

**ABSTRACT**

Title : *Review of the Need for Medical Record Storage Shelves at Cengkareng Regional Hospital in 2024*  
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Study Program : *Medical Records and Health Information*

*The medical record storage space that has exceeded the medical record capacity is hampering the medical record service, the medical record has become corrupted and is not well organized. Then it is necessary to calculate the need for medical record storage shelves for the next few years. This study aims to determine the need for medical record storage shelves for the next 5 years at Cengkareng Regional Hospital. This research is a quantitative descriptive study with a cross sectional research design and sampling using the Cluster Random Sampling method, by dividing medical records by group of visit years from 2014 to 2018. Based on an average calculation the percentage increase in medical records is 5.26% from 2014 - 2018. The number of existing storage racks is 227 racks, and the calculation result for the need for medical record storage racks in 2024 is 289 static racks with 2 faces. The area of the space needed is 475.40 m<sup>2</sup> and gives about 35% space for the distance between the shelves and the officers' passing activities. The area of the existing room is full for additional shelves and the distance between shelves is still less than the recommended one that is 90 cm. Cengkareng Regional Hospital's medical record requires that the existing room area can no longer accommodate additional shelves, so consideration needs to be made to procure a new room or become an electronic medical record.*

**Keywords:** *Shelving, Filing, Calculation, Room Size, Shelving Capacity*