

ABSTRAK

Judul : Tinjauan Kebutuhan Tenaga Pelaksana Penyimpanan Rekam Medis di Rumah Sakit Kanker Darmais
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Dalam proses penyelenggaraan penyimpanan rekam medis di Rumah Sakit Kanker Dharmais diketahui jumlah petugas sebanyak 12 orang. Dengan jumlah kunjungan pasien perhari rata-rata 800 orang. Dengan kurangnya petugas penyimpanan rekam medis membutuhkan waktu yang cukup lama untuk menyelesaikan pekerjaan penyimpanan rekam medis.. Tujuan penelitian mengidentifikasi SPO penyimpanan rekam medis, menghitung waktu kerja tersedia, menghitung beban kerja, menghitung kebutuhan SDM Metode penelitian menggunakan metode deskriptif. Teknik pengumpulan data dengan melakukan observasi dan wawancara. Informan peneliti dalam penelitian ini yaitu petugas penyimpanan rekam medis yang berjumlah 12 orang. Hasil penelitian yang telah diperoleh selanjutnya dihitung berdasarkan Permenkes No. 33 Tahun 2015. Dari perhitungan didapatkan Kebutuhan Sumber daya manusia di Rumah Sakit kanker Dharmais bagian Penyimpanan rekam medis yaitu 14.334 atau dibulatkan menjadi 14 orang. Saat ini petugas penyimpanan rekam medis di Rumah Sakit kanker Dharmais berjumlah 12 orang, maka diperlukan penambahan 2 tenaga penyimpanan rekam medis.

Kata kunci : Tenaga Penyimpanan, rekam medis.

ABSTRACT

In the process of organizing medical record storage at the Dharmais Cancer Hospital, it is known that the number of officers is 12 people. With the number of patient visits per day an average of 800 people. With the lack of medical record storage personnel, it takes quite a long time to complete the work of storing medical records. The research objectives are to identify SPO for medical record storage, calculate available working time, calculate workload, calculate HR requirements. The research method uses descriptive methods. Data collection techniques by making observations and interviews. Research informants in this study were 12 medical record storage officers. The research results that have been obtained are then calculated based on Permenkes No. 33 of 2015. From the calculation, it was found that the need for human resources at the Dharmais Cancer Hospital in the storage section of medical records was 14,334 or rounded to 14 people. Currently there are 12 medical record storage officers at the Dharmais Cancer Hospital, so 2 additional medical record storage personnel are required.

Keywords: Storage Personnel, medical records