

**Analisis Faktor Penyebab Belum Terlaksananya Retensi dan Pemusnahan  
Rekam Medis di Puskesmas Ambulu**  
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**ABSTRAK**

Retensi adalah proses kegiatan memisahkan atau memindahkan antara dokumen rekam medis inaktif dengan dokumen rekam medis aktif di ruang penyimpanan. Puskesmas Ambulu belum melaksanakan retensi dan pemusnahan rekam medis. Pada saat studi pendahuluan ditemukan berkas yang menumpuk dan ditempatkan diluar rak penyimpanan. Berdasarkan sampel yang diambil ditemukan sebanyak 2.720 berkas yang belum retensi dan 2.551 berkas yang belum dimusnahkan dari tahun 2017. Penelitian ini bertujuan untuk mengetahui faktor penyebab belum terlaksananya retensi dan pemusnahan rekam medis di Puskesmas Ambulu. Penelitian ini merupakan penelitian kualitatif berdasarkan teori kinerja Simanjuntak yaitu kompetensi individu, dukungan organisasi dan dukungan manajemen. Subjek pada penelitian ini yaitu 1 kepala puskesmas, 1 kepala rekam medis dan 3 petugas rekam medis. Teknik pengumpulan data dalam penelitian ini menggunakan wawancara, observasi, dokumentasi, dan *brainstorming*. Hasil dari penelitian diketahui bahwa pada aspek kompetensi individu yaitu dari sub variabel kemampuan dan keterampilan yaitu pendidikan petugas rekam medis sebagian besar bukan lulusan rekam medis dan sebagian besar petugas rekam medis belum berpengalaman dalam hal retensi. Pada aspek dukungan organisasi dari sub variabel pengorganisasian yaitu belum disosialisasikan secara merata SOP retensi dan pemusnahan, dari sub variabel sarana dan prasarana yaitu belum tersedianya sarana dan prasarana yang mendukung, kemudian dari sub variabel kondisi kerja yaitu kurangnya SDM dan beban kerja yang tinggi. Upaya perbaikan yang dapat dilakukan diantaranya melakukan pengusulan permintaan perekam medis ke dinas kesehatan dan memaksimalkan petugas saat ini dengan meningkatkan *on the job training*, pengadaan rak inaktif dan ruang penyimpanan inaktif, sosialisasi SOP, penambahan petugas, dan melakukan studi banding dengan puskesmas lain.

**Kata kunci** : pemusnahan, puskesmas, rekam medis, retensi

***Analysis of Factors Causing Not Implemented Medical Record Retention  
and Destroying at Ambulu Health Center***

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**ABSTRACT**

*Retention is the process of separating or moving between inactive medical record documents and active medical record documents in the filling room. Ambulu Health Center has not implemented the retention and destroying of medical records. During the preliminary study, files were found that were piled up and placed outside the storage rack. Based on the sample taken, there were 2.720 files that had not been retained and 2.551 files that had not been destroyed from 2017. This study aimed to determine the factors that have not yet implemented the retention and destroying of medical records at the Ambulu Health Center. This study was a qualitative study based on Simanjuntak's performance theory, namely individual competence, organizational support and management support. The subjects in this study were 1 head of the health center, 1 head of medical records and 3 medical record officers. Data collection techniques in this study used interviews, observation, documentation, and brainstorming. The results of the study found that in the aspect of individual competence, the cause was that most medical record officers were not medical record graduates and most medical record officers were inexperienced in terms of retention. In the aspect of organizational support, the causes are that the SOP for retention and destruction has not been socialized evenly, the unavailability of supporting facilities and infrastructure, lack of human resources and high workload. While in the aspect of management support there is nothing that causes the non-implementation of retention and destroying of medical records at the Ambulu Health Center. Efforts to improve through the process of brainstorming are proposing request for medical record to the health department and holding the job training, proposing addition inactive filling room and inactive rack, SOP socialization, addition of staff, and conducting comparative studies to other health center.*

**Keywords :** *destroying, health center, medical record, retention*