

## ABSTRAK

**Latar Belakang** : Akreditasi merupakan upaya peningkatan mutu dalam pelayanan klinik. Salah satu aspek penting yang menjadi penilaian akreditasi klinik adalah bagian manajemen informasi rekam medis. Berdasarkan hasil studi pendahuluan diketahui petugas pendaftaran di Klinik GMC menggunakan akun milik admin, dimana akun tersebut dapat mengakses seluruh menu yang ada di SIM klinik. Hal tersebut tidak sesuai dengan elemen penilaian pada kriteria 3.4.2 terkait petugas memiliki akses informasi sesuai dengan kebutuhan dan tanggungjawab pekerjaan.

**Tujuan** : Mendeskripsikan persiapan akreditasi klinik terkait kriteria 3.4.2 di klinik GMC.

**Metode** : Jenis penelitian ini adalah penelitian deskriptif kualitatif dengan rancangan fenomenologis. Subjek penelitian yaitu satu orang ketua tim akreditasi, satu orang dokter, dua orang petugas pendaftaran dan satu orang petugas farmasi. Teknik pengambilan data yaitu wawancara, observasi dan studi dokumentasi.

**Hasil** : Pada kriteria 3.4.2 elemen penilaian 1 belum terpenuhi karena format SK dan SOP akses terhadap rekam medis di Klinik GMC belum sesuai dengan Pedoman Penyusunan Dokumen Akreditasi FKTP Tahun 2017 dan isinya belum sesuai dengan kenyataan. Elemen penilaian 2 sudah terpenuhi. Elemen penilaian 3 belum terpenuhi karena terdapat tiga prosedur yang pelaksanaannya belum sesuai dengan SK dan SOP akses terhadap rekam medis. Elemen penilaian 4 dilihat dari pihak internal belum terpenuhi karena dalam pelaksanaannya petugas pendaftaran dan perawat tidak menggunakan akunnya sendiri untuk mengakses informasi. Dilihat dari pihak eksternal elemen penilaian 4 ini sudah terpenuhi.

**Kesimpulan** : Persiapan pelaksanaan dan dokumen belum sesuai dengan elemen penilaian yang ada pada kriteria 3.4.2.

**Kata Kunci** : Persiapan akreditasi, Hak akses, Akreditasi Klinik, Kriteria 3.4.2.

## ABSTRACT

**Background :** Accreditation is an effort to improve the quality of clinical services. One of the most important aspects which becoming assesment clinical accreditation is medical record management information section. Based on preliminary study results, It is known that the registration officer at GMC Clinic using an account that belongs to Admin, which the account able to access the whole menus at SIM Clinic. It is not appropriate with assessment element on criteria 3.4.2 for an officer has access of information appropriate with needs dan with job responsibility.

**Objective :** to describe a preparation of clinical accreditation which related on criteria 3.4.2 at GMC Clinic.

**Method :** This type of research is qualitatitve descriptive research with phenomenological design. Subject of this research is a person who leads the accreditation team, a doctor, two registration officers and a pharmacist. Data retrieval techniques are interview, observation and study documentation.

**Outcome :** On criteria 3.4.2 the 1st (first) assessment element is not fulfilled yet, because the SK form and the SOP access for medical record at GMC Clinic is not yet appropriate with guidelines for the preparation of FKTP accreditation documents year 2017 and the contains are not yet appropriate with the reality. The 2nd (second) assessment element is fulfilled. The 3rd (third) assessment element is not yet fulfilled because there are three procedures that the implementation is not appropriate with SK and SOP access for medical records. And for the 4th (fourth) assessment element, from the internal side is not completely fulfilled yet. Because the implementation, the registration officer and the Nurse are not using their own accounts to have access informations. And from the external side, the fourth assessment element is fulfilled.

**Conclusion :** Preparation of the implementation and document is not appropriate with the assessment element on criteria 3.4.2

**Keywords :** Accreditation preparation, Access rights, Clinical Accreditation, Criteria 3.4.2.