ABSTRACT

Title   *: STORAGE MEDICAL RECORD STORAGE REVIEW ON RSUD BUDHI ASIH JAKARTA*

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Based on the results of preliminary observations, which the authors have done in the period 1-30 October 2019 at Budhi Asih Hospital in Jakarta, the authors found a medical record that was not found for service. The number of outpatient and inpatient visits 24,749 medical records sent with 24,689 and not sent with 60 medical records in October 2019. With the percentage of sent 99.75% and not sent with 0.24% treatment. Another thing that is also a problem that occurs in hospitals Budhi Asih Hospital when the medical records needed are not in the storage / miss file. Therefore, the authors are interested in writing about "Review of Outpatient Medical Record Storage in Budhi Asih Hospital. Specific Objectives Identifying Standard Operating Procedures for Storage of Outpatient Medical Records in Budhi Asih Hospital. Identifying Medical Record Storage Implementation. Identifying the number of Miss files not sent by Budhi Asih Hospital. The research method used by this researcher is descriptive research, that is research conducted to describe or describe something that happened. Descriptive research is used to describe the standard operating procedures for storing medical records, Storage Implementation, identifying the number of miss file incidents, at Budhi Asih Regional Hospital. Population in the study Population in the study was the medical record in October to November 2019, amounting to 46,778 Medical Records, and the sample in this study was determined by Slovin with a total of 100 samples. The conclusion in this study, that the Outpatient Medical Record Storage Operational Procedure already exists and is in accordance with the provisions of the ministry of health. Currently the SOP is still in the process of being improved. Storage of medical records in one unit both outpatient and inpatient records kept in one place. The process of storing medical records from the beginning of the medical record back to the medical record unit and through the process of assembling, coding, aligning the last two numbers or terminal digit filing / storage with the final number system. The discovery of medical records or miss files on 100 samples from October to November, there were 88 medical records sent with a percentage of 88% and not sent with the amount of 12% or the medical records not sent with the total medical record of 12 RM. Suggestions Standard Operating Procedures Safekeeping is immediately refined The Medical Record Committee conducts monitoring and evaluation to the medical record officer, Provides knowledge and direction to the medical record officer about the importance of using tracer / out guide

Keywords: Medical Record Storage