Analysis Factors of Misfile Medical Record Caused in the Filing Ananda Purwokerto General Hospital
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ABSTRACT

The problems that occurred at Ananda Purwokerto General Hospital when the preliminary survey still found 50 misfile files or 3.83%. This study aims to analyze the factors that cause medical record misfiles in the filing department of Ananda General Hospital Purwokerto. This type of research includes qualitative research using management variables, namely man, method, material, machine and money (5M). Prioritizing problems using the urgency, seriousness, growth (USG) method and compiling recommendations for improvement using brainstorming. The research subjects consisted of 1 head of medical record installation and 4 PMIK officers. The results of the study used the man variable, namely that there were officers with non-DIII medical record educational backgrounds, the number of human resources in the filing room was insufficient, the working period was relatively new and only a few medical record officers attended training. The method variable is the lack of regular socialization of the SOP for the filing section. Material variables, namely storage shelves that are less ergonomic and separate storage rooms into 3 places that are not strategically located. The machine variable, namely the design and use of the tracer is still not optimal, there is no checklist for returning medical records from expedition books and computers that have not been able to track the whereabouts of medical records. The money variable is the unrealized facility budget in the filing basemant section. The results of priority problems using the USG method are storage space that is less strategic, officers who do not take part in medical record training as a whole and there is no checklist for returning files in filing. Efforts to improve using brainstorming are to build a more strategic filing room, all medical record officers participate in medical record training and the addition of a medical record return checklist form.

Keywords : Causative factor, Filing, Medical record, Mifsile, 5M