

ABSTRACT

Name : Nyariani
Study Program : D3 Medical Records and Health Information
Title : Case Study of Medical Record Storage System at
Arjowinangun Health Center

In the management of the medical record unit, the storage system is one of the assessments in the puskesmas accreditation standard. This must be supported by a good system, quality human resources, work procedures and targets, and adequate facilities. The obstacles in the implementation of storage at the Arjowinangun Health Center are that there are no officers in the storage room, lack of storage shelves due to the increasing number of medical record documents and sometimes misplaced on the shelves, so that officers find it difficult to find medical record documents. The purpose of this study is to describe the results of exploration on the medical record storage system which includes the alignment system, numbering system, storage room facilities, storage room security, and human resources at the Arjowinangun Health Center. This type of research is quantitative descriptive research with case study method. The data collection of this study was carried out with observation and interview guidelines. The subjects of the study consisted of two medical record officers. The results of the study found that the medical record storage system at the Arjowinangun Health Center was carried out centrally with a straight numerical filing alignment system. In the storage room, inactive medical record documents were found piled up due to limited storage space. The numbering system applied by the unit numbering system, but there is still duplication of medical record numbers. Storage system support facilities already use tracers, but do not use loan expedition books. The security of the medical record storage room is still relatively low. It is recommended for the puskesmas to increase the number of medical record officers according to educational qualifications and clear division of duties, provide training to medical record officers, maximize the use of borrowed expedition books and add fingerprints, and fire extinguishers for the security of medical record storage rooms.

Keyword: Storage System, Alignment System, Numbering System