

***Factor Analysis of Insecurity and Confidentiality of Medical Records in the  
Filing Room of the Rumah Sakit X***

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**ABSTRACT**

*Problems with security and confidentiality of medical records in the filing room were found at the X Hospital, namely, there were still many medical records scattered on the filing room floor, there were still non-medical record officers who went in and out through the filing room, and the filing room was still joined by other units. The purpose of this study was to analyze the factors that cause insecurity and non-confidential medical records in the filing room of X Hospital based on predisposing factors, enabling factors and reinforcing factors. This research method is qualitative with data collection techniques using interviews, observation, documentation, USG, and brainstorming. The subjects of this study were the head of medical records, 2 filing officers, 2 nurses, midwives, and 3 room administration officers. The data analysis technique of this research consists of data reduction, data presentation, drawing conclusions, and prioritizing problems. The results showed that there were 3 main priority issues, enabling factors (the medical record storage room was not yet separated from other unit rooms), predisposing factors (access rights to the filing room were not restricted), and reinforcing elements (the medical record safety SOP had not been socialized yet) to external health workers. Possible solutions include locking the door that connects the filing room with registration and cashiers permanently and creating a unique path to registration, providing rules related to filing room access rights into SOPs, and holding socialization regarding medical record security SOPs in the filing room to all health workers in the hospital. Factors causing insecurity and non-confidential medical records in the filing room are that the filing room has not been separated from other units, access rights have not been restricted and there has been no socialization of SOPs.*

*Keywords: Filing, Security of Medical Records, Confidentiality of Medical Records, Hospital.*