

ABSTRAK

Latar Belakang: Perencanaan tenaga kerja khususnya di Unit Rekam Medis RSKB Sinduadi belum terlaksana dengan baik. Jumlah petugas rekam medis pada saat penelitian adalah 2 (dua) orang dengan latar belakang pendidikan formal rekam medis. Petugas tersebut hanya bekerja pada *shift* pagi dan siang yang dilakukan secara bergiliran. Petugas merasa beban kerja terlalu berat dan masih terdapat hambatan dalam melaksanakan pekerjaan. Petugas tidak hanya melakukan kegiatan pendaftaran pasien, namun petugas juga merangkap pekerjaan sebagai petugas *assembling*, *filing*, distribusi dan pelaporan. Selain itu masih ada kekosongan petugas rekam medis pada *shift* malam yang dapat mempengaruhi beban kerja perawat di Instalasi Gawat Darurat.

Tujuan: Mengetahui jumlah kebutuhan Sumber Daya Manusia Kesehatan (SDMK) yang ideal dengan menggunakan metode Analisis Beban Kerja Kesehatan (ABK Kes) di Unit Rekam Medis RSKB Sinduadi.

Metode: Jenis penelitian yang digunakan ialah penelitian deskriptif kualitatif dengan rancangan studi kasus. Teknik pengumpulan data yang digunakan ialah wawancara, pengamatan/ observasi dan studi dokumentasi.

Hasil: Berdasarkan hasil perhitungan kebutuhan Sumber Daya Manusia Kesehatan dengan menggunakan metode Analisis Beban Kerja Kesehatan (ABK Kes), kebutuhan SDMK adalah 4 (empat) orang.

Kesimpulan: Berdasarkan hasil perhitungan kebutuhan SDMK menggunakan metode ABK Kes menunjukkan bahwa ketersediaan petugas di Unit Rekam Medis RSKB Sinduadi belum tercukupi sehingga masih terdapat hambatan-hambatan dalam melaksanakan pekerjaan. Selain itu, petugas rekam medis yang hanya berjumlah 2 (dua) orang belum dapat memenuhi tuntutan untuk membuka pelayanan selama 24 jam karena masih ada kekosongan petugas pada *shift* malam dan beban kerja rekam medis diberikan kepada perawat IGD.

Kata Kunci: Kebutuhan SDMK, Metode ABK Kes, Unit Rekam Medis.

ABSTRACT

Background: *Workforce planning especially in Medical Record Unit RSKB Sinduadi has not been well implemented. The number of officers medical records at the time of the study were 2 (two) employees with a formal medical record education background. The officer only works in the morning and afternoon shifts which is carried out in rotation. Officers feel the workload is too heavy and there are still obstacles in carrying out the work officers not only carry our patient registration activities, but officers also concurrently work as assembling, filing, distribution, and reporting. In addition there is still a vacancy of medical records officers on the night shift that can affect the workload of nurses in the emergency installation.*

Objective: *The aim of this study is knowing the ideal number or Health Human Resource (HHR) needs using the Health Workload Analysis method in the Medical Record Unit RSKB Sinduadi*

Methods: *The type of this research is qualitative descriptive with case study design. In finding the data, the techniques used in this study are interview, observation, and documentation study*

Results: *Based on the calculation of Health Human Resources needs using The Health Workload Analysis method, Health Human Resource needs are 4 (four) employee*

Conclusion: *Based on the calculation of Health Human Resource needs using the Health Workload Analysis method, it shows that the availability of officers in the medical record unit RSKB Sinduadi is not sufficient so that there are still obstacles in carrying out work. In addition, medical record officers who only 2 (two) people have not been able to meet the demands to open services for 24 hours because there are still vacant officers on the night shift and the medical record workload is given to emergency installation nurses.*

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

