

INTISARI

Latar Belakang: Di ruang pengolahan rekam medis Rumah Sakit Jasa Kartini Kota Tasikmalaya masih terdapat beberapa rak penyimpanan berkas rekam medis, selain itu permasalahan lainnya sering dikeluhkan oleh petugas pengolahan rekam medis terkait keadaan ruangan pengolahan rekam medis yang panas, berkas rekam medis yang tercecer di lantai, dan tata letak meja kerja petugas belum sesuai dengan alur berkas rekam medis di ruang pengolahan sehingga sering terjadi berkas rekam medis terselip bahkan hilang. Pada awal tahun 2015 Kepala Instalasi Rekam Medis memiliki rencana untuk melakukan pemindahan rak penyimpanan di ruang pengolahan rekam medis ke ruang *filig*, sehingga di ruang pengolahan rekam medis tidak ada lagi rak penyimpanan berkas rekam medis. Karena hal tersebut, perancang mempunyai ide untuk merancang ulang tata letak ruang pengolahan rekam medis agar sesuai dengan kebutuhan petugas dan terciptanya kenyamanan kerja petugas.

Tujuan: Penelitian ini bertujuan untuk merancang ulang tata letak ruang pengolahan rekam medis agar meningkatkan kinerja petugas rekam medis dan kenyamanan dalam bekerja dengan memperhatikan aspek ergonomis lingkungan.

Tahap: Tahap perancangan ini terdiri dari tahap pra perancangan dan tahap perancangan. Tahap pra-perancangan diantaranya: pengumpulan studi pustaka dengan lembar instrumen, analisis data, pembuatan desain pra perancangan. Tahap perancangan diantaranya: desain lantai kasar dan desain akhir.

Hasil: Diperoleh perancangan tiga desain alternatif yang sesuai dengan kebutuhan petugas ruang pengolahan rekam medis. Desain tersebut berdasarkan rekomendasi petugas ruang pengolahan rekam medis. Dan desain yang terpilih adalah modifikasi desain alternatif 2 yang telah sesuai dengan kebutuhan petugas ruang pengolahan rekam medis dan perubahan alur berkas rekam medis yang baru.

Kata kunci: Perancangan ulang, tata letak, ruang pengolahan, rekam medis, ergonomi.

ABSTRACT

Background: In the medical records processing office Jasa Kartini Hospital Tasikmalaya there are several medical record file storage racks, in addition to the other problems often complained by the officer related to the state of the room that has high temperature, scattered files on the floor, and the layout of the desks which are not in accordance with the groove in the medical record file processing office so that it is a common thing that there are medical record file tucked even disappear. At the beginning of 2015 The Chief of Medical Record Installation has a plan to transfer the storage rack in the processing office to the filing medical records office, so that there has no medical record file storage in the medical records processing office. Because of this reason, the designer has the idea to redesign the layout of the medical records processing office to fit the needs of officers and creating the comfortable environment for officers.

Objective: This study aims to redesign the layout of the medical records processing office in order to improve the performance of medical records clerks and to boost the pleasantness by taking a concern to the ergonomic aspects of the environment.

Stage: Stage design consists of pre-design stage and design stage. Pre-design phase include: collecting studies pustaka with sheet instruments, data analysis, pre-design design creation. The design phase include: rugged floor design and final design.

Results: Obtained design of the three design alternatives that fit the needs of the medical records clerk processing office. The design is based on medical records clerk processing space. And the design of the selected alternative 2 is a modified design that complies with the requirements of medical records clerk processing space and change the flow of new medical record file.

Keywords: redesign, layout, space processing, medical records, ergonomics.