

Implementation of Risk Management in Hospital Filing Rooms:

Literature Review

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ABSTRACT

Based on previous research from 4 filing officers 100% of officers experiencing work risk, from 6 filing officers feel an ache (83,3%), blister (66,6%), musculoskeletal disorder (50%), wedged roll pack (33,3%), from 8 filing officer coughing cold (62,5%), back pain (62,5%), aches (75%), and fall (25%). Risk management is important to prevent and avoid work risks. The study aims to implement analysis risk management in the filing. This research method was a literature review. The result this research was 3 article (17,6%) implemented risk management, 11 article (64,7%) implemented but not optimal, 3 article (17,6%) not implemented. The risk factor in the filing room was ergonomic, the storage rack of medical record documents was not ergonomic (41,7%). The risk in the filing room was respiratory disorders (52,94%). In the end, most hospitals have been implemented risk management but were not optimal, most of them neglected ergonomic factors, respiratory safety, and usage of personal protective equipment. These factors should be the main concern of hospital management to make hospitals safer than before. Also, Hospital management should make more compact procedures and give their hospital staff some training and socialization related to risk management.

Keywords : *risk management, occupational safety and health, filing room*