

## DAFTAR ISI

Halaman

|   |                              |
|---|------------------------------|
| PERSETUJUAN UJIAN SIDANG KARYA TULIS ILMIAH   | Error! Bookmark not defined. |
| HALAMAN PERNYATAAN KEASLIAN .....   | Error! Bookmark not defined. |
| HALAMAN PENGESAHAN .....  | Error! Bookmark not defined. |
| UCAPAN TERIMA KASIH .....   | Error! Bookmark not defined. |
| HALAMAN PERNYATAAN PERSETUJUAN PUBLIKASI KARYA ILMIAH<br>UNTUK KEPENTINGAN AKADEMIS ..... | Error! Bookmark not defined. |
| ABSTRAK .....   | Error! Bookmark not defined. |
| ABSTRACT .....  | Error! Bookmark not defined. |
| DAFTAR ISI .....  | 1                            |
| DAFTAR TABEL .....  | 5                            |
| DAFTAR GAMBAR .....   | 6                            |
| DAFTAR SINGKATAN .....  | Error! Bookmark not defined. |
| BAB I .....   | Error! Bookmark not defined. |
| PENDAHULUAN .....   | Error! Bookmark not defined. |
| 1.1. Latar belakang .....   | Error! Bookmark not defined. |
| 1.2. Rumusan masalah .....  | Error! Bookmark not defined. |
| 1.3. Tujuan Penelitian .....  | Error! Bookmark not defined. |
| 1.3.1. Tujuan umum .....  | Error! Bookmark not defined. |
| 1.3.2. Tujuan khusus .....  | Error! Bookmark not defined. |
| 1.4. Manfaat Penelitian .....   | Error! Bookmark not defined. |
| 1.4.1. Manfaat bagi rumah sakit .....   | Error! Bookmark not defined. |
| 1.4.2. Manfaat bagi pengembangan ilmu pengetahuan   | Error! Bookmark not defined. |
| 1.4.3. Manfaat bagi program pemerintah .....  | Error! Bookmark not defined. |
| 1.5. Ruang Lingkup Penelitian .....   | Error! Bookmark not defined. |

|  |                                     |
|--|-------------------------------------|
| BAB II TINJAUAN PUSTAKA.....   | <b>Error! Bookmark not defined.</b> |
| 2.1 Landasan Teori .....   | <b>Error! Bookmark not defined.</b> |
| 2.2.1 Pengertian Rumah Sakit .....   | <b>Error! Bookmark not defined.</b> |
| 2.2.1.1 Unit Rawat Inap.....   | <b>Error! Bookmark not defined.</b> |
| 2.2.1.2 Pengembalian Rekam Medis Rawat Inap .....                                      | <b>Error! Bookmark not defined.</b> |
| 2.2.2 Pengertian Rekam Medis .....   | <b>Error! Bookmark not defined.</b> |
| 2.2.2.1 Tujuan Rekam Medis.....  | <b>Error! Bookmark not defined.</b> |
| 2.2.2.2 Kegunaan Rekam Medis .....   | <b>Error! Bookmark not defined.</b> |
| 2.2.3 <i>Assembling</i> Rekam Medis.....   | <b>Error! Bookmark not defined.</b> |
| 2.2.3.1 Alur Kegiatan di Dalam <i>Assembling</i> .....                                 | <b>Error! Bookmark not defined.</b> |
| 2.2.3.2 Kelengkapan Isi Rekam Medis Rawat Inap..                                       | <b>Error! Bookmark not defined.</b> |
| 2.2.4 Standar Minimal Mutu Rekam Medis .....   | <b>Error! Bookmark not defined.</b> |
| 2.1.4.1. Kelengkapan Pengisian Rekam Medik 24 jam setelah selesai pelayanan .<br>..... | <b>Error! Bookmark not defined.</b> |
| 2.1.4.2. Kelengkapan <i>Informed Consent</i> setelah mendapat pelayanan .....          | <b>Error! Bookmark not defined.</b> |
| 2.1.4.3. Waktu Penyediaan Dokumen Rekam Medis Rawat Jalan                              | <b>Error! Bookmark not defined.</b> |
| 2.1.4.4. Waktu Penyediaan Dokumen Rekam Medis Rawat Inap                               | <b>Error! Bookmark not defined.</b> |
| 2.2 Hasil Penelitian Lain.....   | <b>Error! Bookmark not defined.</b> |
| 2.3 Kerangka Berpikir.....   | <b>Error! Bookmark not defined.</b> |
| 2.4 Kerangka Konsep.....   | <b>Error! Bookmark not defined.</b> |
| BAB III.....   | <b>Error! Bookmark not defined.</b> |
| METODE PENELITIAN .....  | <b>Error! Bookmark not defined.</b> |
| 3.1 Tempat dan Waktu Penelitian .....  | <b>Error! Bookmark not defined.</b> |
| 3.2 Metode Penelitian.....   | <b>Error! Bookmark not defined.</b> |
| 3.3 Populasi dan Sampel.....   | <b>Error! Bookmark not defined.</b> |
| 3.3.1 Populasi .....   | <b>Error! Bookmark not defined.</b> |
| 3.3.2 Sampel .....   | <b>Error! Bookmark not defined.</b> |

