

An Analysis On The Factors That Causes of Unfulfiled File Retention and Destruction of Inactive Medical Record Files at the Sopaah Community Health Center, Pamekasan Regency

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ABSTRACT

The number of new patient medical records has increased every year to reach 11,065 files. The retention and destruction of medical records at the Sopaah Public Health Center had never been carried out, so it was found that many medical records were piled up on the floor of the filling room because there were not enough placed on the storage shelves. This study aims to analyze the factors that have not yet been implemented in the retention and destruction of inactive medical records at the Sopaah Public Health Center based on the 5M management elements (man, method, money, material, and machine). This type of research was qualitative research. The subjects in this study were the head of the Public Health Center, one person in charge of medical records, and two medical record officers. The Data collection used in-depth interviews, observation, documentation, and brainstorming with USG (urgency, seriousness, growth) as the problem prioritization method and brainstorming as a resolution recommendations. Data validity used triangulation of techniques and sources. The results of the study were based on the 5M management elements which include man, namely educational qualifications that were not following standards but didn't have any relation to the implementation of retention and destruction, lack of knowledge of officers related to the flow and procedures or procedures for implementing retention and destruction, and medical record officers have never attended training. The method was a standard operating procedure (SOP) for retention and destruction that were not socialized with less detailed and complete contents. Money, namely the absence of a proposed plan for retention and destruction of medical records. Material, namely the absence of assessment forms, defense forms, retention schedules, official report of destruction, shelves, and storage rooms for inactive medical records. Machine, namely the absence of scanners and shredding tools. The main priority problem lied in the method element, where SOP of retention and destruction were not detailed and complete and had not even been socialized. The Suggestions given were that medical record officers can improve the contents of the SOP and conduct socialization.

Keyword : Destruction, Medical record, Retention