***Analysis of Factors Causing Medical Record Security Problems
in the Filing Tegalsari Health Center***
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ABSTRACT

Medical record security problems are found at Tegalsari Public Health Center Banyuwangi, file folder damage with average percentage of damage of 11.16% in one stack and misfile with average percentage of misfile of 1.49% in one week. The purpose is to analyze factors causing medical record security problems in filing Tegalsari Public Health Center Banyuwangi. Type of research is qualitative using 5M (Man, Money, Method, Material, Machine). Prioritizing using USG and compiling recommendations for resolution using FGD. Data collection techniques are interview, observation, documentation. The instruments are list of questions, guidelines of interview, observation, documentation, USG, and FGD. Validity uses triangulation technique and source. Data analysis includes data reduction, data display, conclusion drawing. Research subjects are 4 medical record officers and head of puskesmas. The results showed Man (Non-medical record officer education; knowledge lack of officers regarding medical record ownership, leadership and medical recorders responsibility for medical record security, factors causing damage to medical records; officers have never attended training; officers are less disciplined in checking physical files and using tracers), Money (Insufficient funds), Method (file security SOP isn't yet available), Material (Tracer doesn't contain information and limited; Filing joins other workspaces, cannot accommodate all shelves, access restrictions and cleaning maintenance aren't maximized), Machine (Inadequate facilities) are factors causing medical record security problems in filing Tegalsari Public Health Center. Priority cause is officer education aren't medical record. Recommended solution is to hold On the Job Training. Puskesmas is expected to have officers with medical record education background and provide training.

Keywords: Security, 5M, Medical Record, Filing