## **ABSTRACT**

Title : Review of the Needs Coding Staff Based on the Workload of

the Medical Record Unit in Imanuel Hospital Bandar

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Study Program : Medical Record and Health Information

Imanuel Hospital is a type B hospital in the city of Bandar Lampung. The average of outpatient and inpatient visits at Imanuel Hospital every day was 217 and 28 patients, respectively. In organizing coding activities at Imanuel Hospital, it is known that there are 1 (one) coder. As the number of patients increases every year, the workload in each section will also continue to increase, which causes the need for adjustments between the number of workers and the existing workload, especially in the coding section at Imanuel Hospital so that other services are not hampered. The purpose of this study was to determine the number of coding personnel needs to be based on the workload at Imanuel Hospital. This type of research is descriptive with a quantitative approach and uses the calculation method of Health Workload Analysis (ABK-Kes). Data collection techniques through observation and interviews with the Head of the Medical Record Installation and medical record staff who do the coding. From the results of the study, it is known that the available working time (WKT) of the coder is 1,400 hours/year or 84,000 minutes/year. The average length of time for outpatient and inpatient coding activities was 0.84 minutes and 4.69 minutes, respectively. The standard workload (SBK) coder for outpatient and inpatient is 100.000 and 17.910 medical records/year. The number of coders needed is 2 (two) people while the current number is 1(one) person, so it is necessary to add 1 (one) person.

Key words : Staff needing, Coding, Medical Records, ABK-Kes