

ABSTRAK

Latar Belakang : Jumlah SDM di unit rekam medis RS Ludira Husada Tama terdapat 17 orang termasuk kepala rekam medis. Pada sub unit pengolahan data dan pelaporan terdapat 3 orang petugas salah satunya kepala rekam medis yang ikut dalam melaksanakan pelayanan. Karena kurangnya petugas pada sub unit ini, beberapa petugas merangkap pekerjaan diluar tugas pokoknya sehingga beban kerja petugas semakin meningkat. Kegiatan pelaporan pada unit rekam medis ini juga sering mengalami keterlambatan baik eksternal maupun internal. Selain itu sering ditemui pasien yang mengeluh mengenai pendistribusian berkas yang lama.

Tujuan : Untuk mengetahui jumlah kebutuhan SDM Unit Rekam Medis RS Ludira Husada Tama menggunakan metode Analisa Beban Kerja Kesehatan.

Metode : Jenis penelitian deskriptif dengan pendekatan kuantitatif dan rancangan cross sectional. Teknik pengumpulan data yang digunakan adalah studi dokumentasi dan observasi.

Hasil : Berdasarkan perhitungan dengan metode ABK Kes, didapatkan hasil kebutuhan SDM yaitu petugas pendaftaran 6 orang, petugas *filing* 6 orang dan petugas pengolahan data & pelaporan 4 orang.

Kesimpulan : Terdapat kekurangan SDM pada bagian *filing* sebanyak 1 orang dan pengolahan data dan pelaporan sebanyak 1 orang serta kelebihan pada petugas pendaftaran 3 orang. Disarankan untuk melakukan pendistribusian petugas agar mengurangi jumlah kebutuhan penambahan SDM.

Kata Kunci : ABK Kes, Rekam Medis, SDM

ABSTRACT

Background : *The number of health human resources in the medical record unit at Ludira Husada Tama Hospital is 17 people including the head of the medical record. In the data processing and reporting sub unit there were 3 officers, one of them was the head of the medical record who participated in the service. Because of the lack of officers in this sub unit, several officers also work outside of their main duties so that the workload of officers increases. Reporting activities at the medical record unit also often experience delays both externally and internally. In addition, patients often complain about distribute old files.*

Objective : *To find out the health human resources needs of the medical record unit at Ludira Husada Tama Hospital using the Health Workload Analysis method.*

Method : *Type of descriptive research with quantitative approach and cross-sectional design. Data collection techniques used are the study of documentation, observation and interviews.*

Results : *Based on calculations with the Health Workload Analysis method, the results of health human resources needs for patient admissions officers 6 people, filing officers 5 people and data processing & reporting officers 4 people.*

Conclusion: *There is a shortage of officers in the filing unit and data processing & reporting units of 1 people each while there are excess 3 officers at the patient admission unit. Suggested to distribute officers to reduce the number of additional health human resources needs.*

Keywords : *Health Human Resources, Health Workload Analysis Method, Medical Record*