

## ABSTRACT

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Study program : Rekam Medis Dan Informasi Kesehatan

Title : Overview of the Retrieval Process of Medical Records in the Storage Section At the Puskesmas, Cipayung District, East Jakarta City, 2021

Medical record is a file containing examination records that have been given, as well as other actions and services that have been provided to patients. One of the services of patient medical records is carried out by the storage section (filing). Storage is a Medical Record work unit that functions as a place to organize and store documents on the basis of a certain structuring system through a systematic procedure so that at any time it is needed to be able to present it quickly and accurately. the implementation of retrieval and storage of medical record documents with an average of 250 documents with 10 poly services per day, the storage and retrieval of medical record documents at the Cipayung Subdistrict Health Center, it was still found that there were misfile medical record documents. then a study was conducted on the review of the Medical Record Retrieval Process in the Storage Section. This study aims to determine the implementation of storage and retrieval of medical records at the Cipayung District Health Center in 2020, the design of the study was descriptive research and used secondary data with descriptive data analysis to see samples, namely all miss file documents. The results showed that the availability of existing SOPs for the implementation of storage was not in accordance with existing SOPs, the implementation of storage was not in accordance with existing regulations, the number of cases of miss files was 19 documents with a percentage of 0.231% and the constraints in implementation were still lack of human resources.

Key Word : Medical Record, SOP, *Miss file*.