Analysis of Factors Causing Delay in Returning Medical Record Files in Hospital: *Literature Review*.
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ABSTRACT

The accuracy of returning medical record files is needed for medical record management because the timeliness of return affects the processing of medical record data for each patient. Data from previous research from RSUP Dr. Kariadi Semarang amounted to 21% of files and at the Mohammad Natsir Hospital 53.3% of returning medical record files was delayed. The delay in returning medical record files will also affect policy making, management decisions, and the delivery of information to each patient. This study aims to analyze the factors causing the delay in returning inpatient medical record files at the hospital.The method used is literature review. The object of this research is articles with the same topic as this research. Search articles through the Google Scholar database and Garuda Portal with 19 selected articles. The results of the literature review stated that the factors causing the delay in returning medical record files were: Man factor: lack of knowledge regarding the deadline for returning medical record files, training has not been carried out, lack of good attitude of officers, Inappropriate level of education, Officer working time is less, Money factor : no budget available, Method Factor: there is no SOP, the SOP has not been socialized, the officers do not work according to the SOP, monitoring has not been implemented, Material factor: incomplete filling of patient's medical record file, Machine factor: lack of other supporting facilities/facilities. Alternative problem solving is the need for routine and thorough socialization of SOPs regarding the deadline for returning medical record files. need to improve the level of discipline of doctors and nurses in filling inpatient medical records

Keywords: *Hospital, Return Delay, Medical Records*