

## **ABSTRACT**

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*Title : Review of the Needs of Store Personnel and Retrieval at the Hospital in 2018*

*HR planning is the process of estimating the number of HR based on the place, skills, and behavior needed in health services. Husada Hospital has a number of patient visits in 2017, namely 152,066 patients/year with an average medical record file of 416 patients/day with a total of 6 storage and retrieval officers. The purpose of this study was to obtain an overview of the needs of store personnel and retrieval of medical records according to workload in HUSADA Jakarta Hospital in 2018. This research method was a descriptive method with a total of 70 medical records. Data collection techniques by observation and interview. The results of the study are available working time 103,740 minutes/year, patient workload standards 18,861.8 medical records, standard 0.13 HR allowances and the number of principal activities for 1 year. Then the required human resources are 8 people. it is suggested that Husada Hospital add 2 storage officers and take medical records as much as 2 officers with D3 Medical Record education background and Health information.*

*Source : 8 ( 2014-2014)*

*Keywords: retention, retrieval, medical records, WISN, staf.*