

ANALISIS PELAKSANAAN SISTEM PENJAJARAN *MIDDLE DIGIT FILLING* TERHADAP EFEKTIVITAS PENYIMPANAN BERKAS REKAM

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ABSTRACT

Background: Medical records are confidential medical files belonging to patients, and the storage must be managed properly to maintain the security and confidentiality of medical record files. The medical record storage system requires the right method so that storage is organized. The implementation of the alignment system at Kebonjati Hospital Bandung uses a middle digit filling alignment system, namely storage by aligning medical record files seen from the 2 (two) middle numbers contained in the medical record file map.

Objective: This study was conducted to analyze the implementation of the alignment system with the middle digit filling system on the effectiveness of storing medical record files at Kebonjati Hospital, Bandung.

Methods: The research was conducted using a qualitative descriptive method. The data collection technique used was literature study, observation and interviews with a population of 4 and 4 people were selected as samples.

Results: From the research conducted, it was found that the use of the middle digit filling alignment system in the implementation of centralized medical file storage was considered effective when observed from the number of missing medical record files.

Conclusion: Alignment of medical records with the Middle Digit Filling System at Kebonjati Hospital Bandung is effective, because the factor of misfiles is often due to fatigue or lack of thoroughness of the staff.

Keywords: Alignment, Storage, Medical Records

ABSTRAK

Latar Belakang : Rekam medis adalah berkas medis milik pasien yang bersifat rahasia, dimana penyimpanannya harus dikelola dengan baik demi menjaga keamanan dan kerahasiaan berkas rekam medis. Sistem penyimpanan rekam medis memerlukan metode yang tepat sehingga penyimpanan tertata. Pelaksanaan sistem penjajaran di Rumah Sakit Kebonjati Bandung menggunakan sistem penjajaran *middle digit filling*, yakni penyimpanan dengan penjajaran berkas rekam medis dilihat dari 2 (dua) angka tengah yang terdapat pada map berkas rekam medis.

Tujuan : Penelitian ini dilakukan untuk menganalisis pelaksanaan sistem penjajaran dengan sistem *middle digit filling* terhadap efektivitas penyimpanan berkas rekam medis di Rumah Sakit Kebonjati Bandung.