

**Perencanaan Pemusnahan Dokumen Rekam Medis Inaktif DI RSUD
Genteng Banyuwangi** (*The Extermination Plan of Inactive Medical Record
Documents at RSUD Genteng Banyuwangi*)
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ABSTRACT

General hospital Genteng has carried out the retention of medical record documents, but the extermination has never been carried out. There are approximately 168,000 inactive medical record documents that must be destroyed, resulting in accumulation in the storage room and hampering the found of medical record documents. The purpose of this study is to develop a plan for the extermination of inactive medical record documents in Genteng Hospital. This type of research is qualitative. The research subjects consist of 1 head of medical records and 3 filling officers. The methods used to collecting data are interview, observation, and documentation. The research stages start from identifying the cause of the problem based on man, money, machine, and method, prioritizing the cause of the problem using USG (urgency, seriousness, growth), set goals and activity plans. The results of the study obtained identification of the causes of the problem based on man, that is the lack of knowledge of officers related to the extermination of inactive medical record documents, filling officers with education that did not qualified of D3 medical records, money means the absence of a special budget related to extermination implementation, methods, namely the absence of special training and lack of understanding related to SOPs for extermination, machine means there is no an available tools to achieve the extermination of inactive medical record documents, therefore the main cause of the extermination has not been carried out, namely the man factor, the lack of knowledge from the filling officers regarding the extermination of inactive medical record documents. The determined program objectives are related to the main problem causing the lack of knowledge of filling officers, namely by increasing the knowledge of filling officers. The results of the study were socialization to medical record officers related to the e extermination of inactive medical record documents to achieve the program objectives that had been set, in addition to the formation of an extermination team, preparation of minutes and a list of descriptions, annihilation socialization module as a support for the preparation of plans for the extermination of inactive medical record documents.

Keywords: Medical record document, inactive ,extermination