

ABSTRACT

Background: Every day data processing personel need extra energy to work on coding, analysis of the completeness of medical records, medical records document the return, and analysis of internal and external reporting hospitals. So that the data processing officer in need of assistance from staff to help do his work in order not to delay the data. If the data submission has been delayed, especially in the coding, it will be detrimental to the hospital, because auto insurance claims not yet reported liquid funds can not.

Objective: Knowing the job description data processing officer at Pelabuhan Cirebon Hospital and calculate required amount of data processing officer at Rumah Sakit Pelabuhan Cirebon.

Method: The type of research is descriptive research with a qualitative approach using the phenomenological research design.

Results: Data processing officer job description includes data entry outpatient and inpatient, doing coding and indexing, data processing work, recapitulation of data, and report data and hospital statistics. Based on calculations using the methods WISN obtained the number of officers required data processing is 3.58.

Conclusion: The need for additional data processing officer by 1 people and 0.58 workload assisted by the registration officer.

Keywords: Calculation of labor medical records, WISN, data processing officer, Pelabuhan Cirebon Hospital.

INTISARI

Latar Belakang: Setiap hari petugas pengolahan data membutuhkan tenaga ekstra untuk mengerjakan *coding*, analisa kelengkapan pencatatan medis, pengembalian dokumen rekam medis, dan analisa laporan intern dan ekstern rumah sakit. Sehingga petugas pengolahan data membutuhkan bantuan petugas lain untuk membantu mengerjakan tugasnya agar tidak mengalami keterlambatan data. Jika penyerahan data mengalami keterlambatan, khususnya dibagian *coding*, maka akan merugikan pihak rumah sakit, karena klaim asuransi belum dilaporkan otomatis dana belum bisa cair.

Tujuan: Mengetahui uraian pekerjaan petugas pengolahan data di Rumah Sakit Pelabuhan Cirebon dan menghitung kebutuhan jumlah petugas pengolahan data di Rumah Sakit Pelabuhan Cirebon.

Metode Penelitian: Jenis penelitian yang digunakan adalah penelitian deskriptif dengan pendekatan kualitatif menggunakan rancangan penelitian *fenomenologis*.

Hasil: Uraian pekerjaan petugas pengolahan data meliputi entry data rawat jalan dan rawat inap, mengerjakan koding dan indexing, mengerjakan pengolahan data, membuat rekapitulasi data, dan membuat laporan data dan data statistik rumah sakit. Berdasarkan hasil perhitungan menggunakan metode WISN diperoleh jumlah petugas pengolahan data yang dibutuhkan adalah 3,58 orang.

Kesimpulan: Perlu adanya penambahan petugas pengolahan data sebanyak 1 orang dan 0,58 beban kerja dibantu oleh petugas pendaftaran.

Kata Kunci: Perhitungan tenaga kerja rekam medis, WISN, petugas pengolahan data, Rumah Sakit Pelabuhan Cirebon