

ABSTRAK

Title : *Review of the Needs of Medical Recorders Based on Health Workload Analysis Methods (ABK-Kes) in Kotabumi II Health Center, North Lampung Regency in 2019*

Name : *Yalina Permatasari Fakhri*

Study Program : *D III Medical Record and Health Information*

In order to achieve health services that follow the rules of good administration in the health center it needs to be supported by a good management of medical records and requires adequate and competent personnel in the field of medical records. This study discusses the needs of Medical Recorders in Kotabumi II Health Center, North Lampung Regency in 2019 using the Health Workload Analysis (ABK-Kes) method. This type of research is descriptive with a quantitative approach. Data retrieval is done using the method of observation, interviews, and documentation study. The results of the study were in the form of a description of the activities of the officers in the Medical Record Service Unit, which included patient registration and management of medical records, and reporting. In addition, the registration staff and medical records also take part in monthly meetings, workshops, Posyandu and seminars. Number of personnel assigned to the Medical Record Unit of the Kotabumi II Health Center is as many as 8 officers, all of whom are female, aged between 25-56 years and have a high school education background, a Health Worker and a D-III Midwifery. From the calculation results it is known that the Available Work Time (WKT) of Officers in 2019 is as much as 72,000 minutes / year and with supporting standards of 1.05 a workforce needs of 7 people are obtained. With the current number of officers as many as 8 people, there is no need for additional staff but it is necessary to increase the qualifications and competencies of personnel in the field of medical records so that the orderly administration of managing medical records is better.

Keywords: Puskesmas, Medical Records, Human Resources, ABK-Health