

**ABSTRACT**

*Title* : *Overview of Time Distribution of Outpatient Medical Records at Urip Sumoharjo Hospital, Bandar Lampung*  
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*Study Program* : *D III Medical Record and health Information*

*Distribution is the process of sending medical record files to the intended clinic for health services. This research uses quantitative research methodology. Based on observations made by researchers with 30 samples of outpatient medical records at Urip Sumoharjo Hospital in Bandar Lampung, it is known that the average length of distribution of outpatient medical records is 17 minutes, this is due to the sufficient distance between medical record installations and polyclinics. far so that the Urip Sumoharjo Hospital in Bandar Lampung makes the Standard Operating Procedure (SPO) in the Medical Record Installation on the distribution of medical records, the grace period given to distribute the patient's medical records to the intended service unit with the delivery time to the Polyclinic / Outpatient Unit is 15 minute. The purpose of this study was to determine the length of time the distribution of medical records at Urip Sumoharjo Hospital in Bandar Lampung. Based on the results of the study note that the delay in medical records reached 28% with an average time reaching 22 minutes. Delay in distribution is due to the long registration time, misfile medical records and medical records that have not been returned to the filing room because they are still in the previous patient care room. This is not yet in accordance with Kepmenkes No. 129 / Menkes / SK / II / 2008 states that the standard time for providing outpatient medical records is less than 10 minutes starting from the patient registering until the documents are provided by the officer. With these problems, socialization should be carried out related to the importance of returning medical records on time.*

*Keywords* : *Distribution of medical records, medical record distribution standards*