

ABSTRACT

Puskesmas (Community Health Centers) is one of the most important public health services in Indonesia. The health center is the first level of health services that organizes its activities in the health sector. This research was carried out at UPK Puskesmas Kampung Dalam Pontianak, where the sample was a general clinic outpatient medical record form, and sampling used purposive sampling. Data collection techniques in research using observation and interviews, and presented descriptively.

Puskesmas Kampung Dalam still does not have an SOP that regulates the making of forms and general clinic outpatient medical record folders. The paper used is F4 paper weighing 80 grams, white base color, black ink and light green, with a form of potraite. The design of the medical record form in terms of anatomy still contained items that had not been applied. One of them is there is no instruction and the title of the medical record. UPK Puskesmas Kampung Dalam medical record folder only contains the patient's medical record number where each folder contains 20 patient's medical record numbers. Medical record folder is made of button plastic folder with size F4 and most of it is clear and partly depends on the availability of the existing folder.

Keywords: Form of Medical Record, Medical Record Folder, Anatomical Aspects, Physical Aspects, Content Aspects