

Perbaikan Keterlambatan Pengembalian Berkas Rekam Medis Rawat Inap Menggunakan Metode PDCA (*Plan, Do, Check, Action*) di RSD Balung Tahun 2016 (*Improvement of Returning Medical Records File Delay of Inpatients using PDCA (Plan, Do, Check, Action) Methods in Balung Hospital at 2016*)

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ABSTRACT

The return of inpatients medical records has a standart time of 2x24 hours in accordance the hospital operating SOP after the patient returns. However, the delay in returning medical record files in RSD Balung is still common. The aim of this research is to improve the delay returning of medical records file in RSD Balung with PDCA approach. This research kind is descriptive qualitative research with interview, documentation, and brainstorming data collection method. The factor identification the cause of delay in medical record file is that the delay of return of medical record file is caused by several things. One of them is the incompleteness of filing of medical record file. Planning undertaken in this research is making rept of completeness of refilling of medical record document and making letter request completeness of recording file medical to the doctor. Based on the result of the implementation of the planning that has been done the delay of return of medical record file can be decreased,Percentage of delay are 70,4 % to 22,5 % in february to maret. Result of this research the researcher suggest that socialization related to completeness of recording file of med is can be done continuosly this is aimed as a reminder so that medical record file can be completed and can return in accordance with the time limit specified.

Keywords : *Hospital, Inpatients, Medical Record, PDCA*