

**Analysis of Inpatient Medical Record Filling in Arjasa
Public Health Center, Jember Regency**
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ABSTRACT

The Medical record form is an important means of communication because it recorded detailed data about all actions taken by medical officers. The activities of filling medical records in Arjasa Health Center are still not optimal. This can be seen from some incomplete filling of medical record. It impacts the process of classifying, and codeifying diseases, reporting, and filing claims. This study aims to analyze the filling of medical records files in the Arjasa Health Center, Jember Regency. This type of research was qualitative research. The data collection were interviews, observations, documentation, and questionnaires. The subjects of the study consisted of 5 people such as medical records officer, nurse, midwife, nutrition officer, and doctor. The results showed that several factors that can cause incomplete filling of medical record include the absence of a training related to the importance of filling out a complete medical record, the education of officers is still not in accordance with medical recorder qualifications, there is no SOP about filling in medical records, no punishment, and reward for officers as a form of motivation in filling out medical records. The efforts to solve problems obtained by using brainstorming include conducting medical record training, recruiting officers according to medical record qualifications, creating, and socializing SOP on filling out medical record files, providing punishment or reward to officers who fill out the complete, and appropriate medical record.

Key word: *inpatient, medical record, public health center.*