

**ANALISIS KUALIFIKASI PENDIDIKAN DAN PELAKSANAAN *JOB DESCRIPTION* PETUGAS REKAM MEDIS DI RUMAH SAKIT ISLAM  
YOGYAKARTA PDHI**

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**INTISARI**

**Latar Belakang :** Kualifikasi Pendidikan perekam medis ialah ketentuan minimal terkait latar belakang pendidikan yang wajib dimiliki oleh petugas rekam medis untuk bisa menjalankan tugas sesuai dengan uraian tugasnya pada fasilitas pelayanan kesehatan. Tingkat pendidikan yang tidak sesuai dengan standar berpengaruh terhadap sedikitnya pemahaman dan kemampuan petugas terkait keamanan serta kerahasiaan dokumen rekam medis. Tugas pokok dan fungsi pegawai harus sesuai untuk mencapai tujuan sebuah organisasi oleh karena itu perencanaan kerja harus valid. Tugas utama dan fungsi pegawai yang sudah disusun secara jelas harus disajikan pada uraian pekerjaan atau *Job Description*

**Tujuan Penelitian :** mengetahui standar kualifikasi dan pelaksanaan *job description* petugas rekam medis di rumah sakit.

**Hasil Penelitian :** dapat diketahui bahwa jumlah petugas di bagian rekam medis sebanyak 35 orang. Adapun rincian sumber daya manusia per unit yaitu, unit IT 8 orang, unit RM 7 orang dan unit Pendaftaran sebanyak 20 orang petugas. Adapun kualifikasi pendidikan petugas rekam medis masih terdapat petugas dengan lulusan SMA/ SMK 11 sebanyak orang, D1 Non RM berjumlah 1 orang, D3 RM sebanyak 4 orang, D3 Non RM berjumlah 5 orang, S1 non RM sebanyak 14 orang. Untuk pelaksanaan *job description* sudah sesuai dengan buku pedoman pengorganisasian tetapi masih terdapat beberapa kendala dalam pelaksanaannya yaitu terkait belum adanya pengembangan SDM, masih terdapat *double job*, masih terdapat masalah terkait pemahaman kerahasiaan dan keterlambatan pengembalian dokumen rekam medis terutama pada petugas yang bukan berlatar belakang pendidikan non RMIK.

**Kesimpulan :** Masih terdapat kualifikasi pendidikan yang belum berlatar belakang pendidikan rekam medis. Pada bagian Rekam medis dan IT Rumah Sakit Islam Yogyakarta PDHI sudah terdapat *Job description* / Uraian Tugas disetiap unit yang tertuang didalam buku pedoman pengorganisasian. pelaksanaan *Job description* / Uraian Tugas di Rumah Sakit Islam Yogyakarta PDHI masih terdapat beberapa kendala yaitu terkait belum adanya pengembangan SDM, masih terdapat *double job*, masih terdapat masalah terkait pemahaman kerahasiaan dan keterlambatan pengembalian dokumen rekam medis terutama pada petugas yang bukan berlatar belakang pendidikan non RMIK.

**Kata kunci :** Kualifikasi, *Job Description*, Rekam Medis

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# ANALYSIS OF EDUCATIONAL QUALIFICATIONS AND IMPLEMENTATION OF JOB DESCRIPTION OF MEDICAL RECORD OFFICER AT YOGYAKARTA ISLAMIC HOSPITAL PDHI

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## ABSTRACT

**Background:** Medical recorder education qualification is a minimum requirement related to the educational background that must be possessed by medical record officers to be able to carry out duties in accordance with their job descriptions at health care facilities. The level of education that is not in accordance with the standards affects the lack of understanding and ability of officers related to the security and confidentiality of medical record documents. The main duties and functions of employees must be appropriate to achieve the goals of an organization, therefore work planning must be valid. The main duties and functions of employees that have been clearly arranged must be presented in the job description or *Job Description*.

**Method:** The type of research used is Qualitative Descriptive research. The research design used is a case study. Determination of research subjects using *purposive sampling* techniques where the subjects are all medical record officers. The main informants in this study were 4 medical record officers.

**Results:** it can be seen that the number of officers in the medical records department is 35 people. The details of human resources per unit are, IT unit 8 people, RM unit 7 people and Registration unit as many as 20 officers. As for the educational qualifications of medical record officers, there are still officers with 11 high school / vocational graduates, 1 non-RM D1, 4 people with 4 people in D3 RM, 5 people in D3 non-RM, 14 people in non-RM in S1. For the implementation of the *job description*, it is in accordance with the organizing guidebook but there are still several obstacles in its implementation, namely related to the absence of human resource development, there are still *double jobs*, there are still problems related to understanding confidentiality and delays in returning medical record documents, especially for officers who are not from non-RMIK educational backgrounds.

**Conclusion:** There are still educational qualifications that do not have a medical record education background. In the Medical Records and IT section of Yogyakarta Islamic Hospital PDHI, there is already a *Job description / Job Description* in each unit contained in the organizing manual. The implementation of *Job Description / Job Description* at Yogyakarta Islamic Hospital PDHI still has several obstacles, namely related to the absence of human resource development, there are still *double jobs*, there are still problems related to understanding confidentiality and delays in returning medical record documents, especially for officers who are not from non-RMIK educational backgrounds.

**Keywords :** *Qualification, Job Description, Medical Recor*

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