

***An Analysis on Productivity of Medical Records Using FTE (Full Time Equivalent)  
Method in Kalisat Jember Hospital***

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**ABSTRACT**

*Kalisat Jember Hospital is one of government-owned health care facilities. In the Year of 2010 Kalisat Hospital planned to raise its status from type D into type C. Based on the results of a preliminary survey in it, the medical records officers are no less than 7 people, which consist of the head coordinator of medical records, 1 assembling and skm analysis staff, 1 coding and reporting staff, 1 filing/storage staff, while at the registration officers amounted to 3 people. The purpose of this study is to analyze the productivity of medical records officer using the FTE (Full Time Equivalent). This type of research is descriptive quantitative research. The results of this study is the work load of officers in medical records unit at Kalisat Jember Hospital in the year of 2011 to 2013 of the coding officer, assembling, indexing, filing, namely 20.298 registration officers, so that by FTE formula can be obtained the prediction of workforce needs for the period of 2014 is 1 coding officer, 1 assembling officer, 1 indexing officer, 3 registration officer and 2 additional people as filing officers. Patient registration officer at the Kalisat Hospital has already have 3 officers with 1 registration counter so for the amount of the registration officer requires 1 additional officer.*

*Keywords: Productivity of Medical Records Officer*