

***Analysis of Factors Causing Damage to Medical Record Folders at Baladhika  
Husada Jember Hospital***  
Selvia Juwita Swari S.KM, M.Kes

**Maria Balqis**  
*Health Information Management Study Program  
Department of Health*

**ABSTRACT**

*Medical records are files that contain notes about patient identity, examinations, treatment, procedures, and other services provided to patients that must be kept confidential. Based on the results of a preliminary survey conducted at the Baladhika Husada Hospital in Jember, it was found that 11.69% of the medical record folders were damaged due to intrinsic factors including paper and ink and extrinsic factors including shelves, temperature, and food and drink spills. This research aims to determine the factors causing damage to the medical record folder at the Baladhika Husada Jember Hospital. The method used is qualitative, with data collection techniques, interviews, and observation. The results of this research are based on intrinsic and extrinsic theories, namely paper that tears easily, ink on the medical record folder, full medical record shelves, inappropriate room temperature, and the absence of signs prohibiting eating and drinking. The paper used for medical record folders is paper that tears easily; the ink used in medical record folders is quite good; the shelves used to store medical record folders are still lacking; there is no temperature measuring device in the filing room; and there are still no symbols regarding the prohibition on eating and drinking in the filing room. The advice given is in the form of efforts to prevent damage to medical record folders, namely by replacing medical record folder paper with ivory paper, installing a temperature measuring device in the filing room, and prohibiting eating and drinking during working hours.*

*Keywords: Damage, Map, Filing*