

ABSTRAK

Latar Belakang: Pelayanan kesehatan harus didokumentasikan dalam formulir. Desain formulir yang baik dibutuhkan untuk menunjang keterisian data. Puskesmas Jatipurno memiliki formulir rawat jalan yang penggunaannya digabung dengan pendokumentasian pelayanan gigi. Belum adanya formulir pelayanan gigi mengakibatkan tidak semua data dapat didokumentasikan contohnya riwayat penyakit. Belum adanya SOP Pengisian Formulir, sedangkan prosedur penting guna efektivitas proses dan keseragaman penulisan.

Tujuan: *Redesain* Formulir Rawat Jalan, merancang Formulir Pelayanan Gigi dan Standar Operasional Prosedur Pengisian Formulir di Puskesmas Jatipurno Wonogiri.

Metode: Metode perancangan formulir sesuai *Royal Children Hospital Form Committee* dan SOP berdasarkan ketentuan akreditasi. Perancangan dua alternative dengan pemilihan rancangan melalui diskusi kelompok Subjek perancangan : petugas rekam medis, dokter umum, dokter gigi. Objek perancangan : formulir rawat jalan yang digunakan dan SOP. Teknik pengambilan data dengan wawancara dan studi dokumentasi.

Hasil: *Redesain* formulir rawat jalan dengan menghapus item kajian keperawatan, memperlebar ruang isian SOAP serta memperbaiki *heading* guna mempermudah keterbacaan. Perubahan bentuk formulir dari *landscape* menjadi *portrait* dengan HVS 80gr. Perancangan formulir pelayanan gigi berupa formulir asesmen medis gigi dan mulut sebagai kajian awal pasien baru dengan bentuk *portrait* warna putih HVS 70gr, item isian sesuai kebutuhan puskesmas serta formulir gigi dan mulut sebagai dokumentasi selanjutnya dengan bentuk *portrait* warna putih HVS 80gr. Keseluruhan rancangan sesuai formulir sebelumnya yaitu font Arial 11pt. Perancangan SOP berdasarkan ketentuan akreditasi dan puskesmas.

Kesimpulan: Perancangan ini menghasilkan *redesain* formulir rawat jalan, formulir pelayanan gigi serta SOP pengisian formulir sesuai ketentuan dan kebutuhan Puskesmas.

Kata Kunci: Desain Formulir, Rawat Jalan, Pelayanan Gigi, Standar Operasional Prosedur

ABSTRACT

Background: Health service must be documented in a form. An ideal form design is required to support the completion of data. Jatipurno Public Health Centre possesses outpatient forms combined with dental service documentation. The lack of dental service form causes data undocumented. For instance, disease history. The unavailability of Standard Operating Procedure of form filling, while the procedure is vital for effectivity and writing uniformity.

Objectives: Redesain the outpatient form, arranging dental service form, and Standard Operating Procedure of form filling at Jatipurno Public Health Centre District Wonogiri.

Methods: The method of the form arrangement corresponds with Royal Children Hospital Form Committee and the SOP is based on the provision of accreditation. Designing two alternative draft, selection draft through group discussion. The subjects are officer of medical records, doctor, and dentist. The objects are the used of outpatient form and the Standard Operating Procedure. The data collection techniques are by interview and documentation study.

Results: Redesigning outpatient form by eliminating nursing study item, expanding the filling space of SOAP and fixing the heading to ease reading. The change of the form format covers landscape to portrait on HVS 80gr. The arrangement of the dental service form covers a medical assessment form of dentistry as an early study of a new patient in white portrait of HVS 70gr, the filling item corresponds with the need of the public health centre as well as the form of dental assessment records as a subsequent documentation in white portrait of HVS 80gr. The entire arrangement is appropriate with the previous form, that is font Arial 11pt. The arrangement of the Standard Operating Procedure is based on the accreditation and the public health centre.

Conclusion: This arrangement generates outpatient form, dental service form as well as filling form of Standard Operating Procedure based on the provision and the necessity of the public health centre.

Keywords: Form Design, Outpatient, Dental Service, Standard Operating Procedure.