

**ANALISIS FAKTOR PENYEBAB TERJADINYA *MISSFILE*  
BERKAS REKAM MEDIS PADA RUANG *FILING* DI  
PUSKESMAS IPUH BANGUN JAYA  
KALIMANTAN TENGAH**

**ABSTRAK**

*Missfile* merupakan permasalahan serius dalam pengelolaan rekam medis karena berpotensi menghambat pelayanan kesehatan dan menurunkan mutu informasi. Penelitian ini bertujuan menganalisis faktor penyebab *missfile* dengan pendekatan 5M (*Man, Money, Method, Machine, dan Material*) di ruang *filing*. Penelitian menggunakan metode deskriptif analitik.

Hasil penelitian menunjukkan aspek man dipengaruhi oleh keterbatasan tenaga, beban kerja tinggi, dan kurangnya pelatihan. Aspek money terkait minimnya anggaran, aspek method menghadapi kendala adaptasi terhadap sistem baru, aspek machine terhambat oleh ketiadaan tracer dan kerusakan peralatan, sedangkan aspek material dipengaruhi oleh tidak diisinya buku ekspedisi. Dengan demikian, *missfile* timbul akibat kombinasi faktor manusia, anggaran, metode kerja, peralatan, dan sarana fisik.

Penelitian ini merekomendasikan penambahan tenaga, peningkatan anggaran, pelatihan rutin, pemeliharaan peralatan, serta kedisiplinan pencatatan buku ekspedisi.

**Kata kunci:** *missfile*, rekam medis, ruang *filing*, 5M

**ANALYSIS OF FACTORS CAUSING MEDICAL RECORD  
FILING ERRORS IN THE FILING ROOM OF THE IPUH  
BANGUN JAYA HEALTH CENTER IN  
KALIMANTAN TENGAH**

**ABSTRACT**

*Misfiles are a serious problem in medical record management because they have the potential to hinder health services and reduce the quality of information. This study aims to analyze the factors causing misfiles using the 5M approach (Man, Money, Method, Machine, and Material) in the filing room. This study uses a descriptive analytical method.*

*The results indicated that the main aspect was influenced by limited personnel, high workloads, and a lack of training. The money aspect was related to a lack of budget, the method aspect faced obstacles in adapting to the new system, the machine aspect was hampered by the absence of tracers and equipment damage, while the material aspect was influenced by the failure to fill out the dispatch book. Thus, misfiling arises from a combination of human, budget, work method, equipment, and physical facility factors.*

*This study recommends increasing manpower, increasing the budget, providing regular training, maintaining equipment, and enforcing discipline in recording expedition books.*

**Keywords: misfiling, medical records, filing room, 5M**