

ABSTRAK

Judul : Tinjauan Kebutuhan Tenaga Bagian Assembling Rekam Medis Berdasarkan Analisis Beban Kerja di RSUD Tebet
Nama : Dwi Indriyani
Program Studi : Rekam Medis dan Informasi kesehatan

RSUD Tebet yang berada di Jakarta Selatan, DKI Jakarta merupakan rumah sakit tipe C dimana unit rekam medis khususnya di bagian assembling hanya memiliki 1 (satu). Tenaga assembling yang juga merangkap pekerjaan lain, hal tersebut berdampak menghambat terhadap layanan unit rekam medis yang lainnya. Oleh karena itu harus disesuaikan antara jumlah beban kerja dengan tenaga yang ada. Tujuan dalam penelitian ini adalah mengetahui jumlah kebutuhan tenaga bagian assembling rekam medis di RSUD Tebet yang sesuai dengan beban kerjanya. Metode penelitian yang digunakan adalah metode deskriptif dengan pendekatan kualitatif yaitu dengan mendapatkan informasi penelitian berdasarkan wawancara dan hasil observasi. Perhitungan yang dilakukan dalam penelitian ini dengan metode Analisis Beban Kerja Kesehatan (ABK Kes) berdasarkan Permenkes No.33 Tahun 2015 tentang Pedoman Penyusunan Perencanaan Kebutuhan Sumber Daya Manusia Kesehatan. Hasil dari penelitian ini dapat diketahui Waktu Kerja Tersedia (WKT) sebesar 1.300 jam/tahun atau 78.000 menit/tahun. Standar Beban Kerja (SBK) tenaga assembling adalah 7.565 rekam medis rawat inap dan 19.211 rekam medis rawat jalan. Sehingga didapatkan kebutuhan tenaga bagian assembling rekam medis RSUD Tebet sebanyak 4 (empat) orang. Saat ini jumlah tenaga assembling hanya 1 (satu) orang, oleh karena itu dibutuhkan tenaga tambahan sebanyak 3 (tiga) orang. Saran bagi rumah sakit yaitu perlu dilakukan penambahan tenaga khususnya di bagian assembling untuk menyesuaikan jumlah beban kerja.

Kata kunci : Kebutuhan tenaga kerja, Assembling, Rekam medis, ABK Kes

ABSTRACT

Title : Overview of Workforce Requirements for Medical Record Assembling Section Based on Workload Analysis in Tebet District Hospital

Name : Dwi Indriyani

Study Program : Medical Record and Health Information

Tebet Hospital, located in South Jakarta, DKI Jakarta, is a type C hospital where the medical record unit, especially in the assembling section, only has 1 (one). The assembling staff who also held other jobs, had an impact on the services of other medical record units. Therefore, it must be adjusted between the amount of workload and the available power. The purpose of this study was to determine the number of personnel needed for medical record assembling in Tebet Hospital according to their workload. The research method used is descriptive method with a qualitative approach, namely by obtaining research information based on interviews and observation results. The calculations carried out in this study were carried out using the Health Workload Analysis (ABK Kes) method based on Permenkes No.33 of 2015 concerning Guidelines for Planning for Health Human Resource Needs. The results of this study can be seen that the Available Working Time (WKT) is 1,300 hours / year or 78,000 minutes / year. Standard Workload (SBK) for assembling personnel is 7,565 inpatient medical records and 19,211 outpatient medical records. So that the need for personnel in the medical record assembling of Tebet Hospital is 4 (four) people. Currently the number of assembling personnel is only 1 (one) person, therefore 3 (three) additional personnel are needed. Suggestion for the hospital is that it is necessary to increase personnel, especially in the assembling section to adjust the amount of workload.

Keywords: Labor needs, Assembling, Medical records, ABK Kes