

ABSTRACT

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Study Program : Medical Record and Health Information

Title : Review of the Medical Record Document Storage Management in the Filing Department at the Cisadea Health Center in Malang City

The medical record file storage system is very important to do in health care institutions, because the storage system can make it easier for medical record files to be stored in storage racks, speed up retrieval or retrieval of medical record files stored in storage racks, easy to return, and protect record files from the danger of theft, the danger of physical, chemical and biological damage. The Cisadea Health Center still applies paper-based medical records. In carrying out the storage of medical record documents, documents that were misplaced or not found (misfile) were still found. The purpose of this study is to analyze the implementation of medical record document storage management at the Cisadea Health Center. The type of research used is descriptive qualitative research. The subjects of this study were all medical record officers at the Cisadea Health Center. Data collection methods used are observation and interviews. The results of this study reveal that based on the human element, there is no division of tasks so that the workload of officers is higher. Based on the method element, the medical record unit uses a centralized storage system. The alignment system used is Straight Numbering Filing. There is an SOP in storing Cisadea Health Center medical record documents. Based on the elements of the machine, the use of tracers and expedition books has not been used optimally. Based on material elements, the supply of storage shelves at the Cisadea Health Center is sufficient for all existing medical record documents. The material used for the folder is cardboard, while for the form, it is white HVS with size F4. Based on the element of money, there is no special budget so that the analysis of the needs of each unit is submitted to the procurement treasurer.

Keyword : Medical Record Document Storage Management, 5M