

***Design of a Web-based Information System for Media Transfer and Retention
of Medical Record Documents at Widodo Ngawi Hospital***

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ABSTRACT

Widodo Ngawi Hospital is currently trying to handle the high volume of medical record documents with 11,986 outpatient documents and 13,065 inpatient documents by 2023. Retention activities have not been carried out since 2015, due to the unavailability of a support system for the process of transferring medical record document media and retention alerts. This causes a reduction in the storage capacity of medical record documents which results in medical record documents that are easily damaged, not neatly arranged, and not in accordance with their preparation so that services to patients are not optimal and efficient. This study aims to design and create a web-based medical record document transfer and retention information system that can improve and facilitate the performance of officers so that the process runs effectively and efficiently. The system development method used is Waterfall, including requirements analysis, design, code generation, testing, and maintenance, although the maintenance stage is not carried out in this study. The result of this research is an information system that can help the process of media transfer, retention, and document destruction. System testing using the black box testing method shows that the system functions properly and no errors are found in all modules. The system features uploading scanned forms, printing reports, and updating the active-inactive status, retention, and destruction of documents that are differentiated based on the storage period per outpatient and inpatient case.

Keywords: *media transfer information system, retention, destruction, waterfall*