ANALISIS DAMPAK KETERLAMBATAN PENGEMBALIAN REKAM MEDIS PASIEN RAWAT INAP TERHADAP PROSES *ASSEMBLING*, KODING, *FILLING* DAN PELAPORAN DI RUMAH SAKIT UMUM DHARMA YADNYA DENPASAR

ABSTRAK

Pengembalian rekam medis rawat inap sesuai dengan Standar Operasional Prosedur di Rumah Sakit Umum Dharma Yadnya Denpasar yaitu harus dikembalikan paling lambat 1x24 jam setelah pasien pulang. Berdasarkan data penelitian pada bulan Januari-Maret 2023, pengembalian rekam medis rawat inap yang terlambat dikembalikan pada bagian *assembling* berjumlah 66 (10,4%), pada bagian koding 68 (10,7%), pada bagian *filling* 67 (10,5%) dan pada bagian pelaporan 78 (11,8%) dari total 633 rekam medis. Tujuan penelitian untuk mengetahui apa dampak keterlambatan pengembalian rekam medis rawat inap terhadap proses *assembling*, koding, *filling* dan pelaporan di Rumah Sakit Umum Dharma Yadnya Denpasar.

Rancangan penelitian yang digunakan adalah penelitian deskriptif analitik kualitatif dengan pendekatan *cross sectional* (potong lintang). Responden dalam penelitian ini berjumlah 5 orang yaitu 1 kepala rekam medis, 1 petugas *assembling*, 1 petugas koding, 1 petugas *filling* dan 1 petugas pelaporan. Metode pengumpulan data yaitu, wawancara, observasi, dokumentasi dan *check list*.

Hasil penelitian menunjukkan bahwa dampak keterlambatan pengembalian rekam medis pada bagian *assembling* yaitu terhambatnya proses penyusunan ulang dan perakitan rekam medis. Pada bagian koding terhambatnya proses pengkodean karena keterlambatan dan ketidaklengkapan isi rekam medis. Pada bagian *filling* terjadinya penumpukan dokumen rekam medis di meja kerja dan terhambatnya proses penyimpanan rekam medis. Pada bagian Pelaporan terhambatnya proses pengumpulan data karena informasi yang diperlukan untuk diambil dan dianalisis tidak lengkap dan terlambat.

Penelitian dapat disimpulkan bahwa keterlambatan pengemblian rekam medis rawat inap berdampak terhadap proses *assembling*, koding, *filling*, pelaporan dan setiap bulan persentase data keterlambatan pengembalian rekam medis lebih banyak mengalami peningkatan.

Kata Kunci: Dampak Keterlambatan Pengembalian Rekam medis, *Assembling*, Koding, *Filling*, Pelaporan

ANALYSIS OF THE IMPACT OF DELAYS IN RETURNING INPATIENT MEDICAL RECORDS ON THE PROCESS OF ASSEMBLING, CODING, FILLING AND REPORTING AT DHARMA YADNYA GENERAL HOSPITAL DENPASAR

ABSTRACT

The return of inpatient medical records in accordance with Standard Operating Procedures at Dharma Yadnya General Hospital Denpasar, which must be returned no later than 1x24 hours after the patient is discharged. Based on research data in January-March 2023, the late return of inpatient medical records in the assembling section amounted to 66 (10.4%), in the coding section 68 (10.7%), in the filling section 67 (10.5%) and in the reporting section 78 (11.8%) of a total of 633 medical records. The purpose of the study was to determine the impact of delays in returning inpatient medical records on the assembling, coding, filling and reporting processes at Dharma Yadnya General Hospital, Denpasar.

The research design used was descriptive qualitative analytic research with a cross-sectional approach. Respondents in this study amounted to 5 people, namely 1 head of medical records, 1 assembling officer, 1 coding officer, 1 filling officer and 1 reporting officer. Data collection methods are interviews, observation, documentation and check lists.

The results showed that the impact of delays in returning medical records in the assembling section was hampered by the process of reorganizing and assembling medical records. In the coding section, the coding process is hampered due to delays and incomplete medical record content. In the filling section, the accumulation of medical record documents on the work table and the obstruction of the medical record storage process. In the Reporting section, the data collection process is hampered because the information needed to be retrieved and analyzed is incomplete and late.

The study can be concluded that the delay in the return of inpatient medical records has an impact on the process of assembling, coding, filling, reporting and every month the percentage of data on the delay in returning medical records has increased.

Keywords: Impact of Delay Returning Medical Records, Assembling, Coding, Filling, Reporting