

Analysis of the Medical Record Document Maintenance System in the Filing Room of the Health Center Sei. Asam

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Abstrak — Puskesmas Sei Asam diketahui di ruang penyimpanan dokumen rekam medis kurang terpelihara karena tidak terdapat pengatur suhu untuk menjaga kelembaban, adanya dokumen rekam medis yang disimpan di kardus maupun lantai dan masih terdapat debu di dokumen rekam medis maupun di ruang penyimpanan. Hal tersebut dapat berisiko terhadap dokumen rekam medis untuk mengalami kerusakan. Tujuan untuk meneliti tentang analisis sistem pemeliharaan dokumen rekam medis di ruang filing Puskesmas Sei Asam. Penelitian ini menggunakan jenis penelitian kualitatif. Input mempunyai komponen material dan ruang penyimpanan yang telah di cek oleh petugas bagian filing dan pendaftaran. Didapat berkas yang rusak dan tidak rusak, berkas yang rusak terbagi menjadi rusak tidak bisa dipertahankan dan rusak bisa dipertahankan. berkas yang tidak bisa dipertahankan (rusak/tidak bisa terbaca) dilakukan pemeliharaan tidak terencana dengan dilakukan pemusnahan. Sedangkan berkas yang masih bisa dipertahankan (bisa terbaca) dan berkas yang tidak rusak dilakukan pemeliharaan terencana dengan melakukan pemeliharaan rutin berkas yang menghasilkan berkas bernilai guna.

Kata Kunci – Dokumen rekam medis, ruang penyimpanan, sistem pemeliharaan

Abstract — Sei Asam Health Center in the medical record document storage room is poorly maintained because there is no temperature control to maintain humidity, there are medical record documents stored in cardboard or on the floor and there is still dust in the medical record documents and in the storage room. This can risk the medical record document to be damaged. The purpose of this research is to analyze the medical record document maintenance system in the filing room of the Sei Asam Public Health Center. This research uses a qualitative research type. The input has material components and storage space which has been checked by the filing and registration officer. Get the corrupted and uncorrupted files, the damaged files are divided into corrupt, unmaintainable and damaged, can be preserved. files that cannot be preserved (damaged/unreadable) are carried out unplanned maintenance by destruction. While files that can still be preserved (readable) and files that are not damaged are carried out by planned maintenance by performing routine maintenance of files that produce useful files.

Keywords – Medical record documents, storage room, maintenance system

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1. PENDAHULUAN

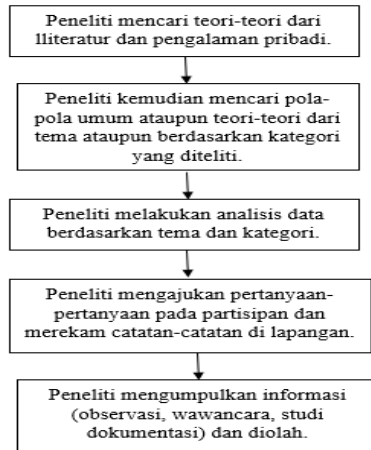
Sei Asam Health Center is a health service facility that organizes public health efforts and first-level individual health efforts. Health centers have obligations, one of which is to carry out medical record activities and maintain medical record documents (Minister of Health, 2014). Medical record is a file that contains records and documents including patient identity, examination results, treatment that has been given, as well as other actions and services that have been provided to patients at health care facilities (Hatta, 2014). Medical records must not be damaged and it is important to carry out maintenance in order to save the medical record documents from being damaged so that medical records can be useful and safe

at the Sei Asam Public Health Center. medical record documents that are stored on cardboard or on the floor and there is still dust in the medical record documents and in the storage room. This can risk the medical record document to be damaged. The purpose of this study was to analyze the medical record document maintenance system in the filing room of the Sei Public Health Center Sour.

2. RESEARCH METHODS

This research uses qualitative research which is a research method carried out with the main aim of making a picture or description of a situation objectively (Notoatmodjo, 2018). The subjects of this study consisted of 2 medical record officers, 1 head of

the puskesmas, 3 health workers at the Sei Asam Health Center. The object of this research is the medical record document and the medical record document storage space at the Sei Asam Public Health Center. Interview guide data collection tools, observation checklists, documentation study checklists, recording devices, writing instruments and notebooks. Methods of collecting data are interviews, observations, documentation studies.



