

ABSTRACT

Title : Review the Timeliness of the Distribution of Outpatient Medical Record In RSUD Ade Muhammad Djoen Sintang 2019
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Background: The importance of the timeliness of the distribution of outpatient medical record to the clinic, which affects the speed of providing services to patients, the authors wanted to know about the timeliness of the distribution of outpatient medical record in RSUD Ade Muhammad Djoen Sintang 2019. But in a preliminary study conducted in July 2019 in RSUD Ade Muhammad Djoen with a sample of 10 medical record, there was still time to distribute medical record that were more than 10 minutes late, namely 100%. While the policy in RSUD Ade Muhammad Djoen Sintang standard time distribution of outpatient medical record is ≤ 10 minutes.

Objective: To know the time of the distribution of outpatient medical record at RSUD Ade Mohammad Djoen 2019. **Method:** The type of research used is descriptive with qualitative approach. Method of data collection by way observation, interviews, and study documentation. **Result:** In the distribution of medical record, there were delays of 44 documents (62.85%) and on time as many as 26 (37.14%). Causes of late distribution. **Conclusion:** The distribution of medical record that are not on time as many as 44 (62.85%) of new patients and old patients from a sample of 70 medical record are affected due to lack of human resources in the filing section and there are no special distribution officers, the occurrence of misfiles, and computer networks that are not stable.

Key words: Medical Record, Time of Distribution