

Perancangan dan Pembuatan Petunjuk Keluar (*Tracer*) pada Bagian Penyimpanan Berkas Rekam Medis di Rumah Sakit Ibu dan Anak (RSIA) Srikandi IBI Jember (*Design and Outguide Creation (Tracer) in Filling Section of Medical Record at Mother and Child Srikandi Indonesian Midwives Association Hospital Jember*)

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ABSTRACT

Based on observations of researchers during the preliminary survey activities in the Medical Record Unit RSIA Srikandi IBI of Jember, researchers found in a medical record filling is still not using tracer for borrowed medical record file or file medical records out of the storage rack , this is not in accordance with the standards set by the Health Department . This research to make the design of medical record tracer, that can later be used in the filling of medical records in RSIA Srikandi IBI of Jember. This research is applied research . The unit of analysis in this research is the medical record filling RSIA Srikandi IBI of Jember. Methods of data collection in this research using interviews and observations . The results of the data collection process showed that the officers wanted the medical record tracer that is easy to use , economical and can be used for several times. Based on the results of theoretical analysis and with data that has been collected , researchers make 1 design of medical records tracer with 2 different materials . The medical record tracer 1 using a type of paper is art paper 260 gsm, The medical record tracer 2 using materials paper HVS 70 gsm with coated mica plastic. Both colour medical record tracer is blue and contains medical record number , loan purpose , loan date , return date , name and signature. Of the 2 medical records tracer that have been made , the head of the medical records in RSIA Srikandi IBI of Jember choose medical record tracer 2, that materials uses blue paper HVS 70 gsm with coated mica plastic and respond good to the SOP Tracer which has been made . It is suggested that filling section RSIA Srikandi IBI of Jember to use medical records tracer, so that it can more easily monitor the medical record file and to support orderly administration of the medical record filling section in RSIA Srikandi IBI of Jember.

Keywords: Medical Records Tracer