

ABSTRAK

Judul : Analisis kebutuhan tenaga assembling Rekam Medis
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Program Studi : Rekam Medis Dan Informasi Kesehatan

Pentingnya rekam medis bagi tenaga kesehatan dalam menelusur riwayat pengobatan pasien sebelumnya dan sebagai acuan tindak lanjut maka perlu adanya perakitan / penyusunan (assembling) yang terstandar untuk rekem medis. Proses kegiatan Assembling di Rumah Sakit Umum Daerah Tugu Koja terfokus pada pasien yang sudah selesai kunjungan dari Rawat Jalan, Rawat Inap dan Instalasi Gawat Darurat yang rata-rata mengerjakan per hari untuk rawat inap 15 pasien dan untuk rawat jalan serta IGD 311 pasien. Proses pengerjaan assembling rekam medis memerlukan waktu pengerjaannya 4 menit perberkas rekam medis didapat dari perhitungan dari peritugan 30 rekam medis yang terbagi 10 rekam medis rawat jalan dan mendapatkan waktu pengerjaan rata-rata 2 menit per rekam medis, assembling rekam medis IGD sebanyak 10 rekam medis mendapatkan waktu pengerjaan rata-rata 3 menit per rekam medis dan 10 rekam medis pasien pulang rawat inap mendapatkan waktu pengerjaan 7 menit per rekam medis Tenaga kegiatan Assembling di Rumah Sakit Umum Daerah Tugu Koja belum tersedia secara khusus, mengingat kesehariannya pekerjaan dilakukan penggabungan dengan petugas Filing, sehingga seringkali pekerjaan tersebut terbengkalai sehingga berdampak rendahnya tingkat berkualitas rekam medis karena susunan tidak terstandar. Tujuan penelitian mengidentifikasi SPO assembling 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. Hasil penelitian yang telah diperoleh selanjutnya dihitung berdasarkan Permenkes No. 33 Tahun 2015. Dari perhitungan didapatkan Kebutuhan Sumber daya manusia di Rumah Sakit Umum Daerah Tugu Koja untuk pekerjaan Assembling rekam medis, agar tercipta rekam medis berkualitas maka Instalasi rekam medis harus menyediakan 2 orang.

Kata kunci : Tenaga Assembling, rekam medis

ABSTRACT

Title : Analysis of the needs of medical record assembling personnel

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Study Program: Medical Records and Health Information

The importance of medical records for health workers in tracing the patient's previous medical history and as a follow-up reference it is necessary to have standardized assembling for medical records. The process of assembling activities at the Tugu Koja Regional General Hospital focuses on patients who have completed visits from outpatient care, inpatient care and emergency departments who on average work per day for inpatient care of 15 patients and for outpatient care and IGD 311 patients. The process of assembling medical records takes 4 minutes to complete per medical record file obtained from the calculation of 30 medical records divided into 10 outpatient medical records and getting an average processing time of 2 minutes per medical record, assembling 10 ER medical records with an average processing time of 3 minutes per medical record and 10 records. Inpatient medical discharge patients get a processing time of 7 minutes per medical record. Assembling activity personnel at the Tugu Koja Regional General Hospital are not yet specifically available, considering that daily work is carried out by merging with Filing officers, so that often the work is neglected so that it has an impact on the low level of quality of medical records because the structure is not standardized. The research objective was to identify SPO medical record assembling, calculate available working time, calculate workload, calculate human resource needs. The research method used descriptive method. Data collection techniques by making observations and interviews. 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 Tugu Koja Regional General Hospital for medical record assembly work, in order to create quality medical records, the medical record installation must provide 2 people.

Key words: Assembling personnel, medical records.