

LITERATURE REVIEW: TINJAUAN ASPEK KEAMANAN DOKUMEN REKAM MEDIS BEBASIS MANUAL

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INTISARI

Latar belakang: Rekam medis adalah dokumen yang berisi catatan dan arsip tentang data diri pasien, penilaian, pengobatan, kegiatan dan berbagai pemberian kepada pasien di pelayanan kesehatan. Keamanan dokumen rekam medis dari aspek fisik, biologis dan kimiawi serta dari segi keamanan harus dijaga, karena dokumen rekam medis adalah milik Rumah Sakit dan isinya milik pasien. Pintu sering tidak terkunci sehingga masih ada petugas selain petugas rekam medis yang keluar masuk ruang filing sehingga informasi dalam berkas rekam medis berpotensi jatuh pada pihak yang tidak bertanggung jawab.

Tujuan: Untuk mengetahui aspek keamanan dokumen rekam medis berbasis manual *paper based* dari berbagai jurnal.

Metode: Jenis penelitian ini adalah penelitian deskriptif dengan pendekatan kualitatif dengan menggunakan metode penelitian *literature review*.

Hasil: Ditemukan bahwa Kebijakan keamanan dan kerahasiaan sudah dibuat tetapi belum terlaksana dengan baik.

Kesimpulan: Dari hasil kelima jurnal komponen analisis kualitatif terkait keamanan berkas rekam medis menunjukkan dari segi aspek fisik ditemukan ruangan yang berdebu, temperature dan kelembaban masih belum terjaga. Ruangan penyimpanan yang tidak terkunci dan masih ada selain petugas rekam medis yang keluar masuk ke ruang penyimpanan sehingga beresiko dokumen rekam medis hilang. Aspek biologis adanya jamur, kutu buku, dan serangga seperti rayap, kecoa, dan tikus. Aspek kimiawi adanya petugas rekam medis makan/minum di ruang rekam medis. Aspek kerahasiaan isi masih terdapat petugas rekam medis yang masuk ke ruang penyimpanan rekam medik.

Kata kunci: Rekam Medis, Keamanan Berkas, Hukum Kesehatan

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LITERATURE REVIEW: REVIEW OF SAFETY ASPECTS OF MANUAL BASED MEDICAL RECORD DOCUMENTS

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ABSTRACT

Background: Medical records are documents that contain records and archives about patient self-data, assessments, treatment, activities and various gifts to patients in health services. The security of medical record documents from physical, biological and chemical aspects as well as from a security point of view must be maintained, because medical record documents belong to the hospital and their contents belong to the patient. Doors are often unlocked so that there are still officers other than medical record officers who come in and out of the filing room so that information in medical record files has the potential to fall on the irresponsible party.

Purpose: To find out the security aspects of paper-based manual medical record documents from various journals.

Method: This type of research is a descriptive study with a qualitative approach using the literature review research method.

Result: It was found that the security and confidentiality policy had been developed but had not been implemented properly.

Conclusion: From the results of the five journal components of qualitative analysis related to the safety of medical record files, it shows that from a physical aspect, a dusty room is found, temperature and humidity are still not maintained. The storage room is unlocked and there are still medical records officers who come and go into the storage room so that the medical record documents are at risk of being lost. Biological aspects are the presence of fungi, book lice, and insects such as termites, cockroaches and mice. The chemical aspect is that there is a medical record officer eating / drinking in the medical record room. In terms of confidentiality, there are still medical record officers who enter the medical record storage room.

Keywords: Medical Records, File Security, Health Law

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