

*Duplication Analysis of Medical Record Files in the Inpatient Filing Section of  
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**ABSTRACT**

*Duplication of medical record file is a duplications from medical record either it is social identity or medical note existing in a patient medical record file in a health service facility. Based on the observation result in Sumbersari health center, there is a problem in the medical record unit as duplications of medical record numbering as much as 2,91% where it shows that there are 57 duplicated medical record files. The aim of this research is to find out the cause of the duplication of medical record files based on the element of manpower, machine, methods, material, and money. This research type uses qualitative method, by interviewing deeply to the involved respondent and observation. The research result shows that there is a lack of knowledge and experience in the manpower element. While in machine element, the tracer and the existed information system still has not been used maximally. In methods element, there is an SOP about medical record numbering. However it is not socialized to the officer in charge. While in money element, there is no big problem causing the duplication. In responding that, there should be a training activity held by health center to the officers and there also should be a socialization of SOP that has been made.*

**Keywords:** *Duplication of Medical Record, Man, Method, Material, Machine, and Money*