

**Perancangan SOP Pemusnahan Berkas Rekam Medis Inaktif di Puskesmas
Situbondo Desa Talkandang** (*Design of SOP for the Extermination of Inactive
Medical Record Files at Situbondo Health Center, Talkandang Village*)
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ABSTRACT

Situbondo community health center has never done an extermination since the initial establishment of the puskesmas because there was no established SOP, which resulted in inactive medical records from 2000 to 2015 piling up in inactive warehouses. SOP (Standard Operating Procedure) is the procedure for conducting an activity that has been standardized in an agency. This study aims to design the SOP for the eradication of medical records at the Situbondo community health enter with the policy of the Situbondo health center itself which really requires the SOP to destroy inactive medical records in order to be able to destroy the inactive medical record immediately. This study included descriptive qualitative research using the action research method with data collection methods in the form of observation, interviews, documentation, and brainstorming to 7 respondents. The results of this study are SOPs that have been jointly designed by researchers and the health center based on the policies of the Situbondo health center itself and the Situbondo health center accepts SOPs that have been jointly designed. The SOP for destruction was designed jointly by researchers and the health center through 4 stages in Action Research by discussing between researchers and Situbondo health centers to design SOPs for the elimination of inactive medical records. the community health center did in the phase of the destruction of the medical record. The draft SOP for destruction was evaluated by the community health center until the Situbondo community health center received the SOP for destruction, then the SOP was standardized by the Situbondo health center so that it could immediately destroy it. The researcher suggested that the Situbondo community health center immediately be able to destroy the medical records from 2000 to 2015 so that there was room for a new medical record to be retained so that there would be no accumulation of inactive medical record files again.

Key words : Design of SOP, Action Research, Brainstorming.