Gambar 3. 1. Rancangan Penelitian

3. RESULTS

Interview Material medical record documents at Puskesmas Sei. Sour;

bahan kita pakai kertas manila dibuat seperti setengah buku sepeti folio

Responden A

kalau kertas yang digunakan itu kertas hvs 70 gram

Responden B

kayanya sih terbuat dari kertas hvs

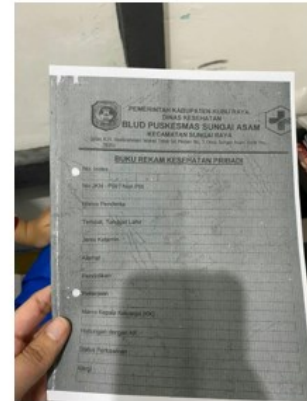
Responden C

covernya nya itu nggak tebal sih nggak tau nama kertas nya apa yang warna biru itu, kertas nya pakai hvs

Responden D

kertasnya dia pakai hvs biasa di cetak di print, map nya langsung ada kertas depannya dengan identitas pasien tipis tidak terlalu tebal

Responden E



Gambar 4. 1. Map Dokumen Rekam Medis Tipis

The results of the ink interview used at the Sei.Asam Health Center:

kalau tinta pakai tinta biasa tinta pulpen biasa pulpen apapun tidak khusus

Responden A

kalau tintanya itu pulpen yang tinta kering

Responden B

tintanya untuk mengisi pulpen biasa sih

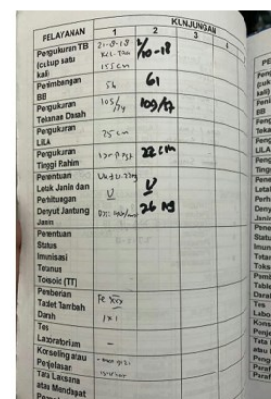
Responden C

berkas rekam medisnya itu diisi dengan petugas rekam medisnya kan diisi pakai pulpen

Responden D

diisi tinta pulpen biasa

Responden E



Gambar 4. 2. Tinta yang Basah

The results of the interview of the Sei.Asam Health Center storage room keeping the storage room from dust and animals (rats, termites, cockroaches) :

ya memang kalau kesitu sih ruangan disitu dikunci kemudian yang kedua kan ada kipasnya gitu tapi memang kalau yang kecoa itu kan pakai rak yang bersusun memang mungkin ada sebagian yang bercampur namun kalau debu masih ada debu. Tikus kecoa tidak ada sih belum pernah

Responden A

kalau penyimpanan di rak rak sejauh ini masih aman dari tikus dan kecoa karna tempatnya memang benar benar tertutup. kalau debu tetan dibersihkan

Responden B

biasanya kalau debu sering dibersihkan pakai tissue, tikus tidak ada sih tidak pernah lihat ada tikus rayap juga paling hanya semut

Responden C

pintunya ditutup agar tidak ada kecoa, tikus. Kalau debu setiap hari dibersihkan rak penyimpanan pakai tissue

Responden D

setiap selesai pelayanan rekam medis dikembalikan disusun rapi di rak atau dalam tempat kardus gitu, ruangan rutin di pel pagi dan selesai pelayanan, tidak pernah tahu ada tikus kecoa

Responden E

kalau di kita masih panas ya mba kalau lembab tidak juga masih pakai kipas angin belum mampu AC, kalau pakai kipas angin setidaknya mengurangi

Responden A

kalau kelembapannya sih saya fikir standarlah ya tidak terlalu dingin tidak panas kipas angin tersedia biar tidak terlalu panas. Tidak ada pengatur suhu

Responden B

kayanya agak lembab suhu nya ya karna ditengah ruangan nya matahari susah masuk

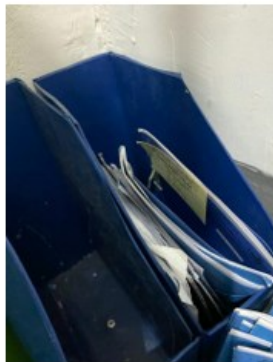
Responden C

dingin sih di ruang penyimpanan ada satu kipas angin

Responden D

agak pengap karna tidak ada jendela panas

Responden E



Gambar 4. 3. Penyimpanan Dokumen Rekam Medis Yang Berdebu



Gambar 4. 4. Ruang Penyimpanan Berdebu

The results of the interview of humidity and temperature of the storage room at the Sei.Asam Health Center :



Gambar 4. 5. Gekat Di ruang Penyimpanan



Gambar 4. 6. Kipas Untuk Menjaga Suhu

The results of the interview on the lighting of the storage room at the Sei.Asam Health Center :

dikasi lampu mba karna ruangnya ditengah cendeung gelap ruangnya.

