

Review of implementation the maintenance of medical record in the storage facilities ti medical record Rsup Sanglah Denpasar , Inayatul Karimah, Nim G41120177, Tahun 2016, 45 hlm, *Medical Record, Polytechnic of Jember*, Vita Permatasari, ST.,MT (*Supervising Commission 1*) dan dr. Ni Luh Dharma Kerti N, MHSM (*Supervising Commission 2*)

ABSTRACT

Implementation of the maintenance of medical records document viewed from the physical if there is a corrupted folder aspect has not been replaced with new ones, cover their medical records that do not use a standard cover, barcode illegible medical records, biological aspects of air temperature is not controlled properly. As a result of the accident medical record documents, that the data produced is inaccurate. The general objective of this research is to improve the implementation of the maintenance of medical records. This type of research on the use of the methods focus PDCA, the Find (Find), Organize (organization of working teams), Clarify, Understand (understand the cause of the problem), Select (selecting process for problem resolution, Plan (planning), Do (execution), check (examination), action (repair). So we can conclude that the documents in the maintenance of medical records is very important in order to keep its contents as the security of medical records safety conclusions in the implementation of the maintenance of medical records have not yet been fully implemented by the hospital, it is due to the absence of the officer in charge of the maintenance record medical. Researchers suggested to the head of the installation of medical records to keep doing the maintenance of medical records will be undertaken continuously in order to keep the contents of the medical records and forms of responsibility

Keywords: *Filling, Medical Record Document Maintenance*

