**Analisis Faktor Penyebab *Misfile* Berkas Rekam Medis di Ruang
Filing: Literature Review (*Analysis of Causing Factors Misfile
Medical Record in The Filing Room: Literature Review*).
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ABSTRACT

Poor storage management of medical record files can cause misfile which means misplacing or not finding medical record files on the storage shelf. The misfile incident of medical record files should be 0%. However, based on a literature review, it was found that the medical record files were misplaced in the results of research from Anggraeni (2013) was 4,3%, Karlina et al. (2016) was 8,15%, Mutiara (2018) was 35%, and Oktavia et al. (2018) was 44,1%, while in Subagia (2017) found that 3,97% of medical record files were misplaced and lost, also in Wati and Nuraini (2019) as many as 26,5% of medical record files were lost. The misfile incident can cause duplication in medical record files and the unrecognizing of previous disease history. This study aims to analysis the factors causing misfile of medical record files in the filing room. The research method used literature review of 21 articles that appropriated the inclusion criteria. The results of this study found that the biggest cause of misfile from predisposing factor is level of education (66,67%), from enabling factor is tracer (90,48%), and from reinforcing factor is SOP (80,95%). Other factors that cause misfile from predisposing factors are knowledge (61,91%) and attitude of officers (61,91%). Then, from the enabling factors are filing rack (66,67%), expedition book (52,38%), and computer (33,33%). Lastly, from reinforcing factor is the attitude and behavior of the leader (23,81%). The suggestions from this study are required to provide education and training to officers, optimally use the facilities and infrastructure in the filing room, also make SOP as a guideline in managing medical record files in the filing room.

Key words: misfile, medical record, filing, literature review