

# ANALISIS FAKTOR FAKTOR PENYEBAB KETERLAMBATAN PELAKSANAAN RETENSI BERKAS REKAM MEDIS DI PUSKESMAS DEPOK II SLEMAN

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## INTISARI

**Latar Belakang:** Retensi berkas rekam medis merupakan bagian penting dalam pengelolaan dokumen kesehatan untuk mendukung efisiensi ruang penyimpanan dan kesiapan digitalisasi. Penelitian ini dilatarbelakangi oleh keterlambatan pelaksanaan retensi di Puskesmas Depok II Sleman, yang menyebabkan penumpukan arsip dan potensi kehilangan data penting.

**Tujuan Penelitian:** Untuk mengidentifikasi faktor-faktor penyebab keterlambatan retensi berdasarkan pendekatan 5M (*Man, Method, Machine, Material, Money*) serta menentukan prioritas masalah menggunakan metode USG (*Urgency, Seriousness, Growth*)

**Metode Penelitian:** Menggunakan pendekatan kualitatif deskriptif dengan teknik teknik nonprobability yaitu sampel jenuh atau sering disebut total sampling kepada 2 orang petugas rekam medis dan kepala rekam medis pengumpulan data melalui wawancara, dan studi dokumentasi.

**Hasil Penelitian:** Keterlambatan retensi disebabkan oleh keterbatasan jumlah petugas, tidak meratanya pelatihan, kerusakan alat scan, tidak tersedianya dana khusus, dan perlengkapan retensi yang belum memadai. Berdasarkan analisis metode USG, faktor Man (sumber daya manusia) menjadi prioritas utama yang perlu segera ditangani karena berdampak langsung pada keberlangsungan proses retensi.

**Kesimpulan:** Peningkatan jumlah dan kapasitas petugas rekam medis, pengadaan alat, serta penyediaan anggaran untuk mendukung retensi secara berkelanjutan dan sesuai standar.

**Kata kunci:** Retensi, Rekam Medis, 5M, Metode USG, Puskesmas

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# ANALYSIS OF FACTORS CAUSING DELAY IN THE IMPLEMENTATION OF MEDICAL RECORD FILE RETENTION AT DEPOK II SLEMAN COMMUNITY HEALTH CENTER

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## ABSTRACT

**Background:** The retention of medical records is a crucial aspect of health document management to support storage efficiency and readiness for digitalization. This study was motivated by delays in the implementation of retention at Depok II Sleman Public Health Center, which have led to archive accumulation and the potential loss of important data.

**Objective:** To identify the factors causing delays in medical record retention based on the 5M approach (Man, Method, Machine, Material, Money) and to determine problem priorities using the USG method (Urgency, Seriousness, Growth).

**Method:** A descriptive qualitative approach was used with non-probability sampling, specifically total sampling, involving two medical record officers and the head of the medical record unit. Data were collected through interviews and document studies.

**Result:** Delays in retention were caused by a limited number of personnel, uneven training, scanner malfunctions, lack of dedicated funding, and inadequate retention equipment. Based on the USG analysis, the "Man" factor (human resources) emerged as the top priority to be addressed due to its direct impact on the retention process.

**Conclusion:** There is a need to increase the number and capacity of medical record officers, procure necessary equipment, and allocate specific funding to support sustainable and standardized retention practices.

**Keywords:** Retention, Medical Records, 5M, USG Method, Public Health Center

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