

Analisis Faktor-Faktor Penyebab Terjadinya *Misfile* Di Klinik Pratma Nusa Medika Kabupaten Jember Tahun 2016 (Analysis Factors of *Misfile* Caused at Clinic Pratma Nusa Medika Jember District 2016)

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ABSTRACT

Misfile is the missing put medical record document when return back medical record document from unit service to filing. Based on preby interview and observation found a problem there were 49 misfile event files on the first shelf where 26 misplaced and 23 missing medical record files in one year. The purpose of this research is to analyze the factors of misfile caused at Pratama Nusa Medika Clinic. This research is a descriptive qualitative research. The method of this research use five elements of management those are man, money, methods, machine, material and brainstorming to find the solution. This result of this research are mostly officers are not graduates from medical record program and they have double job do medical record managemen and patient registration, there is no fund calculation for medical record management, there is no SOP for file storage and return, officer often forget to do record every file taking, as well as room availability for medical record activities. Draft plan of the researcher as suggestion is medical record officer must be from medical record graduates, planning fund calculation for medical record management, SOP for storage and restoration, and addition of room for medical record activities.

Keywords: *Misfile, Primary Clinic*