

## ABSTRAK

**Latar Belakang:** Pada Instalasi Rekam Medis RS Ortopedi Prof. DR. R. Soeharso Surakarta terdapat petugas yang merangkap pekerjaan (*double job*). Adanya *double job* dan sistem *rolling* menyebabkan petugas yang belum menyelesaikan tanggung jawab pekerjaan pada bulan sebelumnya harus menyelesaikan pada bulan berikutnya dengan tanggung jawab pekerjaan yang berbeda. Oleh karena itu terjadi tumpang tindih pekerjaan dan tanggung jawab. Saat ini, penambahan petugas pada Instalasi Rekam Medis melalui promosi jabatan dari bagian/unit lain sehingga petugas dengan kualifikasi non D3 Rekam Medis.

**Tujuan:** Menjelaskan pelaksanaan *job description* dan *job specification* serta menghitung kebutuhan sumber daya manusia kesehatan ideal dan pengorganisasiannya.

**Metode:** Jenis penelitian ini adalah deskriptif kualitatif dengan pendekatan studi kasus. Subjek penelitian adalah lima orang petugas rekam medis. Objek penelitian adalah Standar Operasional Prosedur, *job description*, *job specification*, dan beban kerja. Pengumpulan data menggunakan wawancara, studi dokumentasi dan observasi. Uji keabsahan data menggunakan triangulasi sumber dan teknik.

**Hasil:** Hasil dalam penelitian terdapat sub bagian yang belum memiliki uraian tugas secara tertulis dan terdapat petugas dengan kualifikasi pendidikan non D3 Rekam Medis. Hasil perhitungan menggunakan Analisis Beban Kerja Kesehatan diperlukan penambahan tiga orang petugas.

**Kesimpulan:** Pelaksanaan *job description* dan *job specification* masih terdapat tumpang tindih pekerjaan serta petugas dengan kualifikasi non D3 Rekam Medis. Perlu adanya pembuatan uraian tugas dan SOP pada Verifikator Kelengkapan Persyaratan BPJS serta Penanggung jawab (PJ). Selanjutnya diperlukan penambahan tiga orang petugas pada bagian *filling* serta koding rawat jalan dengan kualifikasi minimal D3 Rekam Medis.

**Kata Kunci:** beban kerja, pengorganisasian, SDM, *job description*, *job specification*, rekam medis.

## ABSTRACT

**Background:** At Medical Record Installation of Orthopedic Hospital Prof. DR. R. Soeharso Surakarta there were officers who double the job. The existence of double job and rolling system caused officers who didn't complete their job responsibilities in the previous month should be completed in the following month with different job responsibilities. So there was overlapping work and responsibility. Currently, the addition of officers on Medical Record Installation through the promotion from other parts/units with non D3 Medical Record qualification.

**Objective:** To describe the implementation of the job description and job specification also calculated and organized the health human resource needs.

**Methods:** The type of this research is descriptive qualitative with case study approach. The subjects remain five medical recorders. Research object is Standard Operational Procedure, job description, job specification, and workload. Data collection using interviews, documentation studies and observation. Test data validity using source triangulation and technique.

**Results:** Some sub-sections hadn't written job descriptions and there were officers with non D3 Medical Record qualifications. The calculation result used Health Workload Analysis required three more officers.

**Conclusion:** Implementation of the job description and job specification there was still an overlap of work also the officers with non D3 Medical Record qualification. There needed to making job descriptions and SOPs on Verifier Completeness Requirements BPJS and person in charge. Furthermore, it was necessary to add three officers in the filing section and outpatient coding with D3 Medical Record qualification.

**Keywords:** workload, organizing, SDM, job description, job specification, medical record.