

ABSTRACT

Title : The Review of Medical Record Storage in UPT. Puskesmas Singkawang Tengah II, Singkawang
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One of the most important parts of a health service is the management of the document archives. Patient records are stored in a file called a medical record file. Medical record is a file that contains records about patient identity, examination, treatment, actions and other services that have been provided to patients. A good file storage system is the key to success of a health service. The purpose of this study was to determine the implementation of medical record storage at UPT. Puskesmas Singkawang Tengah II, Singkawang.

This research uses descriptive method with a qualitative approach. The number of samples in this study were 3 respondents. The sampling technique uses total sampling.

The results of this study were 3 medical records officers and not medical recorders. There is no specific budget for medical record activities. The storage system used is centralized, the numbering system uses Unit Numbering System and the alignment system uses Straight Numerical Filing. The number of storage and medical record folders is still lacking and there is no tracer. Medical record documents using a thin 70 gram with F4 size.

The conclusion of this study is that of the 5 variables studied, there are still problems and need improvement. Suggestions for UPT. Puskesmas Singkawang Tengah II are expected to submit training on managing Medical Records, especially registration officers, making a special budget for medical records, making a tracers, increasing the number of storage and medical record folders.

Key Words : Medical Record Storage