

ABSTRAC

Title : Overview of UPT Outpatient Medical Record Shrinkage Planning
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Inactive medical records, files that have been kept for at least 2 years in the unit medical record work is calculated from the last date the patient was served at the facility health services or have been 2 years after death. The implementation of inactive medical record shrinkage has several stages, namely starting from sorting and moving, assessing, scanning, and culling. From this, the researcher made observations with the aim of identifying SOPs for the implementation of inactive medical record depreciation, identifying the number of medical records to be depreciated, identifying the medical record shrinkage planning process At the time of observation at the UPT Puskesmas Negeri new district right way It was found that in 2015-2017 there were 705 depreciations consisting of 3,306 outpatient medical records. At this time the UPT of the New Public Health Center will carry out an inactive medical record depreciation last visit in 2019 with no known schedule of destruction to be carried out. The New Public Health Center (Puskesmas Negeri Baru) does not yet have SOPs for the separation of inactive medical records, SOPs for retention of medical records, and SOPs for the destruction of inactive medical records. Based on observations, the sorting of active medical records has been done but there is no place or special storage shelves for active medical records.

Keywords: Depreciation of Medical Records, Inactive Medical Records.