

# ANALISIS KEBUTUHAN SUMBER DAYA MANUSIA PETUGAS REKAM MEDIS DI PUSKESMAS SEYEGAN DENGAN METODE ANALISIS BEBAN KERJA KESEHATAN (ABK-KES)

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## INTISARI

**Latar Belakang:** Jumlah petugas rekam medis di Puskesmas Seyegan tidak sebanding dengan beban kerja yang ada, hanya terdiri dari satu orang petugas berlatar belakang rekam medis. Hal ini menyebabkan ketidakefisienan kerja dan potensi kesalahan pencatatan data medis pasien.

**Tujuan Penelitian:** Untuk menganalisis kebutuhan Sumber Daya Manusia Kesehatan (SDMK) khususnya petugas rekam medis menggunakan metode Analisis Beban Kerja Kesehatan (ABK-Kes), sehingga dapat diketahui jumlah tenaga yang ideal sesuai dengan volume kerja aktual.

**Metode Penelitian:** Penelitian deskriptif dengan pendekatan kuantitatif, menggunakan observasi dan studi dokumentasi terhadap petugas rekam medis selama dua minggu. Perhitungan dilakukan berdasarkan langkah-langkah ABK-Kes

**Hasil Penelitian:** Hasil analisis menggunakan metode Analisis Beban Kerja Kesehatan (ABK-Kes) menunjukkan bahwa kebutuhan ideal untuk petugas rekam medis adalah sebanyak 5 orang. Saat ini, Puskesmas Seyegan hanya memiliki 1 orang petugas rekam medis dengan latar belakang pendidikan rekam medis, yang dibantu oleh staf tata usaha yang tidak memiliki latar belakang pendidikan kesehatan.

**Kesimpulan:** Puskesmas Seyegan kekurangan tenaga rekam medis berdasarkan analisis ABK-Kes. Karena penambahan tenaga tidak mudah dilakukan dalam waktu singkat akibat keterbatasan formasi, anggaran, dan kebijakan, disarankan langkah strategis seperti pelatihan dasar rekam medis bagi staf administrasi serta penyederhanaan alur layanan melalui sistem antrean digital, formulir elektronik, atau *self-service check-in*

**Kata Kunci** : *ABK-Kes, Beban Kerja, Puskesmas, Rekam Medis, SDMK*

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**ANALYSIS OF HUMAN RESOURCE NEEDS FOR MEDICAL RECORD OFFICERS AT SEYEGAN PUBLIC HEALTH CENTER USING THE HEALTH WORKLOAD ANALYSIS METHOD (ABK-KES)**

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**ABSTRAK**

**Background:** *The number of medical record officers at Seyegan Community Health Center is not proportional to the workload. The health center only employs one officer with a background in medical record education. This leads to inefficiencies and a higher risk of errors in recording medical data.*

**Objective:** *To analyze the need for Health Human Resources (HR), especially medical records officers, use the Health Workload Analysis (ABK-Kes) method, so that the ideal number of personnel can be identified according to the actual work volume.*

**Method:** *Descriptive research with a quantitative approach, using observation and documentation studies of medical record officers for two weeks. Calculations are made based on the ABK-Kes steps*

**Result :** *The results show that the ideal number of medical record officers required is five. However, Seyegan Health Center currently has only one medical record officer with the appropriate educational background, assisted by administrative staff without health-related education.*

**Conclusion:** *Seyegan Community Health Center is experiencing a shortage of medical record personnel based on the ABK-Kes analysis. As adding new staff is not easily achievable in the short term due to limitations in staffing quotas, budget, and policy, strategic alternatives are recommended, such as providing basic medical record management training for administrative staff and streamlining service procedures through the implementation of digital queue systems, electronic forms, or self-service check-in.*

**Keywords** : *ABK-Kes, Workload, Health Center, Medical Records, SDM*

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