



INTISARI

Latar belakang : Salah satu unit pendukung terwujudnya mutu dan kualitas rumah sakit adalah unit rekam medis. Dalam menjalankan tujuan pengelolaan rekam medis diperlukan pengorganisasian unit rekam medis yang baik. Perekam medis di RSIA Aisyiyah Klaten dalam melakukan pekerjaan terdapat perangkapan pekerjaan serta distribusi pekerjaan belum terlaksana sepenuhnya.

Tujuan : Mengetahui pelaksanaan pengorganisasian sumber daya manusia di unit rekam medis RSIA Aisyiyah Klaten berdasarkan *job description* dan *job rotation* serta menganalisis beban kerja dan kecukupan sumber daya manusia di unit rekam medis RSIA Aisyiyah Klaten.

Metode : Jenis penelitian adalah deskriptif dengan pendekatan kualitatif dan rancangan penelitian studi kasus. Subjek penelitian adalah lima orang petugas rekam medis di RSIA Aisyiyah Klaten. Objek penelitian yang akan digunakan dalam penelitian ini yaitu Standar Prosedur Operasional (SPO), *job description*, dan *job rotation* serta beban kerja petugas di unit rekam medis. Pengumpulan data menggunakan wawancara, observasi dan studi dokumentasi. Validasi data menggunakan triangulasi sumber dan teknik.

Hasil : Pelaksanaan *job description* petugas rekam medis di RSIA Aisyiyah Klaten belum dilaksanakan sesuai dengan Surat Perintah Tugas. Sedangkan untuk pelaksanaan *job rotation* belum pernah dilakukan di unit rekam medis untuk sub bagiannya. Standar beban kerja untuk setiap petugas rekam medis berbeda-beda. Hal tersebut sesuai dengan uraian pekerjaan dan rata-rata waktu penyediaan satu kegiatan Berdasarkan perhitungan Analisis Beban Kerja Kesehatan diperoleh hasil jumlah kebutuhan SDM di unit rekam medis sebanyak delapan orang.

Kata kunci : pengorganisasian, *job description*, *job rotation*, analisis, beban kerja, rekam medis

ABSTRACT

Background : One of supporter units to materialize quality of hospital is medical records unit. In doing the purpose of medical records management it is necessary to organize a good medical records unit. Medical Recorders in RSIA Aisyiyah Klaten do dual jobs as well as the job distribution has not been fully implemented.

Objective : To know about the organizing of human resources in medical record RSIA Aisyiyah Klaten on job description and job rotation as well as analyze the work load and adequacy of human resources in medical record unit RSIA Aisyiyah Klaten.

Methods : The type of study is descriptive with qualitative approach and case study research design. The subjects of study are five staffs of medical record in RSIA Aisyiyah Klaten. The objects of study that are used in this research are Standard Operasional Procedure (SOP), job description, and job rotation, as well as workloads of the staffs in medical record unit. Data were collected by using interview, observation, and documentation study. Data validation use source and technique triangulation.

Results : The job description implementation of medical record staffs in RSIA Aisyiyah Klaten has not been done according to the warrant assignment. While for the job rotation implementation has never been done in medical record for the subsection. Workloads standard for every staff is different. This is accordance with job description and the average time of the provision of one activity. Based on the calculation of health workload analysis is obtained the number of needs of human resources in medical record unit are eight people.

Keywords : Organizing, job description, job rotation, analysis, workload, medical record