

## **ABSTRACT**

*Title : Overview of Retrieval and Alignment Systems Medical Records at RSD A. Dadi Tjokrodipo Kota Bandar Lampung*

*Name : Kiki Okari*

*Study Program: Diploma III Medical Record and Health Information*

*Execution of medical records starts from patient admission to retrieval of medical record files. The purpose of this study was to determine the retrieval system and alignment of medical records in RSD A. Dadi Tjokrodipo Bandar Lampung City. From the research results, it is known that the retrieval and alignment of medical records at RSD A. Dadi Tjokrodipo Bandar Lampung City does not yet have Standard Operating Procedures regarding the retrieval system and the alignment of medical records which can be used as guidelines for medical record officers in implementing the retrieval system. Retrieval and alignment of medical records. The implementation of the retrieval system and the alignment of medical records at RSD A. Dadi Tjokrodipo Bandar Lampung City does not use tracers, medical record control books, and there is no stipulation on the length of time for borrowing medical record files. Constraints in the retrieval system and the alignment of medical records are the availability of time for filing officers and distributors in carrying out retrieval and alignment of medical records that are not guided by SOP and routine misfiles and medical record files are often difficult to trace.*

*Researchers suggest that SOP for taking back / retrieval and alignment of medical records should be made as well as invoice for borrowing medical records. In addition, it is hoped that RSD A. Dadi Tjokrodipo Bandar Lampung City can find medical record unit officers with appropriate educational qualifications and are expected to be able to use tracers to make retrieval and alignment of medical records faster and easier.*

*Key words : Medical record, filing, retrieval*