

ABSTRACT

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Study Program : *Diploma 3 Medical Records and Health Information*
Title : *Review of the Completeness of Filling in Operation Report Forms in Obgyn Surgery Patients at RSI Masyithoh*

The operation report form is a report or note regarding the surgical procedure for the patient. The operation report form is used to report the patient's condition before, during, and after getting an action/surgery. In carrying out the activity of filling out the operation report form at RSI Masyithoh, there were still many incomplete fillings which could hinder the hospital reporting process and cause difficulties for the coding officer to diagnose the disease after carrying out the operation process. Therefore this study aims to determine the completeness, identify and factors of incomplete filling of the operation report form. The type of research used is mixed method research, descriptive research in which the author examines to obtain a clearer picture of the precision and accuracy of filling out the operation report form. Results Quantitative analysis of research on filling out operation report forms with a sample of 72 forms from medical record files. The results of the author's qualitative research examined the factors of incomplete filling of the operation report form. Obtain an overview of the completeness of data for filling out operational action reports on the identification component, complete by 88%, complete important records component by 83%, complete authentication component by 79%, then for a complete good record component by 72%. The results of the analysis regarding the factors that cause incomplete filling of the operation report form are the lack of medical record officers, high workload, lack of evaluation and monitoring, and lack of maximum use of checklist sheets. The conclusion is to control the implementation so that the completeness of the filling can be fulfilled, monitor regularly, then evaluate so that the existing (SOP) can be implemented properly.

Keywords: *Completeness, Form, Operations Report*