

Calculation of Manpower Requirement Medical Records Section *Assembling* Method Based On *Workload Indicators Of Staffing Need* (WISN) in hospitals Sleman , Yogyakarta. Fahmadia Jihan Maulida Kartika Sari Nim G41120671 2016, 47 Page Medical Record, Polytechnic of Jember, Feby Erawantini S.KM,M.P.H (Supervisor)

ABSTRACT

Regional General Hospital Yogyakarta Sleman have 2 workers *assembling* in the medical records. The purpose of this study was to Calculate Manpower Requirement Method Based *Workload Indicators Of Staffing Need* (WISN) at the *assembling* RSUD Sleman Yogyakarta year 2016. This study used observation and interview methods Yag conducted from February to April 2016 with a sample of 10 files of patients medical record file old and 10 new patient medical record file. Data collection techniques using observation and interviews. Observations indicate that the labor requirements of medical records in *assembling* parts require additional manpower 1 person *assembling* officer. With the working time provided 1,686 hours / year, the standard workload of 7053 hours / year, and standard clearances 33 hours / year. Suggestions for the hospital that their job description is clearly within the agency medical records, especially in the *assembling* example officer A also register at the outpatient from 06.00 to 08.00, so that the workload of the clerk is not excessive so clerk *assembling* work effectively and comfortably , as well as the work does not pile up.

Keywords : Medical Record , *Assembling* , Needs, Workforce