

***Analysis of the Planning Needs for Shelves and Filing Room Design at RS  
Bhayangkara Bondowoso***

***Ervina Rachmawati,S.ST., M.P.H., Gamasiano Alfiansyah,S.KM., M.Kes,  
Gandu Eko Julianto Suyoso,S.Ked., M.KKK***

***Agustin Melinia Dwi Rahmawati***

***Health Information Management Study Program***

***Department of Health***

***ABSTRACT***

*New patient visits at Bhayangkara Bondowoso Hospital reach more than 10,000 each year, resulting in an increase in medical records that must be stored, so that storage shelves become full and many medical records are placed on the floor. The purpose of this study was to determine the need for shelving and filing room design at Bhayangkara Bondowoso Hospital. The method used in this research is qualitative descriptive. The sample used are filing officers and medical record documents. The sampling technique used is simple random sampling. The data collection techniques used are interviews, observations, documentation, and brainstorming. The results of this research include the design of medical record storage shelves that are suitable for the anthropometry of the staff, which includes the reach of hands upwards and shoulder width. The height of the shelves is 194 cm, and the distance between shelves is 49 cm. The need for medical record storage shelves for the next 5 years is 42 shelves, and the required floor space to accommodate these shelves for the next 5 years is approximately "150.897" m<sup>2</sup>. Recommendations for RS Bhayangkara Bondowoso include procuring the required shelves and filing space with an area of "150.897" m<sup>2</sup>. Additionally, it is advised to regularly perform record retention and transition from manual medical records to electronic medical records.*

***Keywords:*** *Calculation of the need for shelves; Filing room design; Medical records;*