

ABSTRACT

Title : **Review of Timeliness Returns Medical Record :Hospitalization From Space Laties in RSUD dr RubiniMempawah**

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Study Program : **D-III Medical Record and Halth Information**

One improvement in the quality of services in health facilities is the improvement in quality in the medical record unit. The time ahead in the medical record is very important in returning the inpatient medical record file. If there is an inaccuracy in the return of medical records can result in disrupted or hampered health services. At RSUD dr. Rubuni Mempawah already has an SOP in returning medical record files with a predetermined time. When the researchers conducted a preliminary study, the researchers found the return of medical record files that exceeded the allotted time. The method used in this research is descriptive research with a qualitative approach. This study uses a research design with Case Study. The head of the jasmine room and the inpatient department that were the objects of this study Observation, interview and documentation study are data collection techniques in this research. The factors that cause the inaccurate return of jasmine room inpatient medical record file are internal factors (lack of HR in the jasmine room). The percentage of accuracy in returning the inpatient medical record file shows the results of 12.28% and the imprecise amounted to 87.72%. Inaccurate time to return jasmine room inpatient medical record file totaling 60 days of return.

Keywords: Quality Improvement, Medical Records, Medical Record Files, Timeliness, Timeliness, SOP, and HR