Responden A

tidak ada jendela ruangnya agak gelap karna ditengah kan makanya kami pasang lampu untuk penerangan nya disitu.

Responden B

pakai lampu mba satu lampu watt nya yang besar

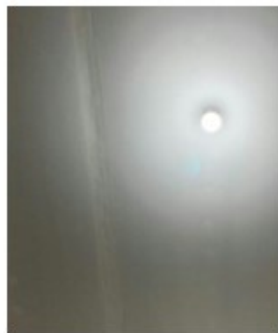
Responden C

pakai lampu agar terang kalau redup tidak kelihatan tidak ada jendela

Responden D

pakai lampu satu buah bohlam lampu watt nya besar tidak ada ventilasi

Responden E



Gambar 4. 7. Penerangan Ruang Penyimpanan

The results of interviews with human resources related to maintenance are as follows:

yang pertama penanggungjawab yang kedua kan ada rekan nya karena penanggungjawab tidak setiap hari ada disitu

Responden A

yang sudah kita tunjuk penanggungjawab nya dibantu oleh dua orang rekan kerjanya

Responden B

saya sih dibantu rekan kerja yang lain, penanggungjawab ada sih namun jarang ada disini

Responden C

saya dengan rekan kerja dan penanggungjawab

Responden D

penanggungjawab ada dan dua rekan kerja yang membantu

Responden E

results of the interview process of maintaining medical record files are as follows:

sistem kita misal sudah dari poli gigi umum atau obat langsung diambil hari ini selesai diambil langsung di poli biar tidak tercecer. Kalau rusak rekam medisnya diganti dengan yang baru

Responden A

setiap selesai pelayanan rekam medisnya harus langsung disimpan

Responden B

setiap selesai pelayanan ruangan dibersihkan, berkas rekam medisnya setiap selesai pelayanan dikembalikan di rak

Responden C

kalau ada yang rusak kita ganti yang baru kalau ada yang penuh dikasi lembar baru kalau ada yang kotor di lap kalau hilang dibuatkan yang baru

Responden D

selesai pelayanan berkas rekam medisnya di kembalikan ke ruang rekam medis agar tersimpan

Responden E

Results of interviews involved in the process maintenance as follows:

penanggungjawab dan rekan kerja yang setiap hari disitu

Responden A

penanggungjawabnya itu dibantu oleh dua orang tenaga magang lulusan sma

Responden B

penanggung jawab, saya dan rekan kerja

Responden C

kami berdua lah dan penanggungjawab di loket

Responden D

penanggungjawabnya dan rekan yang di ruang rekam medis

Responden E

results of interviews with routine cleaning of storage areas are as follows:

yang jelas di sapu kalau ada yang berantakan di rapikan

Responden A

kalau saya lihat selalu dirapikan disusun ulang dengan rapi rekam medisnya

Responden B

disimpan di rak atau bawah meja saja sih agar terhindar dari kerusakan

Responden C

pembersihan rekam medis setiap hari dilakukan ya karena kan setiap hari kita disini dengan di sapu pel dan di lap

Responden D

perawatan nya tidak yang bagaimana-bagaimana hanya kalau sudah selesai pelayanan disusun kembali dengan rapi rekam medisnya, ruangan rutin di sapu pel setiap pagi dan setiap selesai pelayanan nya oleh cleaning service

Responden E

The results of the interview regarding the SOP for the maintenance of the Sei.Asam Health Center are as follows:

SOP pasti ada sih	Responden A
SOP sebenarnya setiap tahun awal januari harus dibuatkan	Responden B
SOP rekam medis ada dibuat awal tahun	Responden C
kurang tahu ya ada SOP atau tidak saya baru disini	Responden D
SOP ada, tidak dibuat pertahun dibuat satu kali dipakai selamanya sampai saat ini seperti ini belum ada pembaharuan	Responden E

