ABSTRAK

Latar Belakang: Puskesmas Lendah II merupakan puskesmas rawat jalan dengan 2 petugas rekam medis yang mana 1 petugas berlatar belakang pendidikan rekam medis dan 1 petugas berlatar belakang pendidikan SLTA. Perhitungan kebutuhan petugas rekam medis di Puskesmas Lendah II menggunakan metode ABK Kes tahun 2019 menunjukkan hasil sebanyak 2 petugas. Namun beberapa kegiatan atau tugas pokok terkait pengelolaan rekam medis masih belum terlaksana dengan baik dan benar, seperti belum dilaksanakannya *assembling* seluruh berkas rekam medis, belum teraturnya penyusutan rekam medis, serta kegiatan *coding* penyakit yang dilakukan oleh petugas poliklinik (dokter/bidan/perawat).
Tujuan: Menganalisis jumlah kebutuhan petugas rekam medis di unit rekam medis Puskesmas Lendah II.
Metode: Metode penelitian pada penelitian ini adalah deskriptif kuantitatif dengan rancangan *cross sectional*. Populasi pada penelitian ini adalah seluruh petugas rekam medis dan jumlah kunjungan pasien. Pengumpulan data dilakukan dengan wawancara, observasi dan studi dokumentasi. Analisis data menggunakan teknik analisis deskriptif.
Hasil: Perhitungan kebutuhan petugas rekam medis di Puskesmas Lendah II dengan menggunakan metode WISN menunjukkan hasil sebanyak 3 petugas. Dengan demikian, Puskesmas Lendah II membutuhkan penambahan 1 petugas rekam medis.
Kesimpulan: Idealnya, jumlah petugas rekam medis di Puskesmas Lendah II sebanyak 3 orang yang diharapkan mampu melaksanakan pelayanan rekam medis. Sebaiknya, Puskesmas Lendah II segera mengajukan usulan penambahan jumlah petugas rekam medis kepada Dinas Kesehatan Kabupaten Kulon Progo.
Kata Kunci: Rekam Medis, Kebutuhan Petugas, dan WISN.

ABSTRACT

Background: *Puskesmas Lendah II is a health care with outpatient service and has 2 medical record officers with 1 officer has a medical record education background and 1 officer has a high school education background. Calculation of the needs of medical record officers at Puskesmas Lendah II using ABK Kes method in 2019 showed results of 2 officers. However, some activities or tasks related to management of medical records have not been carried out properly and correctly, such as not all medical record files are performed assembling, irregularly medical records sorting, coding activities of disease carried out by policlinic officers (doctors/midwives/nurses).*

Objective: *Analyze the number of medical record officers needs at the medical record unit Puskesmas Lendah II.*

Methods: *The research method in this research was a quantitative descriptive with a cross sectional research design. The population in this research was all medical record officers and number of patient visits. Data collection was carried out by interview, observation, documentation study. Data analysis used descriptive analysis technique.*

Result: *Calculation of the need of medical records officers at Puskesmas Lendah II using WISN method showed the result of 3 officers. Thus, Puskesmas Lendah II requires to addition of 1 medical record officer.*

Conclusion: *Ideally, the number of medical record officers at Puskesmas Lendah II is 3 people who are expected to be able to carry out medical record service. It is recommended that Puskesmas Lendah II immediately submit a proposal to increase the number of medical records officers to the Public Health Office of Kulon Progo Regency.*

Keywords: *medical records, officer needs, and WISN.*