

***Analysis of factors that caused medical record document***

***missfile in hospital: Literature Review***

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**ABSTRACT**

*Storage of medical record files was very important thing to payed attention, because if the medical record file storage system used was not good, problems will arrised that can interfere with the availability of medical record files accurately and quickly. One of the problems was the occurrence of missfiled medical record documents in hospitals. The purpose of this study was to analyze the factors that cause missfiles of medical record documents in hospitals based on Man, Money, Method, Material, and Machine factors. This research method was literature review. This literature search study used the Publish or Perish database search application, namely Google Scholar, Garuda Portal, crossref and the Jember State Polytechnic E-library. The search results found 17 literatures that meet the criteria. The results of the review show that the element (man) is 13 articles (76%) caused by education and 12 articles (71%) training, the element (money) is 5 articles (29%) the application for funds is not accepted, the element (method) is 5 articles (29%) lack of socialization & application of SOPs, 12 articles (material) (71%) inadequate facilities and infrastructure, 9 articles (machine) (53%) have not implemented the use of tracers. Provide opportunities for officers who wish to continue their education, conduct or participate in training of related officers, need to be made & disseminate written (SOP) related to DRM file storage, replace damaged filling racks and add filling racks, implement maximum use of tracers in accordance with SPO, limited the number of articles so that future research is expected to further explore related articles at the level of other health facilities.*

**Keyword:** *missfile,5M,medical record document*