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**SISTEM PENOMORAN PADA DOKUMEN REKAM MEDIS DI PUSKESMAS
PABEDILAN**

xvi + 44 halaman + 5 tabel + 1 bagan + 13 lampiran

ABSTRAK

Sistem penomoran merupakan teknik penulisan nomor yang diberikan kepada pasien sebagai bagian dari identitas pasien. Salah satu bentuk rekam medis di Puskesmas yaitu *family folder* dimana satu keluarga mendapatkan satu nomor rekam medis yang sama dan diberikannya kode kedudukan keluarga dan digunakan setiap kali pasien berobat. Berdasarkan studi pendahuluan yang peneliti lakukan di Puskesmas Pabedilan sistem penomoran yang digunakan yaitu *Unit Numbering System* dengan *Family Folder*, kemudian peneliti mengambil sampel sebanyak 15 dokumen rekam medis, terdapat sejumlah 6 dokumen rekam medis yang sudah sesuai dan 9 dokumen rekam medis yang tidak sesuai. Penelitian ini dilakukan dengan tujuan untuk mengetahui tinjauan sistem penomoran pada dokumen rekam medis di Puskesmas Pabedilan.

Metode yang digunakan yaitu deskriptif dengan pendekatan kuantitatif. Populasi dalam penelitian ini yaitu dokumen rekam medis bulan Januari-Maret 2023 yang berjumlah sebanyak 4.623 dokumen, kemudian diambil sampel dengan sebanyak 98 dokumen rekam medis. Teknik pengambilan sampel menggunakan *purposive sampling*. Teknik pengumpulan data pada penelitian ini yaitu observasi menggunakan lembar *checklist* dengan meninjau kesesuaian sistem penomoran pada dokumen rekam medis. Penelitian ini dilaksanakan di Puskesmas Pabedilan.

Hasil penelitian ditinjau dari 4 item sistem penomoran yaitu terdapat kode kedudukan keluarga, satu huruf nama kepala keluarga, kesesuaian dengan abjad pertama nama kepala keluarga, dan satu keluarga memiliki satu dokumen rekam medis yang didapatkan hasil bahwa dari 98 dokumen rekam medis sebanyak 27 dokumen rekam medis dengan persentase 27.6% sudah sesuai dan sebanyak 71 dokumen rekam medis dengan persentase 72.4% belum sesuai.

Berdasarkan hasil penelitian di Puskesmas Pabedilan menggunakan *Unit Numbering System* masih belum sesuai, sebesar 72.4%. Dengan demikian, Puskesmas Pabedilan diharapkan dapat membuat SOP mengenai sistem penomoran, diadakannya sosialisasi terhadap petugas pelayanan untuk tetap mengedukasi agar pasien membawa kartu identitas, dan lebih memperhatikan mengenai sistem penomoran sehingga tidak terjadi ketidaksesuaian.

Kata Kunci : *Family Folder, Unit Numbering System*, sistem penomoran
Daftar Pustaka : 34 (2011-2023)

**MAHARDIKA INSTITUTE OF TECHNOLOGY AND HEALTH
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**NUMBERING SYSTEM ON MEDICAL RECORD DOCUMENTS AT PABEDILAN
HEALTH CENTER**

xvi + 44 pages + 5 tables + 1 chart + 13 attachments

ABSTRACT

The numbering system is a technique of writing numbers given to patients as part of the patient's identity. One form of the medical record at Puskesmas is Family Folder where one family get the same medical record number and is given a family position code and used every time a patient seeks treatment. Based on a preliminary study conducted by researchers at the Pabedilan Health Center, the numbering system used is the Unit Numbering System with Family Folder, and then the researcher took a sample of 15 medical record documents, there were a number of 6 medical record documents that were appropriate and 9 medical record documents that were not appropriate. The purpose of this research was to find out the review of the numbering system on medical record documents at the Pabedilan Health Center.

The method of research used is descriptive with a quantitative approach. The population in this study was medical record documents for January-March 2023 which amounted to 4.623 documents, then samples were taken with many as 98 medical record documents. The sampling technique used was purposive sampling. Data collection technique in this research is observation using a checklist sheets by reviewing the suitability of the numbering system on medical record documents. This research was conducted at Pabedilan Health Center.

The results of the research were reviewed from 4 items of the numbering system is namely there is a family position code, one letter of the name of the head of family, conformity with the first alphabet of the name of the head of family, and one family has one medical record documents which result in 98 medical record documents as many as 27 medical record documents with a percentage 27.6% were correct and as many as 71 medical record documents with a percentage 72.4% were not appropriate.

Based on the result of research at Pabedilan Health Center using the Unit Numbering System with is still not appropriate by 72.4% thus Pabedilan Health Center. is expected to make SOP regarding the numbering system, hold socialization for service workers to keep educating patients to bring identity cards, and pay more attention to the numbering system so that there are no discrepancies.

Keywords : Family Folder, Unit Numbering System, Numbering System

References : 34 (2011-2023)