medical record documents in the filing room at the Regional General Hospital of Demang Se Island Raya

Methods: this type of research uses descriptive methods with a qualitative approach, data collection methods by observation and interviews.

results: revealed that there was an SPO but had not been fully complied with, from the intrinsic factor the paper used was not up to standard, namely HVS 80 grams, the ink used was black, the adhesive used a strapless and paper clips. From the extrinsic factor in the physical aspect the temperature and humidity of the room are appropriate but there is no measuring instrument, there is still dust on the shelves and files, from the chemical aspect still found traces of strapless rust on the old files, then from the biological aspect there is no fungus but insects such as ant.

Conclusion: in the implementation of medical record file security there are still a number of errors such as an SPO that has not been fully implemented, the paper material used is not suitable, there is still dust on shelves and documents, there are strapless rust marks on old documents, there are still insects.

Keywords: *Security, Medical Records, Medical Record Storage Room*

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