

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

Karya Tulis Ilmiah, Juni 2023
Nisrina Faadhilah Rachman

**KESESUAIAN PELAKSANAAN RETENSI DI RUMAH SAKIT
KUNINGAN MEDICAL CENTER**

XVII+ 75 Halaman + 3 Tabel + 1 Bagan + 18 Lampiran

ABSTRAK

Pelaksanaan retensi di Rumah Sakit Kuningan Medical Center dilakukan sesuai dengan SOP (Standar Prosedur Operasional) untuk membantu melancarkan proses retensi. Observasi awal memperoleh hasil bahwa masih ada beberapa yang masih belum sesuai dengan SOP diantaranya yaitu belum adanya alat scanning. Tujuan dari penelitian ini untuk mengetahui dan memahami tentang kesesuaian pelaksanaan retensi dokumen rekam medis di Rumah Sakit Kuningan Medical Center.

Jenis Penelitian yang digunakan penelitian ini adalah deskriptif kuantitatif. Populasi penelitian ini yaitu keseluruhan petugas rekam medis sebanyak 9 orang. Teknik pengambilan sampel yang digunakan yaitu *total sampling* dengan menggunakan instrument penelitian observasi (*lembar checklist*).

Hasil penelitian terhadap observasi (*lembar checklist*) menunjukkan bahwa kesesuaian pelaksanaan retensi dokumen rekam medis di Rumah Sakit Kuningan Medical Center masih ada yang belum sesuai dengan Standar Prosedur Operasional (SPO) retensi yang berlaku. Pelaksanaan retensi yang sesuai meliputi item 1, 4, 5, 6, 7, 8 dan 2, 3 yang tidak sesuai.

Pihak rumah sakit seharusnya memperbaiki Standar Prosedur Operasional (SPO) retensi agar pelaksanaannya sesuai dan juga pihak rumah sakit sebaiknya adanya anggaran dana untuk pengadaan alat, adanya perluasan ruang penyimpanan dan penambahan rak berkas rekam medis, diberikannya alat scanning dan komputer.

Kata Kunci : Retensi, Dokumen Rekam Medis, SOP

Kepustakaan : 20 (2006-2021)

**MAHARDIKA INSTITUTE OF HEALTH AND TECHNOLOGY HEALTH
FACULTY MEDICAL RECORDS AND HEALTH INFORMATION STUDY
PROGRAM**

Scientific Writing, June 2023
Nisrina Faadhilah Rachman

***COMPLIANCE OF IMPLEMENTATION MEDICAL RECORD
DOCUMENT AT KUNINGAN HOSPITAL MEDICAL CENTER KUNINGAN***

XVII + 75 Pages + 3 Tables + 1 Charts + 18 Attachments

ABSTRACT

The Implementation of retention at Kuningan Medical Center Hospital is carried out in accordance with SOP (Standard Operating Procedures) to help smooth the retention process. Initial observations obtained results that there are still some that are still not in accordance with the SOP, including the absence of scanning tools. The purpose of this study was to find out and understand the fulfillment of medical record document retention at Kuningan Medical Center Hospital.

The type of research used in this research is descriptive quantitative. The population of this study were all medical record officers as many as 9 people. The sampling technique used was total sampling using an observational research instrument (checklist sheet).

The results of the research on observations (checklist sheets) show that the appropriateness of the implementation of medical record document retention at the Kuningan Medical Center Hospital is still not in accordance with the applicable retention Standard Operating Procedures (SPO). Implementation of appropriate retention includes items 1, 4, 5, 6, 7, 8 and 2, 3 which are not appropriate.

The hospital should update the Standard Operating Procedure (SPO) so that its implementation is appropriate and also the hospital should have a better budget for the procurement of equipment, expanding storage space and adding medical record file shelves, providing scanning equipment and computers.

Kata Kunci : Retensi, Dokumen Rekam Medis, SOP

Kepustakaan : 20 (2006-2021)