

**ABSTRACT**

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**TITLE: MEDICAL RECORD FORM COMPLETE REVIEW OF THE ROAD FORM FORM IN DHARMAIS CANCER HOSPITAL**

**PROGRAM STUDY: DIPLOMA III PROGRAM MEDICAL RECORDS AND HEALTH INFORMATION FACULTY OF HEALTH SCIENCES ESA UNGGUL UNIVERSITY, JAKARTA, 2020**

*Dharmais Hospital is a National Cancer Center, type A Cancer Hospital, which has many problems and deficiencies in the medical record unit of Dharmais Cancer Hospital. The patient's medical record is incomplete, so the contents of the medical record are not appropriate. Especially in the outpatient medical record, the arrangement of outpatient medical record documents according to the applicable SOP, the completeness is far from good. Therefore researchers interested in reviewing further the review of the completeness of outpatient medical record forms at Dharmais Cancer Hospital. Objective Identifying Standard Operating Procedure (SPO) completeness of Outpatient Medical Records form at Dharmais Cancer Hospital Describe the completeness of Outpatient Medical Records form at Dharmais Cancer Hospital Inhibiting the completeness of outpatient Medical Record forms at Dharmais Cancer Hospital Slovin formula total sample is 99.54% with 100 sample rounds. Operational Standards Procedure for completing medical records for outpatients received information that medical record completeness procedures already exist in Kangker Dharmais Hospital and in accordance with the provisions of the ministry of health. Currently still in the stage of repair Total 100 medical records complete medical records with 66% and 34 incomplete medical records. 34% of incompleteness there are some forms that are not listed in the patient's medical record namely the Management plan form was not found from 7 medical records with a total of 21%, and a preliminary nursing assessment with a total of 44% and a medical consent agreement form with a total of 35%. The three forms are the result of incomplete medical records of new outpatients. Lack of understanding of officers regarding standard operational procedures for the minimum contents of outpatient medical records, inaccuracy of officers in assembling medical records, and other health professionals who neglect so that when medical records return there is no the form is on the medical record folder. It is expected that the completeness of the SOP for the complete medical record will be made. Conducting an appeal to health workers and medical records to complete the medical record form for outpatients.*

*Keywords: completeness*