

ABSTRACT

Name : Saeful Rokhman
Study Program : D-III Medical Records and Health Information
Title : *Overview of Completeness of Outpatient Clinical Summaries at the Puskesmas of Penggilingan I Village, Cakung District, East Jakarta*

The quality of medical records can be seen in the completeness, appropriateness and validity of their contents, and can also be seen by whether or not the confidentiality of the information contained therein is protected. The medical record is complete if the medical record contains all information about the patient, according to the form provided, the contents must be complete and correct, the medical resume including all results of outpatient investigations is referred to as a clinical summary, the outpatient clinical summary consists of patient demographic data. , surgery history, drug allergy history, date column, clinic, diagnosis, ICD 10, therapeutic action, ICD 9 and other doctor / health worker codes. Documentation of patient demographic data is carried out by TPP officers (First Registration Place). The research objective was to examine the causes of incomplete clinical summary documents in the Puskesmas, Penggilingan I Village, Cakung District, East Jakarta. The research methodology used is descriptive quantitative method with a retrospective cross sectional approach to determine the Completeness Review of Outpatient Clinical Summaries at the Puskesmas, Kelurahan Penggilingan I, Cakung District, East Jakarta. The result of this research is that standard operating procedures (SPO) for filling out clinical summaries at Puskesmas Kelurahan Penggilingan I already exist and have been implemented. The results of the study of 92 medical records taken in September 2020 by taking a sample of 92 medical records taken randomly were complete with a percentage of 97.1%. The factors that cause the incompleteness of filling out medical resumes, namely, doctors who have very busy schedules so that they do not have time to complete the clinical summary filling, and the lack of adherence applied by clinical summary fillers so that the filling of clinical summaries is not filled in immediately, and the lack of Puskesmas in holding outreach on filling in the completeness of medical records. The suggestion of this research is that it is expected to be able to socialize operational procedures (SPO) for medical record file storage activities so that officers understand the importance of storing medical records.

Keywords: Complete Outpatient Clinical Summary