

ABSTRACT

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Study Program : *D3 Medical Record and Health Information*
Title : *Review of Security and Confidentiality Aspects of Medical Records in the Lavalette Hospital Outpatient Filing Room*

Security is an important consideration in the filing department and security rules must be clearly applied so that good medical record processing is needed and to protect medical record documents from damage, loss or use by incapacitated parties. For the confidentiality of patient medical records, a medical record storage space is needed that meets the provisions in maintaining the confidentiality of medical record documents. This study aims to objectively describe and describe the security and confidentiality of medical records in the outpatient filing room of Lavalette Hospital. Descriptive research method with a qualitative approach. Data collection techniques by way of observation and interviews. The results explain that security from the physical aspect is safe, it has been protected from fire and water attacks. Biological aspects have been protected from insect attacks and other materials. Confidentiality of medical records, there are still officers who do not have permission to enter and leave the filing room and there are still some medical records that are lost or brought home by patients or nurses. Making policies even stricter in anticipating the loss of outpatient medical records.

Keywords: *Security, Confidentiality, Medical Records*