

ABSTRACT

Title : *Review of Misfile Incidents in the Storage of Medical Records at the Urip Sumoharjo General Hospital in Bandar Lampung*

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

Misfile is the unavailability of medical records in its place. The research method used in this study is a qualitative descriptive research method that is by providing a description and explanation obtained in full about the Review of Misfile Events in the Medical Records Storage of Urip Sumoharjo General Hospital. Based on observations at Urip Sumoharjo General Hospital there are SPOs related to borrowing and returning medical records in the storage department, but there are still many medical records that are not found (misfile), so that it makes officers need more time to find the required files. In a day outpatient visit approximately 300 patients. While there are around 222 medical records or around 3,1% of medical records that were not found and misplaced within one month. This is caused by several factors, namely Human Error which enables officers to see the wrong number, then the color code is not used in the medical record so it is not easy to know if there is a medical record that is misplaced or misplaced, then because of the delay in returning the medical record that causes the officer must review the medical record loan expedition book. The occurrence of this will require the socialization of the SPO regarding the borrowing and repatriation of medical records to hospital staff to avoid loss of medical records and the need for an evaluation of the performance of medical record officers regarding the high number of misfiles

Keywords : *Misfile, Medical Records Lending, Medical Records Storage*