

ABSTRACT

Name : Lijah
Study Program : *Medical Record and Health Information*
Title : *Overview of the Alignment System of Medical Records at the Serang District Public Health Center in 2020*

Puskesmas is a First Level Health Facility (FKTP) which is responsible for public health in its working area in one or part of the sub-district area. The Puskesmas is the Regional Technical Implementation Unit (UPTD) of the district / city health office, so that in carrying out its duties and functions, it will refer to the health development policies of the relevant Regency / City Regional Government. One of the administrative operations at the Puskesmas is the administration of medical records as a health data center to collect, process, and present data for analysis by the authorities in decision and policy making. The purpose of this research is to identify the medical record alignment system at Puskesmas Petir.

This research method uses qualitative analysis. The conclusion of this study shows that Puskesmas Petir does not yet have a written SPO regarding the storage and alignment system of medical records, Puskesmas Petir uses an alignment system based on direct numbers with a numerical numbering system and numbering units numbering system with a centralized storage system. Factors that cause medical records to be misplaced or missing are that medical record documents are not neatly organized, officers are mistaken in storing files that do not match their rack numbers and tracer is still rarely used in retrieving medical record files so it cannot be known whether the files are being borrowed or tucked away. The author's suggestion should be made to make an SPO about the storage system and alignment of medical records and conduct socialization to all medical record officers regarding the storage system and alignment SOP in order to minimize errors in storing medical record files.

Keywords: Puskesmas, Medical Record Alignment System