

## **ABSTRACT**

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*Title* : *The Role of Managers in POAC Evaluations of Medical Record Units and Health Information at Tarakan General Hospital Jakarta*

*The medical record is a file that contains the identity and services that have been given to the patient. The RMIK Unit in a health care facility is responsible for creating and maintaining patient records. Therefore, good management is needed to manage medical record unit in health service facility. Management is defined as a series of activities that work systematically to achieve the desired goals, management activities include planning, organizing, actuating and controlling (POAC). The purpose of this research is to know the role of manager in POAC evaluation of medical record and health information unit at Tarakan General Hospital Jakarta. This research uses qualitative descriptive method with the aim of describing POAC function in RMIK unit. This study used interview with 1 manager and 8 RMIK officer. The results show that the manager role is not maximized in evaluating POAC due to the change of position of managers and new managers need time to adjust the work in the medical record unit. Managers have a very large role in carrying out the POAC function in medical record units and health information. There should be a delegation of authority to the senior medical record officer at the time of change of manager position so that planning activities continue to run and the manager should have a medical record education background.*

*Literature: 15 (2008-2016)*

*Keywords: Manager's Role in Medical Record Unit, POAC, Management*