

**PERANCANGAN STANDAR PROSEDUR OPERASIONAL
PELAPORAN MORTALITAS DI UNIT REKAM MEDIS
RUMAH SAKIT NUR HIDAYAH BANTUL**

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INTISARI

Latar Belakang : Standar Prosedur Operasional merupakan perangkat instruksi atau langkah-langkah prosedur yang dibakukan untuk menyelesaikan proses kerja rutin tertentu. Jika dikaitkan dengan rumah sakit, maka instruksi tersebut berarti segala hal terkait operasional rumah sakit, dari mulai struktural sampai fungsional, dari mulai pelayanan dokter, perawat, farmasi sampai kepada *security* dan *cleaning service* (Fauzi, 2019). Berdasarkan studi pendahuluan diketahui bahwa pelaporan mortalitas di Rumah Sakit Nur Hidayah ditujukan kepada Dinas Kesehatan Kab.Bantul dan Kementerian Kesehatan Republik Indonesia. Proses pelaporan tersebut menggunakan SIRS (Sistem Informasi Rumah Sakit). Namun, unit rekam medis di rumah sakit tersebut belum memiliki SPO untuk mengatur prosedur pelaporan mortalitas. Ketiadaan SPO ini membuat petugas yang bekerja melaporkan data mortalitas tidak memiliki panduan yang baku untuk mengatur pekerjaannya.

Tujuan Penelitian : Merancang SPO pelaporan mortalitas di Unit Rekam Medis RS Nur Hidayah Bantul

Metode Penelitian : Metode deskriptif kualitatif menggunakan wawancara semi terstruktur terhadap 3 orang informan, analisis data yang digunakan adalah pengumpulan data, reduksi data, dan penyajian data.

Hasil : Pelaporan mortalitas dilakukan dalam empat tahap utama, yaitu pengumpulan data melalui SIMRS dari seluruh unit pelayanan, pengolahan data dalam *Excel Master*, penyajian data dalam bentuk grafik dan tabel mortalitas bulanan, serta pelaporan ke pihak internal melalui SIMRS dan ke eksternal melalui SIRS Online. Hasil ini menjadi dasar penyusunan rancangan SPO.

Kesimpulan : Pelaporan mortalitas di Rumah Sakit Nur Hidayah terdiri dari empat tahap, yaitu pengumpulan, pengolahan, penyajian, dan pelaporan. Format SPO di Rumah Sakit Nur Hidayah terdiri dari tiga bagian yaitu kop dokumen, isi, penutup.

Kata Kunci : Pelaporan, Mortalitas, SPO

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**DESIGN OF STANDARD OPERATING PROCEDURE FOR
MORTALITY REPORTING IN MEDICAL RECORD UNIT OF
NUR HIDAYAH HOSPITAL BANTUL**

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ABSTRACT

Background : Standard Operating Procedures are a set of instructions or procedural steps that are standardized to complete specific routine work processes. When related to hospitals, these instructions refer to everything related to hospital operations, from structural to functional aspects, including services from doctors, nurses, pharmacy to security and cleaning services (Fauzi, 2019). Based on the results of the preliminary study, it was found that mortality reporting at the Nur Hidayah Hospital is directed to the Health Office of Bantul Regency and the Ministry of Health of the Republic of Indonesia. The reporting process uses SIRS (Hospital Information System). However, the medical records unit at the hospital does not yet have a Standard Operating Procedure (SOP) to manage the mortality reporting procedure. The absence of this SOP means that the staff reporting mortality data do not have a standard guideline to regulate their work.

Purpose : Designing a mortality reporting SOP at the Medical Records Unit of Nur Hidayah Hospital Bantul.

Method : The descriptive qualitative method uses semi-structured interviews with 3 informants, the data analysis employed consists of data collection, data reduction, and data presentation.

Result : Mortality reporting is carried out in four main stages, namely data collection through the SIMRS from all service units, data processing in Excel Master, presentation of data in the form of graphs and tables of monthly mortality, and reporting to internal parties through SIMRS and to external parties through SIRS Online. This result serves as the basis for the preparation of the SPO draft.

Conclusion : Mortality reporting at Nur Hidayah Hospital consists of four stages: collection, processing, presentation, and reporting. The SPO format at Nur Hidayah Hospital consists of three parts: document header, content, and closing.

Keyword : Reporting, Mortality, SOP

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