

ABSTRAK

Latar Belakang: Unit kerja rekam medis RSPAU dr. S. Hardjolukito memiliki 22 petugas dan rata-rata kunjungan pasien rawat jalan setiap hari 700 pasien. Terdapat *double shift* serta *double job* pada unit rekam medis, dimana petugas shift siang bekerja selama 17 jam.

Tujuan: Untuk menganalisis *job description*, melakukan perhitungan kebutuhan petugas rekam medis, dan memberi rekomendasi pengorganisasian unit kerja rekam medis RSPAU dr. S. Hardjolukito Yogyakarta.

Metode penelitian: Metode penelitian ini deskriptif dengan pendekatan kuantitatif. Rancangan penelitian ini penelitian studi kasus. Subjek penelitian ini kepala unit rekam medis dan petugas rekam medis RSPAU dr. S. Hardjolukito Yogyakarta. Objek dalam penelitian ini *job description*, standar prosedur operasional (SPO), dan kegiatan pada unit kerja rekam medis RSPAU dr. S. Hardjolukito Yogyakarta. Teknik pengambilan data dengan wawancara, observasi, dan studi dokumentasi. Teknik analisis data dengan reduksi data, penyajian data, dan kesimpulan. Teknik keabsahan data menggunakan triangulasi sumber dan triangulasi teknik.

Hasil: Pelaksanaan *job description* belum dilakukan sepenuhnya. Hasil perhitungan SDM dengan metode WISN diperoleh hasil 28 kebutuhan ideal petugas, sedangkan pada unit kerja rekam medis RSPAU dr. S. Hardjolukito memiliki 22 petugas rekam medis. Terjadi kekurangan 8 petugas, 2 orang bagian pendaftaran pasien lama, 6 orang bagian filing.

Kesimpulan: Pelaksanaan *job description* pada unit kerja rekam medis RSPAU dr. S. Hardjolukito Yogyakarta, belum dilakukan sepenuhnya seperti yang tertulis pada buku pedoman pengorganisasian rekam medis yang ada pada unit tersebut. Dilakukan rekomendasi pengorganisasi dengan menggabungkan beberapa bagian yang memiliki beban kerja ringan. Hal tersebut dapat menekan jumlah kekurangan SDM menjadi 3 orang. Disarankan dilakukan evaluasi *job description*, penggabungan bagian di UKRM, penambahan SDM, serta penambahan shift.

Kata kunci: Analisis *job description*, Perhitungan Sumber Daya Manusia, Pengorganisasian, Rekam Medis

ABSTRACT

Background: Medical record work unit of RSPAU dr. S. Hardjolukito has 22 officers and the average of outpatient every day is 700 patients. There are two shifts and double job in the medical record unit, in which the day shift officers work for 17 hours.

Objective: To analysis of job description, to calculate the needs of medical record officers, and to provide organizing recommendations of medical record work unit of RSPAU dr. S. Hardjolukito Yogyakarta.

Methods: This research method is descriptive with quantitative approach. The study design is case study research. The subject of this research is the head of the medical record unit and the medical record officers in RSPAU dr. S. Hardjolukito Yogyakarta. The objects in this study are job description, standard operational procedure (SOP), and activities in the medical records work unit RSPAU dr. S. Hardjolukito Yogyakarta. The techniques of collecting data are done by interview, observation, and study of documentation. The data analysis techniques are done by data reduction, data presentation, and conclusions. The technique of data validity uses source triangulation and technique triangulation.

Results: The implementation of the job description has not been done completely. The results obtained from the human resource calculation by WISN method shows that the ideal officers must be 28, while in the medical record work unit of RSPAU dr. S. Hardjolukito only has 22 medical record officers. There are 8 officers shortage: 2 people from the registration of old patient unit and 6 people from filing unit.

Conclusion: The implementation of job description on medical record work unit of RSPAU dr. S. Hardjolukito Yogyakarta has not been done completely as written in the manual of organizing medical record in that unit. Organizational recommendations are made by combining some parts that have light workloads. This can reduce the number of human resource deficiencies to 3 people. Suggested evaluation of job description, merging section in *UKRM*, addition of human resources, and addition of shift.

Keywords: Job description analysis, Human Resource Calculation, Organizing, Medical Record