

***Cause Incomplete Inpatient Entry and Exit Summary Forms at Panarukan Health Center***

Dony Setiawan Hendyca P, S.Kep, Ns, M.Kes. (Adviser)

**Moch Afel Giandi**

*Health Information Management Study Program  
Department of Health*

**ABSTRACT**

*The percentage of completeness of the entry and exit summary forms at the Panarukan Health Center hasn't reached 100%. The percentage of completeness of the patient identification component was 57% complete, important reports was 0% complete, authentication was 3% complete, and proper documentation was 76% complete. This can have an impact on the quality of inpatient medical records. The purpose of this study was to analyze the factors causing incomplete entry and exit summary forms at the Panarukan Health Center based on the 5M elements (Man, Money, Material, Machine, and Method). The method used was qualitative with 5 research subjects including 1 assembling officer, 1 filing officer, 1 doctor, 1 head of medical records and 1 head of the Panarukan Health Center. Data collection techniques using interviews, observation, documentation, USG, and brainstorming. The results of the study found that incomplete filling was due to the filling in of the entry and exit summary forms was not carried out in a timely manner, there was no budget to give awards to officers, and the lack of training that was evenly distributed to officers. Improvement efforts that can be made include providing punishment to officers who successively make mistakes and are negligent in carrying out their work, making budget proposals related to rewarding officers, and providing training facilities or seminars for filling in medical records, especially filling out the entry summary form and out to the officers.*

**Keywords:** *Entry and Exit Summary Form, Incomplete, USG (Urgency, Seriousness, Growth)*