

ABSTRACT

Title: An overview of the length of time distribution of medical records seen from the storage location at the Cipayung District Health Center, East Jakarta.

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Good distribution of medical record files is a fast, precise and efficient distribution of medical record files. If the time in distributing medical records is long, it will hamper the health services that doctors will provide to patients, because doctors cannot provide health services to patients without the patient's medical record files. The purpose of this study is to determine the length of time distribution of medical records seen from the storage location at the Cipayung District Health Center, East Jakarta. The method used in this writing is descriptive research method, which is a research method carried out with the main objective of making an objective description or description of the situation. The results obtained are the Cipayung District Health Center does not have an SPO related to the distribution of medical records. Thus causing the distribution of medical records to be problematic. The length of time to distribute 53 medical records, it is known that 41% of medical records have met the standard ≤ 10 minutes. Meanwhile, 12% of other medical records have not met the minimum service standard (> 10 minutes). Factors causing delays in the distribution of medical record files include: medical record officers find it difficult to find patient medical records, medical record officers wait for other officers to deliver patient medical records to the service room and storage location on the 1st floor while the service / polyclinic is located 2nd floor causes medical record officers to go up and down to distribute while the number of patients seeking treatment increases. The suggestion for this research is to install a marker device such as a bell on the 1st and 2nd floors to indicate that there is a request for a medical record file or medical record file that is ready to be delivered to the service unit.

Keywords: Medical Records, Distribution of Medical Records, length of time distributing medical records viewed from the storage location