

*Analysis of the Causes of Missfile File Medical Records in the Filing Room of
Puji Health Center, Bondowoso District*

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ABSTRACT

Missile files are missing or misplaced events so that the required medical record file is not found on the filing rack. The medical record file is very important for the continuity of the patient's examination information. This study aims to analyze the factors occurring in the missfile of medical record files in the filing room of Bondowoso District Public Health Center by using 7M elements and PTA methods (Problem Tree Analysis). This type of research is qualitative and data collection techniques use observation, interviews, documentation. The results of this study cause level 1, which is to analyze man, method, machine, material, money, media and motivation. The result of level 2 is there has never been a socialization of the BRM outpatient return time limit, filing officers have never attended training on BRM returns, the Alignment system, the use of tracer and expedition books, at the time of recruitment no one graduated from the medical record, no policy from the supervisor, filing officers did not know the tracer function, filing officers did not have the chance and forgot to fill out expedition books, did not use maps, had never applied for funds for tracer production, and trained medical record officers, and there was no policy from superiors about sanctions. The solutions obtained from the results of brainstorming are making SOPs for borrowing and returning BRM, one of the filing officers included training, socializing about tracer and expedition books, proposing the use of maps, budgeting funds for making tracer and training officers, and making sanctions for officers who are not disciplined.

Keywords: *Missfile, Medical Record, filing.*