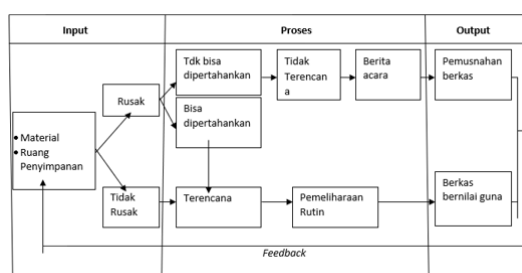
The results of planned or unplanned maintenance interviews are as follows:

pemeliharaan nya tidak sampai dibelikan kamfer untuk mencegah adanya tikus dan lainnya banyak mungkin kalau ada debu dibersihkan dengan kemoceng, lantai di sapu pel, artinya masih manual	Responden A
kalau misalnya ada yang rusak tetap diganti terus sebelum kertasnya habis tetap ditambahkan	Responden B
ruangan rekam medis setiap selesai pelayanan dibersihkan dengan sapu pel saja, pernah ada rekam medis baru yang rusak terkena percikan air hujan ketika libur lebaran karena ada yang bocor akhirnya kami simpan di rak atau dibawah meja agar aman kalau untuk sekarang sudah dibetulkan jadi tidak bocor lagi	Responden C
pemeliharaan kerusakan dilakukan dengan kalau ada yang rusak diganti kalau penuh ya ditambah	Responden D
melakukan kegiatan pencegahan dengan hati hati rekam medis disimpan diatas meja diaukkan dari air ketika sudah selesai pelayanan dikembalikan ke ruang penyimpanan	Responden E

The results of the interview, the output of the maintenance of the medical record file is as follows:

biasanya cover yang rusak agar pudar tulisannya, rekam medisnya juga pernah ada yang dibawa pasien biasanya ada yang minta kita kembalikan biasanya kita juga udak tahu pasien yang mana yang membawa pulang rekam medisnya	Responden D
kalau disini aman, kadang pasien bawa berkas rekam medisnya sampai di depan ada yang kelibatan langsung ditegur	Responden E

Maintenance system



Gambar 4. 8. Sistem Pemeliharaan

4. DISCUSSION

Input from (medical record file material, storage space, and human resources) namely medical record documents at the Sei.Asam Health Center on average suffered damage to the cover or folder folder. The

Sei.Asam Health Center uses 60g HVS paper that does not meet the standards, so medical record files are easily torn. According to Lukman in Amri (2011) the standard paper used for archives is 70gr HVS paper. The consideration of the existence of paper standards is that the quality of the paper can last for more than 5 years, and is free from mold, not easily torn and not sticky between files with one another. The ink used for filling in patient medical records is ordinary ballpoint ink. Based on the results of observations, it was still found that the ink was wet and resulted in the medical record document being a little wet. According to Barthos (2014) ink is beneficial for the survival of ink archives that have permanent properties and are of good quality (may not fade).

The Sei.Asam Health Center has guarded the storage room from dust and animal attacks, but there are several storage areas or documents that are still dusty. According to Rustiyanto (2011) dust in the filing room must also be considered, because if there is too much dust in the filing room, it will also affect the performance of the filing clerk, both in terms of health and comfort. The humidity level in the storage room of the Sei.Asam Health Center has not been measured, but please note that the air circulation in the storage room is only assisted by using a fan. In the storage room there is a silverfish (*silverfish*) Due to the flow of water on the outside of the storage room, this indicates that documents stored near a mottled wall must be wary of being more humid than a silver-free or clean wall. According to Rustiyanto (2011), special requirements for storage space are clean and light colored walls. The storage room of the Sei.Asam Health Center is relatively hot because there is no temperature control device such as an air conditioner (AC). According to Rustiyanto (2011), the air temperature in the storage or filing room ranges from 18-28°C.

The lighting of the storage room at the Sei.Asam Health Center uses one lamp but there are some corners of the room that lack of lighting because the condition of the room is small and there is no window for additional incoming light so that the light in the lighting room is not optimal. According to the Minister of Health in Rustiyanto (2011), the lighting factor in this room is very important and will greatly support your performance in working in a healthy and comfortable workspace environment.

The human resources responsible for maintenance at the Sei.Asam Health Center are all related officers in the storage room, especially the filing officer, the medical record officer also plays a role in structuring and tidying up the medical record file after cleaning the storage rack and storage room. According to Sudra (2013) the role and function of the *filing section* in the service One of the functions of the filing officer is to protect the filing section of the archive against the dangers of physical, chemical and biological damage. So that filing officers have an obligation to plan and maintain medical record documents.

