

**PROGRAM STUDI REKAM MEDIS DAN INFORMASI KESEHATAN  
FAKULTAS KESEHATAN  
INSTITUT TEKNOLOGI DAN KESEHATAN MAHARDIKA**

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**ANALISIS KEBUTUHAN JUMLAH PETUGAS UNIT REKAM MEDIS  
RAWAT JALAN MENGGUNAKAN METODE ANALISIS BEBAN KERJA  
KESEHATAN (ABK-KES) DI PUSKESMAS SUNYARAGI KOTA  
CIREBON**

xvii + 53 halaman + 4 tabel + 1 bagan + 20 lampiran

**ABSTRAK**

Petugas Perekam Medis dan Informasi Kesehatan (PMIK) memegang peran krusial dalam pengelolaan data pasien, pencatatan pelayanan, serta pengolahan informasi klinis dan administratif. Beban kerja yang tidak seimbang dengan jumlah tenaga kerja dapat berdampak pada mutu pelayanan. Berdasarkan observasi di Puskesmas Sunyaragi, diketahui bahwa jumlah tenaga perekam medis masih belum sesuai dengan beban kerja yang ada. Penelitian ini bertujuan untuk memberikan analisis perencanaan penambahan kebutuhan tenaga rekam medis yang sesuai dengan peraturan yang terstandar di puskesmas dengan menggunakan metode ABK-Kes.

Penelitian ini merupakan penelitian deskriptif kuantitatif yang dilakukan di UPT Puskesmas Sunyaragi Kota Cirebon. Teknik pengumpulan data dilakukan melalui observasi, wawancara, dan dokumentasi, serta perhitungan waktu kerja tersedia, beban kerja, dan faktor tugas penunjang.

Hasil penelitian menunjukkan bahwa waktu kerja tersedia sebesar 113.820 menit/tahun. Total beban kerja dari enam komponen tugas pokok menghasilkan kebutuhan dasar sebanyak 4,31 tenaga kerja. Setelah dikalikan dengan Standar Tugas Penunjang (STP) sebesar 1,15, diperoleh kebutuhan tenaga ideal sebanyak 4,96 orang yang dibulatkan menjadi 5 orang. Saat ini jumlah petugas yang tersedia hanya 3 orang, sehingga terdapat kekurangan 2 orang.

Puskesmas Sunyaragi mengalami kekurangan tenaga perekam medis berdasarkan beban kerja aktual. Penambahan tenaga kerja dibutuhkan agar pelayanan rekam medis dapat berjalan lebih optimal dan sesuai dengan standar.

**Kata kunci:** Rekam Medis, ABK-Kes, Beban Kerja, Puskesmas, Kebutuhan Petugas  
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**MEDICAL RECORDS AND HEALTH INFORMATION STUDY PROGRAM  
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**ANALYSIS OF THE NEED FOR THE NUMBER OF OUTPATIENT  
MEDICAL RECORD UNIT OFFICERS USING THE HEALTH WORKLOAD  
ANALYSIS METHOD AT SUNYARAGI PUBLIC  
HEALTH CENTER, CIREBON CITY**

*XVII + 53 pages + 4 tables + 1 chart + 20 appendices*

**ABSTRACT**

*Medical Recorder and Health Information Officers play a crucial role in managing patient data, recording services, and processing clinical and administrative information. Workload that is not balanced with the number of workers can have an impact on service quality. Based on observations at Sunyaragi Public Health Center, it is known that the number of medical recorders is still not in accordance with the existing workload. This research aimed to provide an analysis of the planning of the need for additional medical record personnel in accordance with the standardized regulations at the health center using the Workload Analysis (ABK-Kes) method.*

*This research was a quantitative descriptive research conducted at the Sunyaragi Health Center UPT Cirebon City. Data collection techniques were carried out through observation, interviews, and documentation, as well as calculations of available working hours, workload, and supporting task factors.*

*The results of the study showed that the available working time is 113,820 minutes/year. The total workload of the six components of the main tasks resulted in a basic requirement of 4.31 workers. After multiplying by the Standard Supporting Task (STP) of 1.15, the ideal workforce requirement of 4.96 people was obtained which was rounded up to 5 people. Currently, the number of available officers was only 3 people, so there is a shortage of 2 people.*

*The Sunyaragi Health Center is experiencing a shortage of medical recorders based on the actual workload. Additional manpower is needed so that medical record services can run more optimally and in accordance with standards.*

**Keywords:** *Medical Records, Workload Analysis (ABK-Kes), Health Centers, Officer Needs*

**Bibliography :** *20 (2006-2023)*