

ABSTRAK

Itsna Muhibbatul Aziza. 2019. Gambaran Pengetahuan Petugas tentang Penggunaan Buku Pedoman Penyimpanan dan *Retrieval* Berkas Rekam Medis serta Kejadian *Misfile* di Puskesmas Kademangan. Dibimbing Oleh Tutik Herawati, S.Kp., MM

Pengetahuan Petugas Penyimpanan tentu sangat berpengaruh terhadap sistem penyimpanan di sarana pelayanan kesehatan. Pengetahuan petugas berbanding lurus dengan kualitas sistem penyimpanan yang ada di sarana pelayanan kesehatan. Petugas penyimpanan Puskesmas Kademangan berlatar belakang pendidikan SMA. Petugas memiliki pengalaman kerja selama 5 tahun menjadi petugas penyimpanan. Berdasarkan pengamatan peneliti terjadi beberapa kali berkas tidak ditemukan karena *Misfile*. Penelitian ini bertujuan untuk mengetahui Pengetahuan Petugas Penyimpanan tentang penggunaan Buku Pedoman Penyimpanan dan *Retrieval* Berkas Rekam Medis serta Kejadian *Misfile* di Puskesmas Kademangan. Rancangan Penelitian menggunakan Rancangan Penelitian Deskriptif dengan metode pendekatan Kuantitatif yaitu *scoring* pengetahuan petugas tentang penggunaan Buku Pedoman. Instrumen pada penelitian ini adalah Kuesioner dan lembar *Checklist*. Jumlah sampel sebanyak 2 petugas untuk diukur pengetahuannya dan 80 berkas rekam medis untuk mencatat kejadian *Misfile*. Dari pencatatan peneliti di Ruang Penyimpanan Puskesmas Kademangan terjadi 5 berkas *Misfile* dari total 80 permintaan rekam medis (6,25%). Dengan adanya berkas *Misfile*, artinya sistem penyimpanan rekam medis masih kurang Baik. Sedangkan Dari hasil Pengerjaan Kuesioner oleh Petugas, kedua Petugas memperoleh Nilai 80 dan 90 dimana masuk dalam kategori baik. Buku Pedoman Penyimpanan dan *Retrieval* rekam medis dapat menjadi pedoman dalam pelaksanaan penyimpanan di Puskesmas Kademangan dan sebagai tambahan pengetahuan bagi petugas Penyimpanan tentang Rekam Medis.

Kata Kunci : Buku Pedoman, Penyimpanan Rekam Medis, *Retrieval*, Pengetahuan, Petugas Penyimpanan, *Misfile*.

ABSTRACT

Itsna Muhibbatul Aziza. 2019. *The Description of filing staff knowledge about the use of filing and Retrieval Medical Record Guidance book and Medical Record Misfile in the Filing Room of Kademangan Public Health Center.* In guiding : Tutik Herawati, S.Kp., MM

The Knowledge of filing staff is very influential for Medical Record Filing System in Health service Facility. The Knowledge of Filing Staff will be directly proportional to the quality of filing system in the Helth Service Facilities. The Filing Staff's of Kademangan Public Health Center has a high school education background. The Filing staff's has 5 years of work experience as a Filing Staff. Based on researches observations, medical Record was not found in several times because of Misfile. This study aims to determine knowledge of filing staff about the use of filing and Retrieval Medical Record Guidance book and Medical Record Misfile in the Filing Room of Kademangan Public Health Center. The kind of Research will used in this study is descriptive research with Quantitative approach method that is scoring of filing staff knowledge about the use of Guidance Book. The instruments in this research is questionnaire and checklist sheets. The number of samples in this research is 2 filing staffs to measure their knowledge and 80 medical record to record the Misfile. From the record of the researchers in filing room of Kademangan Public Health Center, there were 5 Misfile of 80 total medical record requested (6,25%). With the existence of medical record misfile in filing room, it means that the Medical Record Filing System is still not good. While from the result of the questionnaire by filing staff's, the ftwo filing staff's received scores of 80 and 90 where included in the good category. The Guidance Book of filing and Retrieval Medical Record can be guideline in filing activity at Kademangan Public Health Center and as an additional knowledge for filing staffs about Medical Record Filing System

Keywords : *Guidance Book, Medical Record Filing, Retrieval, Knowledge, Filing Staff, Misfile.*