Analisis Faktor Penyebab Terjadinya _Misfile_ Rekam Medis di Puskesmas Kasiyan Kabupaten Jember 2022 (_Analysis factors of misfile caused at Puskesmas Kasiyan Kabupaten Jember 2022_)

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ABSTRACT

Misfile is the occurrence of misplaced medical record storage. Puskesmas Kasiyan had a centralized storage system and a direct alignment system. The problem at Puskesmas Kasiyan there are 44 misfiles every week out of 350 files observed. The misfiles that occur at the Puskesmas Kasiyan cause delays in service and duplication of medical records with 1 patient having 2 medical record numbers. The purpose of this study is to analyze the factors that cause misfiles at the Puskesmas Kasiyan. This qualitative research used the seven elements of management (man, money, material, machine, methods, motivation, and media) which will then be analyzed using USG problem priorities and develop improvement efforts through brainstorming. The results of this study are that officers lack understanding of the medical record storage and alignment system, the average education of medical record officers is high school / equivalent, training has never been carried out, the funding budget has not been realized, there has never been a socialization of medical record storage SOP, medical record storage shelves that can be used properly are only 1 shelf, medical record file materials are still easily torn; thin; and folded, tracers are not used for management, rewards have never been given, and workspace conditions are narrow and uncomfortable. Based on the results of problem prioritization using USG, improvement efforts that obtained through a brainstorming process, are us follow submitting a budget for the needs of medical record management facilities and infrastructure, using cabinets that meet the confidentiality and security aspects of medical records for storage, proposing improvements to the layout of the medical record room, conducting regular socialization regarding understanding the purpose and meaning of the SOP for medical record storage.

Keywords   : brainstorming, medical record, misfile, 7M