Maintenance of medical record files at the Sei.Asam Health Center has been carried out by means of after every service the medical record documents are immediately stored back in the storage room to prevent damage or loss and when there is a damaged or torn medical record file, it is replaced with a new folder. If something is dirty it will be cleaned. According to Sabarguna (2007), planned maintenance is maintenance that is organized and carried out with forethought, control and recording in accordance with a predetermined plan. At the Sei.Asam Health Center, planned maintenance has been carried out, namely by carrying out routine maintenance activities both from the storage room and medical record documents. planned maintenance has been carried out, namely related to storage racks there will be development using *additional shelves* and will re-budget the facilities and infrastructure needed for the medical record work unit, for example *air conditioner*. Then for unplanned maintenance such as silverfish that appears due to the flow of water on the outside of the room must be repaired immediately.

The results of maintaining medical record files in the storage room of the Sei.Asam Health Center aims to produce useful and safe medical record files, which are said to be of use value are medical record files that are still feasible and the condition of the files is still good, safe is not lost and the confidentiality of the contents of the record file is maintained. medical. From the efforts that have been made in maintaining medical record files, it is considered sufficient from the physical aspect of the contents of the file sheets that are still legible, but from the medical record file folders, folders are still often found torn due to thin prints. In addition, patients are still found bringing their own medical records home. The output or the results of maintaining the medical record file have not run optimally because there are still unsafe medical record documents. The output or the results of maintaining the medical record file have not run optimally because there are still unsafe medical record documents.

From the input, it has material components and storage space which has been checked by the filing and registration officer. Get the corrupted and uncorrupted files, the damaged files are divided into corrupt, unmaintainable and damaged, can be preserved. Files that cannot be preserved (damaged/unreadable) are carried out unplanned maintenance by destruction. While files that can still be preserved (readable) and files that are not damaged are carried out by planned maintenance by performing routine maintenance of files that produce useful files.

5. CONCLUSION

Conclusion

input in maintaining the medical record file of the Sei.Asam Health Center consists of medical record document material : Medical record document paper is still not up to paper standards. The paper standard is

HVS 70g. The ink used is ordinary ballpoint ink in writing on paper. Good ink is ink that is permanent and does not fade easily. Storage space: Storage space is still found documents that are not well maintained such as dusty, The humidity level of the storage room has not been measured. Air circulation in the storage room is only assisted by using a fan: Lighting in the storage room, there is still a corner of the room that is less exposed to light. Human resources : Human resources in question are health workers associated with the medical record work unit, the role of the medical record officer is to maintain medical record documents from damage or loss. The sei.asam health center has carried out maintenance of medical record documents but it has not been maximized. The process in maintaining the medical record file of the Sei.Asam Health Center: The Sei.Asam Health Center already has a fixed policy or procedure regarding the maintenance of medical record documents. The process of maintaining medical record documents at the Sei.Asam Health Center has been carried out by cleaning the storage room every day carried out by the medical record work unit, for medical record document folders that have been damaged or torn are replaced with new folders, dirty medical record documents are cleaned and after each service the medical record document is immediately returned to the storage rack. Output maintenance of medical record files at Puskesmas Sei.Asam: Output or results of maintaining medical record documents have not been running optimally. Because there are still medical record documents that are not safe due to loss.

Suggestion

Input in maintaining the medical record file of the Sei.Asam Health Center: Medical record document material: Medical record document paper should use standard paper, namely HVS 70g and a folder or cover made of thick material so that it is not easily damaged, The ink on medical record documents should be uniform because the contents of medical record documents are still found filled with wet ink (markers) it is better to use ink that does not fade easily and is permanent. Storage room : The storage room should be cleaned regularly with a vacuum cleaner. The humidity level of the storage room should be measured with the help of a room thermometer and the medical record document storage room should be air-conditioned so that the temperature is maintained. The lighting in the lighting room should be added so that the corners that are not accessible to light can get additional explanation. Human resources : It is better to provide socialization to officers in the medical record work unit on how to protect medical record documents from damage and loss. *Output* of medical record file maintenance at Sei.Asam Health Center: It is better if the folder or *cover* of the medical record document is labeled "CONFIDENTIAL" and given the statement "NOT ALLOWED TO BE BROUGHT OUT OF THE PUSKESMAS" in order to avoid loss.

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