

**ABSTRAK**

Judul : Gambaran Ketepatan Waktu Pengembalian Rekam Medis Rawat Inap di Rumah Sakit (*Literature Review*)

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Jika mengacu pada pedoman Standar Pelayanan Minimal (SPM) rumah sakit, pada indikator ketepatan waktu pengembalian rekam medis rawat inap yaitu rekam medis yang telah diisi lengkap oleh dokter dalam waktu  $\leq 24$  jam setelah pasien rawat inap diputuskan untuk pulang. Dampak keterlambatan waktu pengembalian rekam medis maka akan menghambat proses selanjutnya seperti *assembling*, *coding*, analisis, indeksing, serta beresiko menyebabkan hilangnya rekam medis. Tujuan penelitian ini untuk mengidentifikasi persentase ketepatan waktu pengembalian rekam medis rawat inap, mengetahui faktor penyebab keterlambatan rekam medis rawat inap di rumah sakit dan mengetahui SPO pengembalian rekam medis rawat inap di rumah sakit. Metode penelitian ini menggunakan desain *Literature Review* dengan mengumpulkan beberapa artikel atau jurnal. Berdasarkan *literature review* terhadap 23 jurnal didapatkan ketepatan waktu pengembalian rekam medis rawat inap di rumah sakit sebesar 7,90% - 91,11%. Faktor penyebab terlambatnya pengembalian rekam medis dari faktor *Man* ; karena kurangnya tenaga kerja, pengetahuan, sikap dan perilaku petugas, dan kesadaran dokter dalam melengkapi rekam medis., *Method* ; disebabkan karena belum terlaksananya SPO, kurangnya sosialisasi SPO pengembalian rekam medis rawat inap, dan tidak adanya kejelasan mengenai *job description*., *Material* ; karena ketidaklengkapan rekam medis dan belum terlaksananya buku monitoring pengembalian rekam medis dengan baik., *Machine* ; disebabkan karena kurangnya fasilitas untuk mempermudah pengembalian rekam medis ke unit rekam medis dan gangguan pada SIMRS dan *Money* ; karena tidak berlakunya pemberian *punishment* dalam bentuk teguran lisan untuk petugas yang tidak disiplin.

Kata kunci : Ketepatan, Pengembalian, Rekam Medis

**ABSTRACT**

Title : *Overview of Timeliness of Returning Inpatient Medical Records in Hospitals (Literature Review)*

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*If referring to the hospital's Minimum Service Standards (SPM) guidelines, the indicators for the timeliness of returning inpatient medical records are medical records that have been completely filled out by doctors within 24 hours after the inpatients decided to go home. The impact of delays in returning medical records will hinder further processes such as assembling, coding, analysis, indexing, and risk causing the loss of medical records. The purpose of this study was to identify the percentage of punctuality in returning inpatient medical records, to find out the factors causing delays in inpatient medical records at the hospital and to find out the SOP for returning inpatient medical records at the hospital. This research method uses a Literature Review design by collecting several articles or journals. Based on a literature review of 23 journals, it was found that the timeliness of returning inpatient medical records in hospitals was 7.90% - 91.11%. Factors causing the delay in returning medical records from the Man factor; due to lack of manpower, knowledge, attitudes and behavior of officers, and awareness of doctors in completing medical records., Method ; This is due to the fact that the SOP has not been implemented, the lack of socialization of the SOP for the return of inpatient medical records, and the lack of clarity regarding the job description., Material ; due to the incompleteness of medical records and the lack of proper monitoring of the return of medical records. Machine ; due to the lack of facilities to facilitate the return of medical records to the medical record unit and interference with SIMRS and Money; due to the non-applicability of the provision of punishment in the form of an oral warning for undisciplined officers.*

Key words : Accuracy, Returns, Medical Records