|            |  |                                     |
|------------|--|-------------------------------------|
| 3.3.2.1    | Besar Sampel .....   | <b>Error! Bookmark not defined.</b> |
| 3.4        | Definisi Operasional Variabel .....  | <b>Error! Bookmark not defined.</b> |
| 3.5        | Teknik dan Instrumen Pengumpulan Data....  | <b>Error! Bookmark not defined.</b> |
| 3.6        | Teknik Analisis Data .....   | <b>Error! Bookmark not defined.</b> |
| BAB IV     | .....  | <b>Error! Bookmark not defined.</b> |
| HASIL      | .....  | <b>Error! Bookmark not defined.</b> |
| 4.1        | Keterbatasan Penelitian .....  | <b>Error! Bookmark not defined.</b> |
| 4.2        | Profil Lokasi Penelitian .....   | <b>Error! Bookmark not defined.</b> |
| 4.2.1      | Data Geografis .....   | <b>Error! Bookmark not defined.</b> |
| 4.2.2      | Sejarah Singkat Berdirinya .....   | <b>Error! Bookmark not defined.</b> |
| 4.2.3      | Visi, Misi, Motto dan Kebijakan Mutu .....   | <b>Error! Bookmark not defined.</b> |
| 4.2.3.1    | Visi .....   | <b>Error! Bookmark not defined.</b> |
| 4.2.3.2    | Misi .....   | <b>Error! Bookmark not defined.</b> |
| 4.2.3.3    | Motto.....   | <b>Error! Bookmark not defined.</b> |
| 4.2.3.4    | Kebijakan Mutu .....   | <b>Error! Bookmark not defined.</b> |
| 4.2.4      | Jumlah dan Jenis Pelayanan.....  | <b>Error! Bookmark not defined.</b> |
| 4.2.5      | Profil Unit Rekam Medis .....  | <b>Error! Bookmark not defined.</b> |
| 4.3        | Struktur .....   | <b>Error! Bookmark not defined.</b> |
| 4.3.1      | Struktur Organisasi Rumah Sakit Umum Daerah Dr.R.M.Djoelham Kota Binjai .....                                      | <b>Error! Bookmark not defined.</b> |
| 4.3.2      | Struktur Organisasi di Unit Rekam Medis....  | <b>Error! Bookmark not defined.</b> |
| 4.4        | Hasil Peneltian.....   | <b>Error! Bookmark not defined.</b> |
| 4.4.1      | Hasil identifikasi SPO ( <i>Standar Prosedur Operasioanal</i> ) yang berlaku tentang pengembalian rekam medis..... | <b>Error! Bookmark not defined.</b> |
| 4.4.2      | Persentase waktu keterlambatan pengembalian rekam medis rawat inap .....   | <b>Error! Bookmark not defined.</b> |
| 4.4.3      | Identifikasi faktor penyebab keterlambatan waktu pengembalian rekam medis rawat inap ke unit rekam medis .....     | <b>Error! Bookmark not defined.</b> |
| BAB V      | .....  | <b>Error! Bookmark not defined.</b> |
| PEMBAHASAN | .....  | <b>Error! Bookmark not defined.</b> |

