Perancangan Outguide Penyimpanan Berkas Rekam Medis Rawat Inap Di RSUD Besuki Tahun 2016 *(Design Outguide of Inpatient Medical Record Files Storage At Besuki Hospital 2016)*

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ABSTRACT

Outguide is an important tool for monitoring the use of medical records. Use of this "Out Guide" is placed in place of the place where the medical record files are taken or removed from the storage rack. In the absence of outguide will increase the average time of re-storage of medical records and misplaced files / missfiles. This study aims to design outguide and outgoing procedures for outgoing medical records of inpatient records at RSUD Besuki. The type of research used is descriptive research with qualitative approach. Methods of data collection in this study using observation, interviews, and brainstorming. The need identification results show that users want to outguide landscape-shaped with fiber plastic material. Then the results of the identification of needs based on physical aspects, anatomy and outguide content entered into outguide design. And also designed procedure of use outguide to arrange stages or procedure use outguide. Furthermore, outguide design and outguide use procedures are evaluated with respondents, resulting in outguide and outguide usage procedures according to user needs. Suggested on medical record keeping using outguide and held form of borrowing of medical record file.

__Keyword:__ outguide design, outguide usage procedure