

**Analisis Keamanan Segi Fisik dan Non Fisik Berkas Rekam Medis
di Puskesmas Patrang Kabupaten Jember**

*(Analysis of physical and non physical aspects of medical record files
in the Patrang District Health Center in Jember)*

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ABSTRACT

Medical records at Patrang Community Health Center, Jember Regency are still not physically safe, as much as 9.2% of the medical record files are damaged from the total file, the condition of the medical record file must be 100% good. in terms of non-physical dust is still found. The purpose of this study was to analyze the physical and non-physical safety of medical record files at Patrang Community Health Center, Jember Regency. This type of research is qualitative analysis. The technique of collecting data is by observation, interviews, and brainstorming. The method in the study used the Multiple Criteria Utility Assessment (MCUA) with the subject namely the RJ UKP coordinator, the Head of the TU, and the admin window. Data analysis uses 5M management elements (Man, Money, Method, Material, Machine). The results of the study showed that the safety of the medical record file based on Man was that there were no medical records graduates, less experience, and a small number of officers. Money, that is, there is no budget for medical records, methods, namely security SOPs that are not ratified and pasted, Material, which is a thick and perishable RM map, and a Machine that is limited open space and shelves. The priority result of the problem with the first MCUA is experience, so far the officers have never received training experience so they do not understand how to manage medical records that are good and standard and the second priority is the RM budget is not made so that RM needs such as maps, shelves, forms are not It is planned that there will be a lot of problems with the file, namely the RM file on the floor and map made of thin and easily damaged material. The solution is that the health center must include officers to attend RM seminars and do budget planning for the needs of medical records.

Keywords: *Security, Medical Record, MCUA*