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Analysis of Medical Record Storage at Brawijaya University Hospital, Malang. Maulidya Ema Kasih Azzahra (2024), Final Project Report for the D3 Medical Records and Health Information Study Program, Department of Medical Records and Health Information, Malang Ministry of Health Polytechnic, Advisor Dea Allan Karunia Sakti, S.ST., MKM, Examiner Husni Abdul Muchlis, A.Md., S.Tr., MPH.

Background: *In the management of medical records, one aspect to be considered is the storage of medical records. However, medical record storage systems still often experience errors such as misplacing medical records, mistaking medical records or not finding medical records on storage shelves. This research aims to analyze the storage of medical records at Brawijaya University Hospital Malang using 5M elements (Man, Method, Material, Machine, Money).* ***Research Method:*** *This study used a qualitative descriptive research method.* ***The results of the study*** *show that in terms of Man, the workforce in the filing room is sufficient, but they do not have a background in RMIK and have not received training. In terms of Methode, the hospital uses the Straight Numerical Filing method in accordance with the established SOP, but its implementation is still hampered by other officers' non-compliance with procedures. In terms of Material, the availability of folders and forms is not yet optimal. The use of tracers to track the whereabouts of medical records is not implemented. In addition, the current storage space is inadequate, so some medical records are stored in cardboard boxes. The Machine aspect shows that the equipment used is inadequate, such as limited storage racks and slow computers. In the Money aspect, budget allocation is considered to be lacking in transparency, with approval of requests for needs often taking a long time.* ***Conclusions*** *regarding medical record storage that can improve the efficiency and effectiveness of services at Brawijaya University Hospital in Malang are to recruit medical record officers who have a background in medical record management or provide medical record training, improve infrastructure such as relocating storage rooms to more adequate facilities and computers with better specifications to support the transition to electronic medical records.*

Keywords: Medical Records, Medical Record Storage, 5M