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**ANALISIS KEJADIAN *MISFILE* DOKUMEN AKTIF REKAM MEDIS RAWAT
JALAN DI RUANG *FILING* RSU UNIVERSITAS MUHAMAMADIYAH
CIREBON**

xviii+83 Halaman + 1 Bagan + 2 Tabel + 10 Lampiran

ABSTRAK

Berkas rekam medis dikatakan *misfile* apabila dokumen tersebut dibutuhkan akan tetapi pada rak penyimpanan berkas tersebut tidak tersedia atau tidak ada. Kejadian *misfile* di RSU UMC kurang lebih 3 (tiga) dokumen rekam medis dalam sehari. Hal ini menyebabkan gangguan dalam pelayanan kesehatan pasien karena petugas kesulitan untuk menemukan dokumen rekam medis, bahkan petugas akhirnya membuat dokumen rekam medis yang baru untuk dokumen yang *misfile* sehingga mengakibatkan riwayat kesehatan pasien tidak berkesinambungan. Tujuan penelitian ini adalah untuk mengetahui analisis kejadian dokumen rekam medis rawat jalan dibagian *filing* RSU Universitas Muhammadiyah.

Jenis penelitian yang digunakan dalam penelitian ini yaitu deskriptif kuantitatif. Variabel pada penelitian ini yaitu *misfile* dokumen rekam medis rawat jalan di ruang *filing*. Populasi pada penelitian ini yaitu 19.538 dokumen rekam medis dan sampel pada penelitian ini yaitu 100 sampel dokumen rekam medis. Instrument yang digunakan dalam penelitian ini yaitu lembar observasi (lembar *check list*).

Berdasarkan hasil penelitian diperoleh bahwa kejadian tidak *misfile* terdapat 88 dokumen rekam medis dengan presentase 88%, dan kejadian *misfile* terdapat 12 dokumen rekam medis dengan presentase 12%. Peneliti menemukan beberapa faktor kejadian *misfile* DRM di RSU UMC yaitu faktor *man* (sumber daya manusia), faktor *machine* (sarana dan prasarana), faktor *method* (cara/metode), faktor *material* (bahan).

Kata Kunci : Kejadian *misfile*, Dokumen Rekam Medis Rawat Jalan, Rumah Sakit
Daftar Pustaka : 32 (2007-2023)

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**ANALYSIS OF ACTIVE DOCUMENT OF MISFILE INCIDENT ON OUTPATIENT
MEDICAL RECORDS IN FILING ROOM OF MUHAMMADIYAH UNIVERSITY
GENERAL HOSPITAL IN CIREBON**

xviii+83 pages+1 chart +2 tables + 10 attachment

ABSTRACT

Medical record file is said to be misfile if the needed document is not founded in the storage shelf, the file is not available or does not exist. There was an incident of misfile at UMC General Hospital at least 3 (three) medical record documents in a day. This caused disruption in patient health services because officers found it difficult to seek medical record documents, even officers ended up with making new medical record documents to replace misfile documents, this was resulted in discontinuous patient medical history. The purpose of this study was to find out the analysis of the incidence of outpatient medical record documents in the filing section of Muhammadiyah University General Hospital.

The type of research used in this research was quantitative descriptive. The variable in this study was the misfile of outpatient medical record documents in the filing room. The population in this study was 19,538 medical record documents and the sample in this study was 100 samples of medical record documents. The instrument used in this study was the observation sheet (check list sheet).

Based on the results of the study, it was found that the incidence of non-misfile were 88 medical record documents with a percentage of 88%, and the occurrence of misfile were 12 medical record documents with a percentage of 12%. The researcher found several factors for the occurrence of document misfiles at UMC General Hospital, namely the human factor (human resources), machine factor (facilities and infrastructure), method factor, and material factor.

Keywords : Misfile Incidents, Medical Record Documents, Hospital

References : 32 (2007-2023)