

***Analysis of Factors Causing Damage to Medical Record Document Covers
at Citra Husada Jember Hospital***
Angga Rahagiyanto, S.ST., M.T (Supervisor)

Sysilia Mahendra Ainunnisa
*Health Information Management Study Program
Department of Health*

ABSTRACT

Medical records are confidential documents of patients who must be kept safe and confidential to avoid physical damage. Based on a preliminary study conducted by researchers in June 2022 at Citra Husada Jember Hospital, 198 or 60% of the medical record document covers of 300 samples were damaged, such as a torn cover, so the form was not protected, the torn cover on the same part of the medical record number. A ping, a hole in the tracer staples. The study aims to analyze the factors that can cause damage to medical record documents at Citra Husada Jember Hospital using the theory of 7 management elements (man, methods, machines, materials, media, motivation, and money) and determine problem-solving by brainstorming. This type of study is qualitative, using methods of collecting observation data, interviews, and documentation. The study subjects comprised one chief medical officer, two filings, and one assembling officer. Prioritize problems with ultrasound methods and recommendation efforts by brainstorming. Research results based on priorities of problems with ultrasound were found to cause damage to the medical record map, the quality of the cover paper due to the Budget/cover funds, and the lack of knowledge and discipline of officers regarding the maintenance management of medical records—improvement efforts by re-designing the cover using the output of 260gr art paper with a glossy coating. Provide training and seminars on the management of maintenance of medical records to provide an essential role in employee knowledge, and the latter includes supervision and sanctions/punishment to staff to play a crucial role in maintaining employee discipline.

Keywords: *demage, cover, medical record, hospital*