

ABSTRAK

Latar Belakang : Berdasarkan studi pendahuluan yang dilakukan pada bulan Januari 2019 ruang penyimpanan berkas bersebelahan dengan kolam ikan dengan dibatasi dinding. Rak berkas rekam medis juga menempel pada dinding sehingga berkas rekam medis juga menempel pada dinding. Hal tersebut berkemungkinan akan mempengaruhi kelembaban udara pada ruang penyimpanan apalagi di ruang penyimpanan hanya menggunakan kipas angin. Selain itu terdapat debu yang menempel pada berkas dan rak.

Tujuan : Mengetahui aspek keamanan berkas rekam medis di ruang penyimpanan RSKIA Ummi Khasanah Bantul.

Metode : Jenis penelitian yaitu deskriptif kualitatif dan rancangan penelitian fenomenologi. Subjek penelitian yaitu tiga petugas rekam medis dan Kepala Unit Rekam Medis. Objek penelitian yaitu berkas rekam medis dan dokumen yang sesuai dengan MIRM 11.

Hasil : Tinta yang digunakan sudah aman. Kertas yang digunakan yaitu HVS 70gram sedangkan map berbahan manila dan *ivory*. Perekat yang digunakan dilapisi plastik. Ruang penyimpanan belum menggunakan AC untuk mengatur temperatur dan kelembaban udara. Tidak terdapat APAR di dalam ruang penyimpanan. Terdapat debu dan jamur pada berkas rekam medis. Terdapat regulasi mengenai keamanan berkas. Terdapat perawat dan bidan yang masuk ke ruang penyimpanan. Terdapat buku bon peminjaman berkas. Belum terdapat sistem keamanan di ruang penyimpanan berkas.

Kesimpulan : Keamanan berkas rekam medis berdasar aspek intrinsik sudah aman, akan tetapi berdasar aspek ekstrinsik terdapat beberapa unsur yang belum memenuhi standar yaitu temperatur, kelembaban udara, sinar matahari, polusi udara, debu, biologis (jamur). Keamanan berkas rekam medis menurut MIRM 11 SNARS untuk EP 1 sudah aman, EP 2 dan EP 3 belum aman sepenuhnya dan untuk EP 4 belum aman karena belum terlaksana.

Kata Kunci : keamanan berkas, MIRM 11, *security*

ABSTRACT

Background: *Based on a preliminary study conducted in January 2019 the file storage space is adjacent to a fish pond with a bounded wall. The medical record file rack is also attached to the wall so that the medical record file is also attached to the wall. This is likely to affect air humidity in storage space especially in storage space using only a fan. In addition there is dust attached to the file and rack.*

Objective: *To determine the security aspects of the medical record file in the storage room of Ummi Khasanah Mother and Child Hospital Bantul*

Methods: *This research uses qualitative descriptive and phenomenology research design. The research subjects were three medical record officers and the Head of the Medical Record Unit. The research objects are medical record files and documents in accordance with MIRM 11.*

Result: *The ink used is safe. The paper used is 70gram HVS while the map is made from manila and ivory. The adhesive used is plastic coated. Storage space has not used air conditioning to regulate temperature and humidity. There is no Portable Fire Extinguisher in the storage room. There were dust and mold in the medical record file. There is a regulation regarding file security. There are nurses and midwives who enter the storage room. There is a file loan book. There is no security system in the file storage room.*

Conclusion: *The safety of the medical record file based on intrinsic aspects is safe, but based on extrinsic aspects there are several elements that do not meet the standards, namely temperature, air humidity, sunlight, air pollution, dust, biological (fungi). Safety of medical record files according to SNARS 11 MIRM for EP 1 already save, EP 2 and EP 3 are not fully secure and for EP 4 it is not yet safe because it has not been implemented.*

Keywords: *file security, MIRM 11, security*