Pencegahan Kejadian *Missfile* Berkas Rekam Medis Di Unit Filing Rumah Sakit: *Literature Review* (Prevention of Medical Record Missfiles in the Hospital Filing Unit: Literature Review)

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ABSTRACT

The administration of good medical records can be seen from the recording and processing of data, in which the managed medical record files must be placed on a storage rack (filing). Based on the results of a literature study on the hospital filing unit, there are still incidents of medical record file missfiles. The highest percentage of missfiles occurred in 2018, namely in Bengkulu Regional Hospital as much as 44.1%. Meanwhile, the lowest incidence of missfiles occurred in 2016 at the Kendal Islamic Hospital with a 2.8% incidence of missfiles. The purpose of this study is to determine the factors causing the occurrence of medical record file missfiles and to provide recommendations in preventing the incidence of medical record file missfiles in the hospital filing unit. This type of research is a literature review with 17 journals that have been selected according to the inclusion criteria. The results of this study are the causal factors caused by human factors, namely education that is not according to standards, money, namely unclear budget funds, methods, namely SOP mismatches, materials that are insufficient storage racks, and un ergonomic space and machines, namely unavailability of tracer and books. expedition. Recommendations for improvement, namely the hospital holding training, clear budgeting of funds, its advisable to create a return flow and borrow files, maximize technological progress by creating a special information system for electronic filing and tracer units. Suggestions for the next researcher are to conduct research by making access to the filing room which is devoted to officers who work in the filing room and conducting a literature review on making special information systems in the filing room.

Keywords: Missfile, Medical Record, Hospital