

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

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**TINJAUAN KEBUTUHAN SUMBER DAYA MANUSIA DI UNIT REKAM
MEDIS BERDASARKAN METODE ANALISIS BEBAN KERJA
KESEHATAN (ABK-Kes) DI UPT PUSKESMAS KALITANJUNG KOTA
CIREBON**

Vii + 86 halaman + 4 tabel + 1 bagan + 13 lampiran

ABSTRAK

Sumber daya manusia merupakan program pemenuhan tenaga kesehatan menyatakan bahwa permasalahan tenaga kesehatan yang dihadapi saat ini antara lain jumlah dan jenis sumberdaya manusia kesehatan belum sesuai dengan kebutuhan mutu sumberdaya manusia kesehatan. Petugas rekam medis mengungkapkan adanya beban kerja yang cukup tinggi dan masih terdapat penumpukan tugas pokok maupun tugas penunjang dikarenakan beban kerja dengan jumlah petugas belum sesuai. Beban Kerja di puskesmas hal yang sangat penting dalam performa sebuah puskesmas, karena beban kerja mempengaruhi kinerja petugas ketika pelayanan pasien, namun dalam pelaksanaan beban kerja di Puskesmas Kalitangjung Kota Cirebon belum dilaksanakan. Tujuan penelitian ini adalah Untuk mengetahui Tinjauan Kebutuhan Sumber Daya Manusia Di Unit Rekam Medis Berdasarkan Metode Analisis Beban Kerja Kesehatan Di Puskesmas Kalitangjung Kota Cirebon.

Jenis penelitian ini adalah deskriptif dengan pendekatan kuantitatif, penelitian ini menggunakan instrumen lembar observasi, *total sampel* ialah teknik pengambilan sampel dimana jumlah sampel sama dengan populasi yaitu 3 petugas rekam medis. penelitian ini dilaksanakan di Puskesmas Kalitangjung Kota Cirebon pada 15 Mei-20 Mei 2023.

Hasil penelitian berupa perhitungan dengan menggunakan metode Analisis Beban Kerja Kesehatan (ABK-Kes) bagian unit rekam medis di Puskesmas Kalitangjung Kota Cirebon kurangnya petugas rekam medis. Karena kurangnya petugas rekam medis yaitu dibutuhkan 5 orang petugas rekam medis sehingga didapat adanya kekurangan 2 orang petugas rekam medis dari 3 orang petugas rekam medis sehingga proses pelayanan akan terhambat. Jumlah kebutuhan rekam medis berdasarkan analisis beban kerja kesehatan (ABK-Kes) menetapkan hasil waktu kerja tersedia bagi petugas rekam medis di Puskesmas Kalitangjung Kota Cirebon adalah 1.698 jam/tahun atau 101.880 menit/tahun.

Kata Kunci : Analisis Beban Kerja Kesehatan, Petugas Rekam Medis,
Kebutuhan SDM Di Puskesmas
Daftar Pustaka : 24 (2013-2021)

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**OVERVIEW OF HUMAN RESOURCES NEEDS IN UNITS MEDICAL
RECORDS BASED ON HEALTH WORKLOAD ANALYSIS (ABK-Kes)
METHOD AT UPT PUSKESMAS KALITANJUNG, CIREBON CITY**

Vii + 86 pages + 4 tables + 1 chart + 13 Attachment

ABSTRACT

Human resources is a health workforce fulfillment program stating that the problems faced by health workers at this time include the number and types of health human resources that are not in accordance with the quality needs of health human resources. Medical record officers revealed that there is a fairly high workload and there is still a buildup of main tasks and supporting tasks because the workload and the number of officers are not appropriate. Workload at the puskesmas is very important in the performance of a puskesmas, because workload affects the performance of officers when serving patients, but in implementing workload at the Kalitanjung Health Center, Cirebon City it has not been implemented. The purpose of this study was to find out the Overview of Human Resource Needs in the Medical Record Unit Based on the Health Workload Analysis Method at the Kalitanjung Health Center, Cirebon City.

This type of research is descriptive with a quantitative approach, this research uses an observation sheet instrument, the total sample is a sampling technique where the number of samples is the same as the population, namely 3 medical record officers. This research was conducted at the Kalitanjung Community Health Center, Cirebon City, from 15 May to 20 May 2023.

The results of the research are in the form of calculations using the Health Workload Analysis (ABK-Kes) method for the medical record unit section at the Kalitanjung Health Center, Cirebon City, the lack of medical record officers. Due to the lack of medical record officers, 5 medical record officers were needed so that there was a shortage of 2 medical record officers from 3 medical record officers so that the service process would be hampered. The number of medical record needs based on the health workload analysis (ABK-Kes) determines the results of available working time for medical record officers at the Kalitanjung Health Center, Cirebon City, namely 1,698 hours/year or 101,880 minutes/year.

Keywords : Analysis of health workload, Medical Records staff, Human resource needs at the health center

Referencies : 24 (2013-2021)