

TINJAUAN PELAKSANAAN DAN KELENGKAPAN FORMULIR *GENERAL CONSENT* RAWAT INAP DI RUMAH SAKIT QUEEN LATIFA YOGYAKARTA

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INTISARI

Latar Belakang : *General consent* merupakan formulir persetujuan yang ditandatangani oleh keluarga pasien saat pasien dirawat inap di tempat pendaftaran rawat inap. Agar tidak menimbulkan masalah di kemudian hari, maka perlu dilakukan review kelengkapan pengisian formulir *general consent* dengan menggunakan metode analisis kuantitatif. Tujuan penelitian ini untuk mengetahui persentase kelengkapan pengisian formulir persetujuan umum dan kepatuhan petugas TPPRI saat pelaksanaan pengisian *general consent* yang sesuai dengan SOP Rumah Sakit.

Metode : Penelitian ini menggunakan metode deskriptif kuantitatif,dengan sampel seluruh petugas TPPRI dan formulir *general consent* pada bulan Juni 2023 dengan review kelengkapan dan checklist observasi. Pengambilan sampling dengan total sampling.

Hasil : Presentase kepatuhan petugas dihasilkan 87,5% petugas patuh pada SPO 18,75% tidak patuh, kesesuaian identitas pasien 38,61% lengkap 36,39% tidak lengkap dan 25% tidak ada, pemberi persetujuan 39,6% lengkap 0,4% tidak lengkap dan 60% tidak ada, autentikasi 99,08% lengkap dan 0,92% tidak lengkap, pencatatan yang benar dihasilkan 2 pembetulan kesalahan pada 180 formulir namun tidak benar cara pembetulannya. Laporan penting 100% diisi dengan lengkap.

Kesimpulan : Presentase kepatuhan petugas dalam pelaksanaan pengisian belum 100% sesuai dengan Standar Operasional Prosedur yang berlaku, di mana petugas belum sepenuhnya melaksanakan tugas dalam membimbing pasien atau keluarga pasien untuk mengisi formulir. Kelengkapan dalam pengisian formulir *general consent* rawat inap diketahui belum lengkap 100%. Artinya belum mencapai Standar Pelayanan Minimal Rumah Sakit.

Kata Kunci : kelengkapan persetujuan umum, *general consent*, rekam medik

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REVIEW OF IMPLEMENTATION AND COMPLETENESS OF THE FORM *GENERAL CONSENT* INPATIENT AT QUEEN LATFA YOGYAKARTA HOSPITAL

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ABSTRACT

Background: *General consent is a consent form signed by the patient's family when the patient is hospitalized at the inpatient registration site. In order not to cause problems in the future, it is necessary to review the completeness of filling out the general consent form using the quantitative analysis method. The purpose of this study was to determine the percentage of completeness in filling out the general consent form and the compliance of TPPRI officers when filling out general consent in accordance with the Hospital SOP.*

Methods: *This study used a quantitative descriptive method, with a sample of all TPPRI officers and a general consent form in June 2023 with a complete review and observation checklist. Sampling taking with total sampling.*

Results: *The percentage of officer compliance was 87.5% of officers complying with the SPO 18.75% non-adherent, conformity of patient identity 38.61% complete 36.39% incomplete and 25% absent, consent giver 39.6% complete 0, 4% incomplete and 60% absent, authentication 99.08% complete and 0.92% incomplete, correct recording resulted in 2 error corrections on 180 forms but incorrect method of correction. Important reports 100% filled out completely.*

Conclusion: *The percentage of officer compliance in filling out is not 100% in accordance with the applicable Standard Operating Procedures, where officers have not fully carried out their duties in guiding patients or patient families to fill out forms. Completeness in filling out the inpatient general consent form is known to be incomplete 100%. This means that it has not reached the Minimum Hospital Service.*

Standards Keywords: *general consent, general agreement, medical record.*

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