

### Abstrak

**Latar Belakang:** RSUD Dr. Soedirman dalam proses perubahan sistem penyimpanan menjadi sentralisasi berbasis *terminal digit filing*. Perubahan ini mulai diujicobakan pada tanggal 30 Maret 2015. Sebelumnya berkas disimpan secara desentralisasi dengan sistem penjajaran *straight numerical filing* untuk berkas rawat jalan dan *terminal digit filing* untuk berkas rawat inap. perubahan menjadi sentralisasi ini dilakukan agar riwayat kesehatan pasien berkesinambungan, mencegah duplikasi, dan menghemat map. sedangkan, perubahan sistem penjajarannya agar memudahkan pencarian berkas dan untuk kerahasiaan.

**Tujuan:** Mengetahui alasan perubahan dan perencanaan perubahan sistem penyimpanan desentralisasi berbasis *straight numerical filing* menjadi sentralisasi berbasis *terminal digit filing*.

**Metode Penelitian:** Jenis penelitiannya deskriptif kualitatif dengan rancangan penelitian studi kasus. Subjek penelitiannya adalah enam orang petugas rekam medis. Objeknya adalah perencanaan perubahan sistem penyimpanan. Teknik pengambilan data dengan wawancara, observasi dan studi dokumentasi.

**Hasil:** Alasan perubahan sistem penyimpanan dari desentralisasi ke sentralisasi adalah untuk memperlancar dan peningkatan pelayanan, akreditasi, menghemat ruangan dan map, agar riwayat pasien berkesinambungan, dan untuk mengurangi duplikasi berkas. Kemudian, alasan perubahan sistem penjajaran dari *straight numerical filing* menjadi *terminal digit filing* adalah untuk mempermudah pencarian berkas rekam medis, untuk kerahasiaan, akreditasi, serta untuk mengurangi *missfile*, dan agar semua rak dapat terisi. Perencanaan perubahan sistem penyimpanan dari desentralisasi ke sentralisasi meliputi pelatihan petugas, perencanaan anggaran, perencanaan peralatan, dan metode. Sedangkan, perencanaan perubahan sistem penyimpanan dari *straight numerical filing* ke *terminal digit filing* antara lain pelatihan petugas, perencanaan anggaran, perencanaan alat, serta metode.

**Kesimpulan:** Alasan yang tepat dan perencanaan yang matang itu penting dalam perubahan sistem penyimpanan.

**Kata kunci:** Perencanaan, Perubahan, Sistem Penyimpanan.

### **Abstract**

**Background:** RSUD Dr. Soedirman was in the process of changing its filing system to be in a centralized manner on the basis of a terminal digit filing system. Such changing was piloted on March 30<sup>th</sup>, 2015. Previously, the files were stored in a decentralized manner using straight numerical filing alignment system for outpatient files and terminal digit filing system for inpatient files. A change became centralization is to continous patient's medical history, to avoid duplication, and to save the folders. While a change alignment system is to facilitate the search for file dan confidentiality.

**Objectives:** To find out the underlying reasons and planning of the system changing from decentralized filing system on the basis of the straight numerical filing to a centralized manner on the basis of terminal digit filing system.

**Research Method:** The type of research used in recent study was a qualitative descriptive study with a study case design. The subjects taken were six officers of medical record department. The objects was the planning of the filing system changing. While the data collection techniques taken were interview, observation and documentary study.

**Results:** The reasons underlying the filing system changing from a decentralized manner to centralized one were to quicken and improve hospital's services and accreditation, to save the rooms and folders, to make the patients' medical histories filed continuously and to reduce the duplication of medical records files. While the reasons of the alignment system changing from the straight numerical filing system to the terminal digit filing system were to ease the officers to find medical records files, to reduce missing files and make the shelves are fully filled, as well as for the purposes related to the confidentiality and accreditation. The planning of the filing system changing from a decentralized manner to a centralized one was including trainings for officers, budgeting, tools and methods. While the work plan of the filing system changing from the straight numerical system to the terminal digit filing system was including, among others, trainings for human resources, budgeting, tools planning, and methods.

**Conclusion:** Proper reasons and proper planning are very crucial in the filing system changing.

**Keywords:** *Planning, Changing, Filing System*