

ABSTRAK

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Program Studi : Rekam Medis dan Informasi Kesehatan

Judul : Tinjauan Kebutuhan Tenaga Pendistribusian Rekam Medis
Rawat Jalan di RSAU dr. Esnawan Antariksa Tahun 2019

Dalam proses penyelenggaraan pendistribusian rekam medis rawat jalan di RSAU dr. Esnawan Antariksa diketahui jumlah petugas sebanyak 2 (dua) orang. Dengan jumlah kunjungan pasien lama ataupun baru rawat jalan perhari rata-rata 700 orang. Dengan kurangnya petugas pendistribusian rekam medis menyebabkan adanya terhambatnya pelayanan kepada pasien. Tujuan penelitian mengidentifikasi SPO pendistribusian rekam medis rawat jalan, menghitung waktu kerja tersedia di bagian pendistribusian rekam medis rawat jalan, menghitung waktu yang dibutuhkan untuk melakukan pendistribusian rekam medis, menghitung standar beban kerja di bagian pendistribusian rekam medis rawat jalan, menghitung kebutuhan tenaga pendistribusian rekam medis rawat jalan sesuai beban kerja. Metode penelitian menggunakan metode deskriptif dengan pendekatan kualitatif. Teknik pengumpulan data dengan melakukan observasi dan wawancara kepada Kepala RM dan petugas pendistribusian rekam medis. Informan peneliti dalam penelitian ini yaitu petugas pendistribusian rekam medis rawat jalan yang berjumlah 2 orang. Hasil penelitian yang telah diperoleh selanjutnya dihitung berdasarkan Permenkes No. 33 Tahun 2015. Dari perhitungan didapatkan Kebutuhan Sumber daya manusia di RSAU dr. Esnawan Antariksa bagian pendistribusian rekam medis yaitu 2,34 atau dibulatkan menjadi 3 orang. Saat ini petugas pendistribusian rekam medis rawat jalan di RSAU dr. Esnawan Antariksa berjumlah 2 orang.

Kata kunci : Tenaga Pendistribusian , rekam medis, rawat jalan.

ABSTRACT

Name: Wahyu Adiwino

Study program: Medical Record and Health Information

Title: Overview of Medical Record Distribution Personnel Needs

Outpatient at RSAU dr. Esnawan Antariksa 2019

In the process of distributing outpatient medical records in RSAU dr. Esnawan Antariksa is known to have 2 (two) officers. With an average number of new or outpatient visits per day an average of 700 people. With the lack of officers distributing medical records causes hampered service to patients. The purpose of the study is to identify the SPO for the distribution of outpatient medical records, calculate available work time in the distribution of outpatient medical records, calculate the time needed to distribute medical records, calculate the standard workload in the distribution of outpatient medical records, calculate the need for distributing medical records outpatient according to workload. The research method uses descriptive methods with a qualitative approach. Data collection techniques by conducting observations and interviews with the Head of RM and medical records distribution officer. Research informants in this study were 2 outpatient medical record distribution officers. The research results obtained were subsequently calculated based on Permenkes No. 33 of 2015. From the calculations, the need for human resources in RSAU dr. Esnawan Antariksa the distribution of medical records is 2.34 or rounded up to 3 people. Currently the outpatient medical record distribution officer at RSAU dr. Esnawan Antariksa, there were 2 people.

Keywords: Distribution of personnel, medical records, outpatient