

## ABSTRAK

**Latar belakang:** Penyusutan rekam medis inaktif di RSUD Muhammadiyah Bantul proses pelaksanaannya belum maksimal meskipun sudah ada SOP yang mengatur penyusutan. Penyimpanan berkas rekam medis inaktif terjadi penumpukan dan belum terdapat SOP terkait penyimpanan berkas rekam medis inaktif.

**Tujuan:** Meninjau Pelaksanaan Penyusutan Berkas Rekam Medis Inaktif di Rumah Sakit Umum PKU Muhammadiyah Bantul.

**Metode:** Jenis penelitian ini adalah penelitian kualitatif dengan rancangan penelitian studi kasus. Subjek penelitian meliputi kepala rekam medis, petugas rekam medis, empat petugas *Filing*, koordinator *Filing* lama dan baru. Objek penelitian berkas rekam medis, sarana penyimpanan, pelaksanaan penyusutan, dan penyimpanan berkas rekam medis inaktif. Teknik pengumpulan data dengan wawancara, observasi dan studi dokumentasi.

**Hasil:** Penyusutan terakhir dilakukan akhir tahun 2018 sampai awal tahun 2019. Proses penyusutan dilakukan jika sudah terjadi penumpukan di ruang penyimpanan berkas rekam medis aktif. Penyimpanan berkas rekam medis inaktif dilakukan hanya berdasarkan koordinator dari kepala rekam medis karena belum terdapat SOP yang terkait penyimpan berkas rekam medis inaktif. Hambatan pelaksanaan penyusutan dan penyimpanan berkas rekam medis inaktif menyebabkan pelaksanaan tidak maksimal.

**Kesimpulan:** Pelaksanaan penyusutan dan penyimpanan berkas rekam medis inaktif tidak sesuai aturan yang berlaku. Hambatan pelaksanaan penyusutan dan penyimpanan berkas rekam medis inaktif yaitu tidak ada petugas khusus yang bertanggungjawab dalam penyusutan dan ruang penyimpanan inaktif tidak terdapat rak untuk penyimpanan rekam medis inaktif.

**Kata Kunci:** Tinjauan, Penyusutan, Rekam Medis Inaktif.

## ABSTRACT

**Background** : Depreciation of inactive medical record in RSU PKU Muhammadiyah Bantul, the process of its implementation has not yet been maximal even though there is SOP that regulates the depreciation. The storage of inactive medical record document is stacked and there is no SOP that related to the inactive medical record document storage.

**Purpose** : Observation the implementation of inactive medical record depreciation documents in RSU PKU Muhammadiyah Bantul.

**Method** : The type of this research was qualitative research with case study research program. The subjects of the research were the head of medical record, medical record officer, four filling officer, old and new coordination filling. The objects of the research were the medical record documents, the storage facilities, implementation of depreciation, and the storage of inactive medical record. The data collection techniques were interview, observation, and documentation study.

**Result** : The process of depreciation is carried out if there has been accumulation in the storage space of the active medical record document. The storage of inactive medical record is carried out only based on the coordination from the head of the medical record because there is no SOP that includes the storage of inactive medical record document. The obstacles to the implementation of depreciation and storage of inactive medical record document have caused the implementation to be not maximal.

**Conclusion** : The implementation of depreciation and storage of the inactive medical record is not accordance with the applicable rules. The obstacles of the implementation of the depreciation and storage of the inactive medical record document are there are no special officers who reSPOnsible for depreciation and no storage rack to store inactive medical record.

**Keywords** : Observation, depreciation, inactive medical record.