

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

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**SISTEM PENYIMPANAN DOKUMEN REKAM MEDIS RAWAT INAP
DI RUMAH SAKIT KUNINGAN MEDICAL CENTER**

xv +79 halaman + 2 tabel + 1 bagan + 8 lampiran

ABSTRAK

Berdasarkan hasil penelitian sistem penyimpanan dokumen rekam medis yang disimpan masih tidak sesuai dengan SOP dari Kemenkes. Tujuannya untuk mengetahui sistem penyimpanan dokumen rekam medis rawat inap Rumah Sakit Kuningan Medical Center

Jenis Penelitiannya deskriptif kuantitatif. Populasi berupa objek yaitu dokumen rekam medis rawat inap tahun 2022 yang berjumlah 8110 dokumen. Sampel penelitian 100 dokumen rekam medis rawat inap. Dengan teknik *random sampling*. Instrumen penelitiannya yaitu menggunakan lembar observasi.

Hasil Penelitian disimpulkan bahwa Laporan pengembalian berkas rekam medis dari ruang perawatan ke bagian rekam medis atau unit kerja rekam medik paling lambat 1x24 jam setelah pasien lepas perawatan sesuai dengan SOP yaitu (100%), Dilakukan koreksi dan di assembling oleh petugas rekam medis setelah dilakukan pencatatan berkas rekam medis yang diterima dari ruang perawat sesuai dengan SOP yaitu (54%). Dilakukan coding berkas rekam medis oleh petugas coding menurut buku ICD-10 revisi 1 sesuai dengan SOP yaitu (92 %). Berkas rekam medis yang telah selesai dilakukan pengkodean sesuai ICD-10 revisi 1 diserahkan kebagian indexing untuk dilakukan pengindekan sesuai dengan SOP yaitu (0 %). Dilakukan penyortiran rekam medis berkelompok sesuai angka langsung (*Straight Numerical Filing*) dan kemudian berkas rekam medis rawat inap disimpan sesuai sistem angka langsung sesuai dengan SOP (0%)

Saran bagi ITEKes Mahardika diharapkan sebagai bahan referensi bagi mahasiswa ITEKes Mahardika khususnya di program studi rekam medis dan informasi kesehatan sehingga dapat menambah ilmu pengetahuan terkait sistem penyimpanan dokumen rekam medis rawat inap.

Kata Kunci : Sistem Penyimpanan, dokumen rekam medis, rawat inap

Daftar Pustaka : 16 (2015-2023)

***MEDICAL RECORDS AND HEALTH INFORMATION STUDY PROGRAM
Scientific Writing, June 2023***

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***DOCUMENT STORAGE SYSTEM FOR INPATIENT MEDICAL RECORD,
AT KUNINGAN MEDICAL CENTER HOSPITAL***

xv + 79 pages + 2 tables + 1 chart + 9 attachments

ABSTRACT

Based on the research results, the medical record document storage system that is stored is still not in accordance with the SOP from the Ministry of Health. The goal is to find out the medical record document storage system for inpatient Kuningan Medical Center Hospital.

This type of research is descriptive quantitative. The population is in the form of objects, namely inpatient medical record documents in 2022, totaling 8110 documents. The research sample is 100 inpatient medical record documents. With random sampling technique. The research instrument is using an observation sheet.

The results of the study concluded that the procedure for returning medical records from the initial room to the medical bill department was also the work unit for medical records to be slow 1x24 hours after the initial discharge was in accordance with the SOP, namely (100%), corrections were made and assembled by medical clerks after the assessment was carried out talking the medical records received in the emergency room were in accordance with the SOP, namely (54%). Coding with medical records was carried out by coding staff according to the ICD-10 revision 1 book according to the SOP (92%). Based on medical records that have been completed, coding according to ICD-10 revision 1 was submitted to the failure of indexing to be carried out in accordance with SOP, namely (0%). Sorting of medical records per group is carried out according to direct steps (Straight Numerical Filing) and then the incoming medical records are stored according to the direct steps according to SOP (0%)

Suggestions for Mahardika ITEKs to be included as well as references to Malhalsiwal Health ITEKs, especially in the medical record study program and health informality so as to add knowledge related to the inpatient medical record document storage system.

Keywords: Storage System, medical record documents, hospitalization

Bibliography : 16 (2015-2023)