

## **ABSTRACT**

Title : Review of the Plan of Inactive Medical Records Bukit  
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Inactive Medical Record is a medical record that reaches 5 years and has never been used to visit health services. Often the storage of inactive medical records is poorly managed. The purpose of this study was to determine the inactive medical record system at the Bukitkemuning Health Center. The method used in this research is descriptive qualitative. Information is obtained from the medical records officer who manages the medical record file every day, and by direct observation to the medical records room. The medical record room at Puskesmas Bukit kemuning has a fairly small size, and also can only accommodate a few medical record shelves. While the inactive medical record file is placed in a room in the paramedic housing located behind the puskesmas building. The inactive medical record files are separated and stacked in a cardboard box. Retention and annihilation schedules are also erratic, depending on the capacity of the medical record rack. In the medical record room, there is no room temperature control, there is no humidity control room, and room lighting uses lights. Room maintenance is carried out by janitors. Inactive medical records at the Bukitkemuning Health Center are not well managed and there needs to be analysis and improvement.

Keyword : Inactive Medical Record, Retention