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*Review of the Needs of Registration Personnel in the Medical Record Unit
RSAU dr. Esnawan Antariksa Jakarta.*

Abstract

Background. Workforce planning needs to be applied also to medical records officers to maximize service in hospitals. Medical records officers will get more workload when there is an increase in the number of patients visiting. To maintain a balance between the number of officers and patients served, in carrying out health services guided by the standard time of service, if the medical record officer is not balanced with the number of patients who visit then the patient must wait a long time to get service, this will affect the quality of service of a hospital. Purpose. Got the number of registration staff in the medical record unit at RSAU dr. Esnawan Antariksa Jakarta. Method. This study uses quantitative methods, with a total sample of 4 people, collecting data through observation and interviews of medical record registration officers at RSAU dr. Esnawan Antariksa Jakarta. Results. The calculation results obtained available work time of 1932 hours / year or 115920 minutes / year or 229 effective working days for 1 year. Working time available for registration officers is 115,920 minutes / year. The standard allowance at the patient registration window was 0.186. Conclusion. The need for the number of HR medical records for the patient registration section at RSAU dr. Esnawan Antariksa Jakarta, in 2019, as many as 6.13 people were rounded up to 6 officers.

Keywords: Leeway Standards, Medical Records, Personnel, Registration, Working Time



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