

ANALISIS FAKTOR PENYEBAB KETERLAMBATAN PEMUSNAHAN BERKAS REKAM MEDIS DI PUSKESMAS DEPOK I SLEMAN DENGAN PENDEKATAN 5M

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INTISARI

Latar Belakang : Berkas rekam medis inaktif seharusnya dimusnahkan setelah melewati masa simpan untuk mengurangi beban ruang penyimpanan dan mendukung efisiensi pelayanan. Di Puskesmas Depok I Sleman ditemukan adanya keterlambatan dalam pelaksanaan pemusnahan berkas rekam medis yang berdampak pada kesulitan pencarian dokumen dan meningkatkan beban kerja petugas. Berdasarkan studi pendahuluan, ditemukan bahwa berkas yang belum dimusnahkan mencapai ribuan. Permasalahan ini dipengaruhi oleh banyak faktor yang saling berkaitan, sehingga diperlukan pendekatan analitis melalui metode 5M (*Man, Method, Material, Money, dan Machine*) untuk mengidentifikasi akar penyebab keterlambatan pemusnahan berkas rekam medis.

Metode Penelitian : Penelitian kualitatif dengan pendekatan studi kasus

Tujuan Penelitian: Menganalisis faktor-faktor penyebab keterlambatan pemusnahan berkas rekam medis menggunakan pendekatan 5M yang meliputi *Man, Method, Material, Money dan Machine*.

Hasil Penelitian : Di Puskesmas Depok I Sleman menunjukkan bahwa keterlambatan pemusnahan disebabkan oleh beberapa faktor, antara lain keterbatasan jumlah petugas (*Man*), pelaksanaan SOP yang belum optimal (*Method*), tidak dilakukannya penyusutan rutin (*Material*), ketiadaan anggaran khusus (*Money*), serta belum tersedianya alat pendukung seperti *scanner* dan komputer (*Machine*). Temuan ini memperjelas bahwa keterlambatan bukan hanya disebabkan oleh satu faktor tunggal, melainkan akumulasi dari berbagai aspek manajerial yang saling berkaitan.

Kesimpulan : Keterlambatan pemusnahan berkas di Puskesmas Depok I Sleman disebabkan oleh kurangnya petugas, SOP yang belum maksimal diterapkan, belum ada penyusutan rutin, minimnya anggaran, dan alat khusus proses menuju pemusnahan belum tersedia.

Kata Kunci : Pemusnahan berkas, Rekam Medis, Keterlambatan, Manajemen 5M, Puskesmas, Plan of Action, USG.

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ANALYSIS OF FACTORS CAUSING DELAY IN DESTRUCTION OF MEDICAL RECORD FILES AT DEPOK I SLEMAN COMMUNITY HEALTH CENTER WITH THE 5M APPROACH

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ABSTRACT

Background : *Inactive medical record files should be destroyed after passing the storage period to reduce the burden on storage space and support service efficiency. At the Depok I Sleman Health Center, there was a delay in the implementation of the destruction of medical record files which had an impact on the difficulty of searching for documents and increasing the workload of officers. Based on a preliminary study, it was found that the files that had not been destroyed reached thousands. This problem is influenced by many interrelated factors, so an analytical approach is needed through the 5M method (Man, Method, Material, Money, and Machine) to identify the root cause of the delay in the destruction of medical record files.*

Method : *Qualitative research with a case study approach.*

Purpose : *Analyzing the factors causing delays in destroying medical record files using the 5M approach which includes Man, Method, Material, Money and Machine.*

Result : *In Depok I Sleman Health Center, it was shown that the delay in destruction was caused by several factors, including limited number of officers (Man), suboptimal implementation of SOP (Method), no routine shrinkage (Material), absence of special budget (Money), and unavailability of supporting tools such as scanners and computers (Machine). This finding makes it clear that the delay was not only caused by a single factor, but rather an accumulation of various interrelated managerial aspects.*

Conclusion : *The delay in destroying files at the Depok I Sleman Health Center was caused by a lack of personnel, SOPs that had not been optimally implemented, there had been no routine reduction, a minimal budget, and special tools for the destruction process were not yet available.*

Keywords : *File destruction, Medical Records, Delay, 5M Management, Health Center, Plan of Action, USG.*

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