

ABSTRACT

Title : Occupational Safety and Health Review Medical Records in Filing Section X Hospital West Jakarta.
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Study Program : Medical Records and Health Information

The purpose of Occupational Safety and Health is workers in carrying out their duties through efforts to control all forms of potential hazards in the workplace environment. The purpose of this study: identifying Standard Operating Procedures, working environment conditions, equipment and equipment as well as OSH cases that occurred in the medical record filing room at RS X West Jakarta in November - December 2019. Descriptive Qualitative research method. The population and sample were 14 medical record officers in the filing room. The results of the K3 SPO study at X Jakarta Barat Hospital already exist and apply to all employees, but specifically in the filing room it does not yet exist, room conditions such as lighting, noise, room temperature are good, only air ventilation is not available, the condition of the room is full by record files medical. For equipment and equipment still lacking tools for work support. K3 cases such as slipping off the rack, being squeezed by a roll opeck rack, stapling fingers, falling on a file, slicing on a file. Conclusion OHS research in medical records in the filing section of RS X is still not in accordance with OHS standards. Suggestion: special K3 SPO is made for filing room, air ventilation is made, stepping tool (iron ladder) plastic bench is added. opeck roll cabinets need to be repaired and checked regularly every month, carried out retention and switch to electronic systems

Keywords : K3, filing room