

## ABSTRAK

Nama : KARTINI APRIYANI  
Program Studi : REKAM MEDIS DAN INFORMASI KESEHATAN  
Judul : Gambaran Pengetahuan Petugas Pelayanan Unit Rekam Medis terkait Ketepatan Pendistribusian Rekam Medis rawat Jalan Di RSUD Tarakan.

RSUD Tarakan masih mengalami keterlambatan pengiriman rekam medis dikarenakan jarak penyimpanan dari poliklinik jauh. Sehingga penulis ingin mengetahui gambaran tentang pengetahuan petugas pelayanan unit rekam medis terkait ketepatan pendistribusian rekam medis di RSUD Tarakan. Metode yang digunakan Penulis yaitu deskriptif kuantitatif dan kualitatif dengan alat ukur wawancara mendalam kepada koordinator rawat jalan dan kepala rekam medis. Pengisian angket kepada seluruh petugas pendistribusian rekam medis secara umum sudah baik, namun pengetahuan terkait waktu masih kurang baik (0%). Alur permintaan rekam medis di RSUD Tarakan sudah baik dan didukung dengan sarana pendistribusian pneumatic tube (Apolo) dan manual (trolley). SPO (standar Prosedur Operasional) sudah ada tetapi pada pelaksanaan masih mengalami keterlambatan. Diharapkan adanya peningkatan sosialisasi SPO (standar Prosedur Operasional) pendistribusian rekam medis dan mengadakan pelatihan untuk petugas rekam medis rawat jalan.

Kata kunci: Pengetahuan, ketepatan pendistribusian rekam medis (1994 – 2015)

## ABSTRACT

Name : KARTINI APRIYANI  
Study Program: MEDICAL RECORD AND HEALTH INFORMATION  
Title : Knowledge description off Medical Record Unit about the accuracy of Distribution Medical Record Outpatient In Tarakan Hospita

Tarakan hospitals still experience delays in medical record delivery due to the remote storage distance of polyclinics. So the author wants to know the Knowledge description off Medical Record Unit about the accuracy of Distribution Medical Record Outpatient In Tarakan Hospital. The method used by writer is a descriptive quantitative and qualitative studi with measured by depth interview to outpatient coordinator and head of medical record, Questionnaires to all medical record distribution officers in general are good, but time-related knowledge is still poor (0%). The result showed that the knowledge of distribution officer related to the time is still not good, the demand of medical record in RSUD Tarakan is good and supported by means of distributing pneumatic tube (Apolo) and manual (trolley). SOP (standard Operational Procedure) already exists but on the implementation still experiencing delays. It is expected that there will be socialization of SPO (Standard Operational Procedure) distribution of medical record and training for outpatient medical record

Keywords: Knowledge, accuracy of distribution of medical record (1994 - 2015)