|                      |   |                                     |
|----------------------|---|-------------------------------------|
| 5.1                  | Pembahasan.....   | <b>Error! Bookmark not defined.</b> |
| 5.1.1                | Hasil identifikasi SPO ( <i>Standar Prosedur Operasional</i> ) yang berlaku tentang pengembalian rekam medis..... | <b>Error! Bookmark not defined.</b> |
| 5.1.2                | Persentase waktu keterlambatan pengembalian rekam medis rawat inap .....  | <b>Error! Bookmark not defined.</b> |
| 5.1.3                | Identifikasi faktor penyebab keterlambatan waktu pengembalian rekam medis rawat inap ke unit rekam medis .....    | <b>Error! Bookmark not defined.</b> |
| BAB VI.....          |   | <b>Error! Bookmark not defined.</b> |
| PENUTUP.....         |   | <b>Error! Bookmark not defined.</b> |
| 6.1                  | Kesimpulan .....  | <b>Error! Bookmark not defined.</b> |
| 6.1.1                | SPO ( <i>Standar Prosedur Operasional</i> ) yang berlaku tentang pengembalian rekam medis .....                   | <b>Error! Bookmark not defined.</b> |
| 6.1.2                | Waktu keterlambatan pengembalian rekam medis rawat inap.....  | <b>Error! Bookmark not defined.</b> |
| 6.1.3                | Faktor penyebab keterlambatan waktu pengembalian rekam medis rawat inap ke unit rekam medis .....                 | <b>Error! Bookmark not defined.</b> |
| 6.2                  | Saran .....   | <b>Error! Bookmark not defined.</b> |
| 6.2.1                | SPO ( <i>Standar Prosedur Operasional</i> ) pengembalian rekam medis.   | <b>Error! Bookmark not defined.</b> |
| 6.2.2                | Waktu keterlambatan pengembalian rekam medis rawat inap.....  | <b>Error! Bookmark not defined.</b> |
| 6.2.3                | Faktor penyebab keterlambatan waktu pengembalian rekam medis rawat inap ke unit rekam medis .....                 | <b>Error! Bookmark not defined.</b> |
| DAFTAR PUSTAKA ..... |   | <b>Error! Bookmark not defined.</b> |
| LEMBAR LAMPIRAN..... |   | <b>Error! Bookmark not defined.</b> |

## DAFTAR TABEL

|  | Halaman                             |
|--|-------------------------------------|
| Tabel 2. 1 Hasil Penelitian Lain.....                                    | <b>Error! Bookmark not defined.</b> |
| Tabel 3. 1 Definisi Operasional Variabel.....                            | <b>Error! Bookmark not defined.</b> |
| Tabel 4. 1 Data Rekam Medis Berdasarkan Ruangan.                         | <b>Error! Bookmark not defined.</b> |
| Tabel 4. 2 Rata-rata Lama Waktu Pengembalian RM Berdasarkan Ruangan .... | <b>Error! Bookmark not defined.</b> |
| Tabel 4. 3 Pengembalian Rekam Medis Berdasarkan Rumah Sakit 3x24 jam...  | <b>Error! Bookmark not defined.</b> |
| Tabel 4. 4 Pengembalian Rekam Medis Berdasarkan Kemenkes 24 jam.....     | <b>Error! Bookmark not defined.</b> |

## DAFTAR GAMBAR

|   | Halaman                             |
|---|-------------------------------------|
| Gambar 2. 1 Kerangka Berpikir.....                  | <b>Error! Bookmark not defined.</b> |
| Gambar 2. 2 Kerangka Konsep.....                    | <b>Error! Bookmark not defined.</b> |
| Gambar 4. 1 Struktur Organisasi Rumah Sakit.....    | <b>Error! Bookmark not defined.</b> |
| Gambar 4. 2 Struktur Organisasi Unit Rekam Medis .. | <b>Error! Bookmark not defined.</b> |