

**Analisis Penyebab Terjadinya Misfile Berkas Rekam Medi Rawat Jalan di
Puskesmas Kalisat** (*Analysis of the Causes of the Misfile of Outpatient
Medical Record Files at the Kalisat Health Center*).

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ABSTRACT

Misfiles or misplaced medical record files occur when medical record files are not found on the filling rack when medical record files are to be issued for patient care. The results of the preliminary study found that there were misfiles of medical record files at the Kalisat Health Center. The purpose of this research is to analyze the causes of the misfile of outpatient medical record files at the Kalisat Health Center. This type of research is qualitative with data collection techniques using interviews, observation, documentation and brainstorming. The results of identifying the causes of problems using 5M include the education of officers not in accordance with qualification standards, officers have never attended training, staff knowledge is still lacking, budget funds have not been properly realized, there is no SOP for borrowing medical record files and SOP socialization has not been implemented, there are still many medical records that have not been protected by maps, have not implemented the use of color coding, the use of tracers and expedition books has not been carried out optimally. So the researchers proposed suggestions in the form of including training for officers, fulfilling the budget, making SOPs for borrowing medical record files, fulfilling folder needs, applying color coding and outreach to officers regarding the importance of using tracers and expedition books.

Keywords : *Medical Records, Misfile, Outpatient*