

***Factor Analysis of the Causes of Insecurity and Confidentiality of Medical Records in the Filing Room of the Kasiyan Health Center Jember Regency in 2022***

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***ABSTRACT***

Problems of security and confidentiality of medical records in the filing room were still found at the Kasiyan Health Center, the results of observation showed there were 16 non-medical record officers going enter and leave the filing room freely, there is an open medical record shelf outside the filing room due to insufficient filing space to accommodate all existing medical record shelves, and damage to medical records that do not use maps, with average number is 103 and a percentage of 26.72%. The purpose of this study is to analyze the factors that cause insecurity and confidentiality of medical records in the filing room of Kasiyan Public Health Center in 2022 based on factors of *Man, Money, Material, and Machine*. 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 the Public Health Center, the head of administration, and 3 medical record officers. The data analysis technique of this research consists of data *reduction, data display, and conclusion drawing/verification*. The results showed that there were 4 main priority issues, namely the placement of open medical record racks outside the filing room, the average education of medical record officers in high school/degree, there is no standard operational procedure for medical record security, and no training has been conducted. Efforts to improve through the process of brainstorming namely improving the layout of the medical record room, proposing requests for health workers to the Health Office and holding *the Job Training*, making medical record security standard operational procedures, and proposing training to the Health Service. Factors causing insecurity and confidentiality of medical records in the filing room are the placement of medical record racks outside the room, the absence of security SOPs, and the absence of socialization of standard operational procedures.

***Keywords:*** *Security, Confidentiality, 5M, Medical Records, Public Health Center*