ABSTRACT

This study to determine the completeness rate for filling out outpatient medical resumes at the Kendalkerep Community Health Center. The variables in this study are completeness of patient identification, important reports, and authentication with complete and legible criteria. The research method used is descriptive analysis with a quantitative approach. Based on the results of research conducted on medical record documents for June - August 2023, it shows that the completeness rate for filling out outpatient medical resumes at the Kendalkerep Community Health Center in terms of patient identification is 82.11% complete, important reports are 86.84% complete, and authentication is 78.68% complete. Incompleteness in the form of incomplete and unreadable name, medical record number, date of birth, gender, date, room, diagnosis, doctor's signature, and name of doctor. Factors that cause incomplete filling out of outpatient medical resumes include staff effectiveness, human resource factors, and infrastructure factors. Thus, it is recommended to create patient identification labels as well as create, establish and disseminate Standard Operating Procedures (SOP) regarding the completeness of filling out outpatient medical resumes.

Keywords: *medical resume, completeness, outpatient.*