

**Literature Study Review Retension and Destruction Of Medical Record In Hospital: *Literatur Review*.** (Tinjauan Pelaksanaan Retensi dan Pemusnahan Berkas Rekam Medis di Rumah Sakit : *Literature Review*) Ida Nurmawati, SKM, M.Kes (*As Chief Counselor*)

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***ABSTRACT***

Medical records that have been declared inactive will be depreciated by reducing the volume of medical record files from the active medical record file storage rack. so that there is no accumulation of files in the filing room. The purpose of this study was to analyze the review of the implementation of retention and destruction of medical record files in hospitals based on the 5M variable (Man, Money, Methods, Machine, Material). This type of research is a literature review study and found 11 articles that meet the criteria for review. The article consists of 9 journals and 2 published manuscripts. The results of a review of the literature obtained show that the inhibiting factors for the destruction of medical records include the Man factor including human resources, education and knowledge, the Money factor is the budget, the Method factor is the absence of SPO, the lack of understanding about the SPO. Materials (materials) have no retention schedule, annihilation teams, review lists and reports, and Machines (Tools) include tools used for retention and destruction as well as space and shelves for storing inactive medical record files. Based on these factors, it is expected that the hospital will further increase knowledge and responsibility for the importance of retention and destruction. Implementation of socialization of SOP retention and destruction is carried out. Also, it is necessary to monitor and evaluate retention and extermination carried out regularly and in a well-scheduled manner.

*Keywords : Hospital, Medical Record Document, Retension and Destruction.*