

LITERATURE REVIEW: ANALISIS PENYEBAB MISSFILE REKAM MEDIS DI RUANG FILLING RUMAH SAKIT

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INTISARI

Latar Belakang: Tujuan penyimpanan dokumen rekam medis adalah mempermudah dan mempercepat ditemukan kembali dokumen rekam medis yang disimpan dalam rak *filling*. Masalah akan timbul apabila rekam medis tidak ditemukan di tempat *filling* (penyimpanan) saat dibutuhkan. Terjadinya *missfile* pada bagian penyimpanan mengakibatkan penambahan kerja petugas karena harus membuat rekam medis yang baru untuk pasien lama, sehingga proses pendaftaran cenderung lebih lama dan terjadi penggandaan rekam medis di rak penyimpanan

Tujuan Penelitian: Mengkaji penyebab missfile dokumen rekam medis di ruang filling rumah sakit berdasarkan *literature review*.

Metode Penelitian: Penelitian ini menggunakan metode penelitian *literature review*.

Hasil Penelitian: Kejadian missfile di rumah sakit masih tinggi dengan rata-rata kejadian missfile sebanyak 26,9%. Faktor *Man* yang menyebabkan missfile pada rekam medis adalah pendidikan petugas yang belum sesuai dan petugas belum mendapatkan pelatihan tentang rekam medis, faktor *material* yaitu penggunaan map folder yang belum sesuai dengan standar, faktor *methode* yaitu penggunaan sistem penyimpanan desentralisasi dan sistem penjajaran SNF (*Straight Numerical Filling System*), faktor *machine* yaitu tidak digunakannya tracer dan penggunaan tracer yang kurang optimal, faktor *money* yaitu belum ada dana untuk penambahan rak penyimpanan (*filling*) dan anggaran belum mencukupi kebutuhan penyimpanan rekam medis

Kesimpulan: Kejadian missfile di rumah sakit masih tinggi.

Kata Kunci: *missfile rekam medis, rumah sakit*

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**LITERATURE REVIEW: ANALYSIS OF THE CAUSES OF MISSFILE
MEDICAL RECORD IN THE FILING ROOM
HOSPITAL**

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ABSTRACT

Background: The purpose of storing medical record documents is to make it easier and faster to find medical record documents stored in filing racks. Problems will arise if medical records are not found in the filing (storage) area when needed. The occurrence of missfiles in the storage section resulted in additional work for officers because they had to make new medical records for old patients, so the registration process tended to be longer and medical records were duplicated on the storage rack.

Research Objectives: To examine the causes of missfiled medical record documents in the hospital filing room based on a literature review.

Research Methods: This study uses a literature review research method.

Results: The incidence of missfiles in hospitals is still high with an average missfile incidence of 26.9%. The Man factor that causes missfiles in medical records is the education of officers who have not been appropriate and officers have not received training on medical records, the material factor is the use of folders that are not in accordance with the standards, the method factor is the use of a decentralized storage system and the alignment system of SNF (Straight Numerical Filling). System), the machine factor, namely the use of tracers and the use of tracers that are less than optimal, the money factor, namely there are no funds for additional filing and the budget is not sufficient for medical record storage needs.

Conclusion: The incidence of missfile in the hospital is still high.

Keywords: medical record missfile, hospital

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