

ABSTRAK

Latar Belakang: Pelaksanaan tugas petugas rekam medis diatur dengan uraian tugas yang telah ditetapkan melalui Surat Keputusan (SK) maupun Standar Prosedur Operasional (SPO). Namun dalam pelaksanaan di lapangan masih ada petugas Rekam Medis yang tidak sesuai dengan kompetensi perekam medis. Salah satunya terdapat pada pelaksana filling yang menggunakan petugas dengan latar belakang pendidikan bukan rekam medis. Kondisi demikian dapat menyebabkan hilangnya berkas maupun pengelolaan berkas yang tidak semestinya. Hal tersebut berdampak pada kualitas pelayanan instalasi rekam medis karena banyak terjadi kesalahan dalam pengelolaan berkas serta terdapat kekurangan dalam penjagaan kerahasiaan berkas rekam medis pasien.

Tujuan: Mengetahui pelaksanaan uraian tugas petugas rekam medis berdasarkan struktur organisasi dan kualifikasi petugas rekam medis di Instalasi Rumah Sakit Rajawali Citra Bantul.

Metode: Penelitian ini menggunakan metode penelitian deskriptif dengan rancangan penelitian fenomenologis. Objek dalam penelitian ini adalah instalasi rekam medis terkait dengan pengelolaan organisasi dan pelaksanaan uraian tugas petugas rekam medis Rumah Sakit Umum Rajawali Citra Bantul.

Hasil: Instalasi Rekam Medis Rumah Sakit Rajawali Citra melaksanakan kerja fungsionalnya berdasarkan uraian tugas pada Panduan Pedoman Pengorganisasian, Panduan Pedoman Pelayanan serta Standar Operasional Prosedur Instalasi Rekam Medis Rumah Sakit Rajawali Citra Bantul di bawah pengawasan langsung dari Kepala Bagian Pelayanan Medik, namun Instalasi Rekam Medis juga memiliki fungsi koordinasi dengan Seksi Rekam Medis.

Kesimpulan: Beberapa uraian tugas belum dilaksanakan, terjadi pelaksanaan suatu uraian tugas oleh pelaksana yang memiliki tugas pokok yang lain.

Kata kunci: Struktur organisasi, uraian tugas, akreditasi rumah sakit

ABSTRACT

Background: *The implementation of the duties of the medical record officer is regulated by the job description that has been determined through a Decree (SK) and Standard Operating Procedure (SPO). But in the field implementation there are still Medical Record officers who are not in accordance with the competence of medical recorders. One of them is in filling implementers who use officers with educational backgrounds rather than medical records. Such conditions can cause file loss or improper file management. This has an impact on the quality of medical record installation services because there are many errors in file management and there are shortcomings in maintaining the confidentiality of patients' medical record files.*

Objective: *To find out the implementation of the medical record officer's job description based on the organizational structure and qualifications of the medical record officer in the Installation of the Bantaw Citra Hospital Rajawali.*

Method: *This study uses descriptive research methods with phenomenological research designs. The object in this study is the installation of medical records related to the management of the organization and the implementation of job descriptions of medical record officers at the Rajawali Citra General Hospital in Bantul.*

Results: *Installation of Rajawali Citra Hospital Medical Record carries out its functional work based on job descriptions in the Organizational Guidelines Guide, Service Guidance Guidelines and Operational Standards Procedure for Medical Record Installation of Citra Bantul Rajawali Hospital under the direct supervision of the Head of Medical Services, but also Medical Records has a coordination function with the Medical Record Section.*

Conclusion: *Some job descriptions have not been carried out, there is an implementation of a job description by the implementer who has another main task.*

Keywords: *Organizational structure, job description, hospital accreditation*