

## ABSTRAK

**Latar Belakang:** Perubahan pada sistem penyimpanan berkas rekam medis di fasilitas pelayanan kesehatan sangat mungkin terjadi karena didukung oleh faktor-faktor tertentu yang mengharuskan adanya perubahan. Seperti di Puskesmas Danurejan 1 yang telah melakukan perubahan pada sistem penyimpanan rekam medis *family folder* menjadi *personal folder*. Penerapan sistem penyimpanan yang baru memiliki kelebihan dan kekurangan dari sistem yang sebelumnya. Perbandingan tersebut akan terlihat dari nilai efektivitas terhadap sistem penyimpanan yang baru.

**Tujuan:** Mengetahui efektivitas perubahan sistem penyimpanan berkas rekam medis dari *family folder* menjadi *personal folder*.

**Metode:** Penelitian deskriptif dengan pendekatan kualitatif, dengan rancangan menggunakan studi kasus. Pengumpulan data menggunakan cara wawancara, observasi dan studi dokumentasi. Subjek ada penelitian ini 2 orang petugas rekam medis, 2 orang petugas pendaftaran, 2 orang perawat dan 1 orang Kepala Puskesmas sebagai triangulasi sumber.

**Hasil:** Proses perubahan sistem penyimpanan dimulai tahun 2014 dan selesai pada tahun 2019. Hambatan-hambatan dalam pelaksanaan sistem personal folder yaitu ruang penyimpanan sempit, rak penyimpanan penuh, ukuran map tidak sesuai dengan rak, dan masih terjadi misfile karena kurang ketelitian dari petugas. Dalam pelaksanaan sistem penyimpanan personal folder memiliki kekurangan dan kelebihan dari sistem sebelumnya. Efektivitas perubahan sistem penyimpanan menjadi personal folder didapat dari proses perhitungan hasil pencapaian 30 dan hasil harapan 35 dengan menggunakan rumus efektivitas yang menghasilkan nilai 85,71%. Hasil perhitungan tersebut sudah cukup efektif sesuai indikator penilaian efektivitas dengan persentase 80% - 90% untuk kriteria cukup efektif.

**Kesimpulan:** Pelaksanaan sistem penyimpanan berkas personal folder di Puskesmas Danurejan 1 sudah sesuai prosedur. Akan tetapi masih terdapat beberapa hambatan-hambatan dalam pelaksanaannya, salah satunya yaitu dari aspek sarana dan prasarana. Perubahan sistem penyimpanan menjadi personal folder sudah cukup efektif sesuai indikator penilaian efektivitas. Namun sebaiknya perlu adanya rencana perhitungan kembali ruang penyimpanan dan rak penyimpanan, serta perhitungan ukuran map sesuai dengan kebutuhan rak agar pelaksanaan sistem penyimpanan personal folder mencapai indikator penilaian dengan kategori efektif.

**Kata kunci:** *personal folder*, efektivitas, perubahan penyimpanan

## ABSTRACT

**Background :** *Changes to the medical record storage system in health care facilities are very possible because they are supported by certain factors that require changes. As in the Danurejan 1 health center which has made changes to the medical record folder storage system into a personal folder. The implementation of a new storage system has advantages and disadvantages of the previous system. This comparison will be seen from the value of compatibility with the new storage system.*

**Objective :** *Knowing the effectiveness of changing the medical record file storage system from a family folder to a personal folder.*

**Methods :** *Descriptive research with a qualitative approach, with a design using case studies. Data collection uses interviews, observation and documentation studies. The subjects of this study were 2 medical records officers, 2 registration officers, 2 nurses and 1 Head of Community Health Center as a source triangulation.*

**Result :** *The process of changing the storage system began in 2014 and was completed in 2019. Obstacles in the implementation of the personal folder system are narrow storage space, full storage rack, the size of the map does not match the rack, and there is still a misfile due to lack of accuracy from the officers. In the implementation of personal folder storage system has advantages and disadvantages of the previous system. The effectiveness of changing the storage system into a personal folder is obtained from the process of calculating the results of the achievement of 30 and the expected results of 35 by using the effectiveness formula which produces a value of 85.71%. The calculation results are quite effective according to the effectiveness assessment indicators with a percentage of 80% - 90% for the criteria to be quite effective.*

**conclusion :** *The implementation of personal folder file storage system at the Danurejan 1 Community Health Center is in accordance with procedures. However, there are still some obstacles in its implementation, one of them is from the aspect of facilities and infrastructure. Changing the storage system to a personal folder can be quite effective according to indicators of effectiveness assessment. However, there should be a plan to recalculate storage space and storage shelves, as well as map size calculations in accordance with the needs of the shelves so that the implementation of the personal folder storage system reaches the assessment indicators with effective categories.*

**Keyword :** *personal folder, effectiveness, change of storage*