

**Analisis Faktor Penyebab Ketidaktepatan Waktu Pengembalian Berkas
Rekam Medis Rawat Inap di Rumah Sakit – Literature Review (Factor
Analysis Causing Inaccurate Times of Return Hospitalized Medical Record Files
in Hospital - Literature Review)**
Atma Deharja, S.KM., M.Kes.

Herisa Eril Hidayat
Study Program of Medical Record
Majoring of Health
Program Studi Rekam Medik
Jurusan Kesehatan

ABSTRACT

Medical record management is one of activity management procedure later used as report record for hospital. Medical record files from hospitalization unit will returned back to medical record installation. This all kind of process will find out the on times and return and late return times to recorded in medical record installation. The impact of late times return of medical record disturb the service process towards patient and medical record files management. This study find out analyzing factors that caused the late returning times of inpatient medical records in hospital. The method of this study was literature review through lots of article reading and other referernce that suitable to this topic of study. The articles that were reviewed are 22 articles that qualify in the criteria of articles and research topic. Result of this study showed several factors on late returning times of inpatient medical records in hospital based literature review were; (1) Man Factor. Man factor is the level of doctor and nurses disciplines in filling inpatient medical record file, lacks of human power, insufficient knowledge and workload of doctors and nurses also affected the man factor; (2) Money Factor. Lacks reward budget, proposing new officers or submitting a training budget; (3) Material Factors. Expedition book in assembling room; (4) Machine Factor. Stucked pneumatic tube, and no post-it sticking; Lastly (5) Method Factor. Implementation of policy/operational procedure standard was not maximumly executed, monitoring and evaluation was not proceed well and lacks even no motivation at all. The low level of discipline of doctors and nurses in filling in inpatient medical record files is the most discussed problem in the literature review of this study.

Keywords: Medical Record, Uncertainty, Causes, Returning