

ABSTRACT

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Study Program : Medical Record and Health Information
Title : Medical Record Alignment System Review from Straight Numerical Filing to Terminal Digit Filing in RSJD Sungai Bangkong Pontianak
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Medical record is a source of health information management that requires good data, information is crucial in the determination of policy making. The availability of medical records files quickly and precisely when needed will greatly help the quality of health services provided to patients, therefore the problem of storing medical record files is an important thing to consider. One of the alignment systems in storing medical records is straight numerical filing. Based on a preliminary study in Rumah Sakit Jiwa Daerah Sungai Bangkong Pontianak, the previous medical record file used a straight numerical filing alignment system but there were still obstacles in the recovery and return of medical records so that the alignment system was changed from straight numerical filing to a digit filing terminal. This study aims to determine the change procedures, implementation of changes and constraints in changing the alignment system from straight numerical filing to terminal digit filing at the Bangkong River Region Psychiatric Hospital Pontianak. This research uses descriptive qualitative research that is a method of research conducted with the main objective to make description of a situation objectively. The results of this study are that the change procedure begins with preparing facilities and infrastructure, human resources, and standard operating procedures (SOP). Alignment changes are carried out by moving one by one the medical record file that has been treated into a storage rack arranged by terminal digit filing. The obstacle faced during the change in the alignment system is the lack of adequate storage shelves and human resources.

Keywords: Medical Record; Alignment System; *Straight Numerical Filing*; *Terminal Digit Filing*