

**Analisis Penyebab Keterlambatan pengiriman Formulir Sensus Harian Rawat
Inap Ke Instalasi Rekam Medis Di RSUD Arifin Achmad Provinsi Riau**
(Analysis of the Causes of Delay in sending Daily Inpatient Census Forms to the
Medical Record Installation at Arifin Achmad Regional Hospital, Riau Province)
Pembimbing (1 orang)

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ABSTRACT

Based on the results of a preliminary study conducted at the Arifin Achmad Regional Hospital, the highest delay was found in December 2019 of the 22 existing rooms, 17 rooms sent delays, only 5 rooms delivered on time. The impact of the delay in sending SHRI forms to the Medical Record Installation is the delay in making reports for both internal and external needs and the late SHRI recapitulation process. The purpose of this research is to analyze the factors causing the delay in sending SHRI to the medical record installation by using 5 (five) elements of management including Man who is still lacking knowledge of officers and officers who have never participated in SHRI related training, Money, the availability of budget to increase SHRI forms, Machines are not yet optimally used. expedition book SHRI form submission, SHRI form supply material in each room is sufficient and Methods are still lacking of SPO socialization and there has never been an evaluation related to the SHRI form submission SPO which will further determine the solution using the brainstorming method. This type of research used by researchers is qualitative research, the results of research using the Brainstorming method, it can be concluded that there are 3 factors, namely the first is the cause of late submission of forms, namely the lack of knowledge of officers and lack of training in filling out daily inpatient census forms, the second is lack of socialization of SPO regarding the submission of daily inpatient census forms, of which three have not carried out an evaluation related to the existing SPO.

Keywords: Delays, Daily Census of Inpatients, SHRI