

ABSTRACT

TITLE : REVIEW TITLE OF ENERGY NEEDS OF MEDICAL RECORD UNIT IN THE KECAMATAN DUREN SAWIT

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Based on observations at the Duren Sawit District Health Center in 2019, it is known that the number of medical record units in the puskesmas is one person with a high school background. The staff does all the work in the medical record unit. The service takes a long time and builds up medical records. And medical records that have not been processed to be many, causing delays in sending reports. With the above problems the authors are interested in conducting research with the title "Review of Medical Record Unit Personnel Needs in Duren Sawit District Health Center in 2019. Specific Purpose. Calculating the Workload in the Leveling Unit at the Duren Sawit District Health Center in 2019. Calculating the Time Available for Each Leveling Staff at the Duren Sawit District Health Center in 2019 and Calculating the workforce needs at the Duren Sawit District Health Center in 2019. The research method used in this study is a qualitative method. by describing or describing an object of research through the data that has been collected and making a conclusion and generally accepted. The population in the study of a total of one day visits totaling 700 medical records and samples in the study amounted to 100. Conclusion The results of the calculation of medical records required are 0.5 personnel or rounded up to 1 person, from the results of research at the Puskesmas Duren Sawit medical records totaling 8 people, in research that has been carried out by researchers, the time available for each medical record personnel is 7 hours of effective time to work in one working day and after serving medical records using an electronic system, the data collection activities to the storage of medical records take place more quickly. Suggestions Providing training for officers to increase the effective time with the aim of achieving activities in the medical record unit in the Duren Sawit District Health Center. It is recommended that time standards be set in each activity to be a reference for measuring the time spent in the medical record unit and adding medical recorders in one Duren Sawit puskesmas graduated from the Medical Record

Keywords: energy needs