

ABSTRAK

Rekam medis merupakan suatu sistem administrasi yang berguna untuk mencatat identitas serta pencatatan data medis pasien selama dirawat di rumah sakit. RSUD Syamrabu Bangkalan memiliki dokumen rekam medis yang harus dijaga kerahasiaannya dan keamanannya baik isi maupun fisik dokumen rekam medis. Permasalahan pada dokumen rekam medis di RSUD Syamrabu ialah adanya kejadian misfile 5% dan double file 1%. Sehingga perlu diadakannya perbaikan agar kejadian tersebut tidak terus bertambah dan tidak bermasalah pada pelayanan rumah sakit. Salah satunya metode FMEA (Failure Mode and Effect Analysis) dengan metode Delphi. Penggunaan metode FMEA mampu mengidentifikasi resiko kegagalan yang terjadi dalam suatu proses rekam medis. Berdasarkan nilai RPN (Risk Periority Number) tertinggi diperoleh potensial yang menyebabkan kegagalan adalah tempat filing sempit, tidak ada konfirmasi, tidak ada pencatatan misfile serta diketahui hasil perumusan strateginya yaitu tempat filing sempit perumusan strateginya dengan mengajukan perluasan gudang kepada pihak RSUD Syamrabu, yang kedua masalah kurangnya koordinasi antar petugas perumusan strateginya dengan melakukan evaluasi berkala dan perlunya petugas yang bertanggung jawab atas dokumen rekam medis bagian filing. Terakhir kurangnya tatib pencatatan misfile perumusan strateginya adalah dengan adanya punishment dan reword supaya kinerja bertambah dan yang kedua perlu adanya serah terima antar penyetor dan penerima berupa buku dan tertib dilaporkan.

Kata Kunci: rekam medis, FMEA (*Failure Mode and Effect Analysis*), RPN (*Risk Periority Number*)

Abstract

Medical record is an administrative system that is useful for recording identity and recording medical data of patients while being hospitalized. Syamrabu Bangkalan Hospital has a medical record document that must be kept confidential and secure both the contents and physical documents of medical records. The problem with the medical record document in Syamrabu Hospital is the occurrence of 5% misfile and 1% double file. So that there needs to be an improvement so that the incident does not continue to grow and is not problematic in hospital services. One of them is the FMEA method (Failure Mode and Effect Analysis) with the Delphi method. The use of the FMEA method is able to identify the risk of failure that occurs in a medical record process. Based on the highest RPN (Risk Periority Number) value, the potential that causes failure is where the filing is narrow, there is no confirmation, there is no misfile record, and the results of the strategy formulation are where the warehouse is extended to Syamrabu Hospital lack of coordination between officers formulating their strategies by conducting periodic evaluations and the need for officers responsible for filing medical records. Finally, the lack of compliance with misfile recording strategy formulation is with the existence of punishment and reword so that performance is increased and the second requires handover between depositors and recipients in the form of books and orderly reporting.

Keywords: *medical record, FMEA (Failure Mode and Effect Analysis), RPN (Risk Periority Number)*