

***Analysis of Factors That Cause Medical Record Misfiles in Hospital:
Literature Review***

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ABSTRACT

Misfile is a medical record file misplacement or medical record is not found on the storage shelf. The incidence of medical record misfile should be 0%, but there are still many health care facilities experiencing misfiled medical records. If there is a misfile in the hospital, it can hamper the process of taking and returning medical records, both stored and borrowed. The purpose of this study was to analyze the factors causing the occurrence of medical record misfiles in hospitals using 5M management elements, namely Man, Money, Method, Material, and Machine. The research method used is a literature review based on inclusion and exclusion criteria. The databases used are Google Scholar and Portal Garuda. The results of the literature found as many as 17 articles from 58 articles. The results obtained in the man element are education and training, the money element is due to the lack of meeting the needs and sources of funds are replaced with goods, the method element is due to the inappropriate implementation of the SOP (Standard Operational Procedure) and there is no socialization of the SOP (Standard Operational Procedure). have not used a medical record folder, the machine element is due to the absence of a tracer and expedition book as well as a damaged filing rack. Ways that can be done to overcome the occurrence of misfiles are to provide opportunities for officers to attend education in the field of medical records and provide training on medical records, there is a special budget to meet the facilities and infrastructure needed in the filing room, socialization of SOP, and holding tracers and expedition books, and replace the damaged filing rack.

Keywords: *Misfile, Medical Records, Literature Review*