

Dissemination of the Importance of Numbering Medical Records at the Parak Karakah Padang Health Center

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ABSTRACT

Puskesmas is a health service facility that organizes community health efforts and first level individual health efforts. The medical record is a record or record of who, what, why, when and how services are provided to patients during the treatment period. The family folder is a record of health conditions. Family folder is a record of health conditions, as a result of health problems or diseases that are stored in one medical record document folder. The medical record storage system is one of the most important factors in health care institutions. Because the storage system can facilitate medical record files stored in storage racks, speed up retrieval or retrieval of stored medical record files Purpose of numbering medical records Facilitate search of medical record files or documents when patients then come back for treatment at health care facilities as well as for continuity information, by using a numbering system, the information can be sequential and minimize lost information.

Keywords : Storage system, Family folder, Personal folder.

INTRODUCTION

Services at the hospital at this time are very concerned about patient-based health services starting from the patient arriving until the patient is treated. Admission of inpatients to the admissions department is a series of processes of admitting patients to receive services from the admissions department. The admissions department as the front guard in a hospital is required to be able to provide admission services, among others, to improve the provision of information to patients and families, create an orderly administration, and provide medical record files and clarification of data on patients who will be admitted to the hospital. When clarifying patient data by the administration department to the patient's family, good communication is needed.

According to Permenkes number 75 of 2014 concerning Community Health Centers, a Puskesmas is a health service facility that organizes public health efforts and first-level individual health efforts, by prioritizing promotive and preventive efforts, to achieve the highest degree of public health in its working area. Besides that, the Puskesmas also needs to manage medical records in order to produce quality and quality information for the Puskesmas.

Medical record files are divided into two types, namely active and inactive. Active medical record files are counted ten years from the date of discharge or last visit. This file must be stored in a storage rack to prevent damage. Meanwhile, inactive medical record files are placed elsewhere because they are rarely taken. So it is necessary to shrink medical record files, in order to minimize the accumulation of inactive medical record files. Full shelves make the storage and search process slow and difficult. Besides that, full shelves can also be fatal to the condition of medical record files, such as files that are not neat, crumpled, damaged, or torn (Sudra, 2014).

METHOD

This Community Service (PKM) was carried out on Tuesday and Wednesday 09-10 May 2023 at the Parak Karakah Padang Health Center. In implementing the activities, the steps that have been taken are as follows:

Conduct coordination meetings with community service members within the specified time.

- 1 Choose a theme related to the form of activity to be held.
- 2 Conduct a location survey by visiting the place or activity location directly. This activity ended by making cooperation in the form of setting the schedule for PKM activities.
- 3 Properly record all activity participants and facilities used during the activity.
- 4 Realize all of the agenda above in writing in the PKM activity proposal text. Then submit it to LPPM APIKES IRIS in accordance with the directions and procedures that have been determined.

In this community service activity, the method used is to provide socialization on the importance of medical record numbering at the Parak Karakah Padang Health Center. The PKM team provided an explanation of the material on the basics of Medical Record numbering according to the standards.

Implementation of activities can be described as follows:

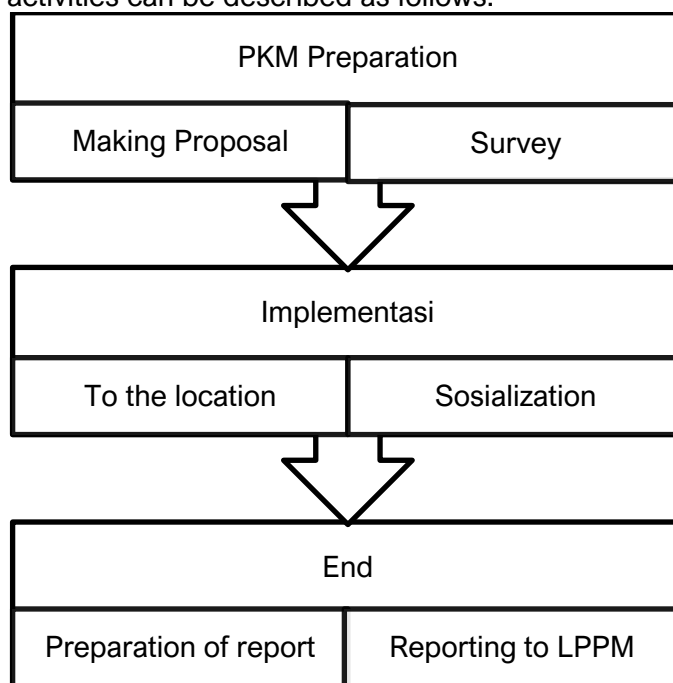


Figure 1. Activity Implementation Process Diagram

RESULTS AND DISCUSSION

This Community Service (PKM) was carried out on Tuesday and Wednesday 09 and 10 May 2023 at the Parak Karakah Padang Health Center. The PKM grant team consists of 3 people, consisting of two lecturers and one student. The participants who attended were 10 people consisting of the Head of Medical Records and other health workers such as nurses who were on duty at that time at the Parak Karakah Padang Health Center.

At the beginning of the activity, the PKM team introduced themselves, then after that gave a brief explanation of the community service carried out by the Apikes Iris PKM grant team, then the PKM TEAM delivered material to explain the importance of numbering medical records at the Parak Karakah Health Center.



Figure 1. The presenter delivers the material

Overall, the activity ran smoothly, all participants who attended attended the activity from start to finish. Participants who attended were very enthusiastic and active during the delivery of material and practice.



Figures 2 and 3. Presenters Handing out memorable gifts to participants

In this activity the officers in the admissions section of the Parak Karakah Padang Health Center were very enthusiastic to listen to and receive the material presented by the head of the service.

During the delivery of the material, the PKM participants responded well to the material provided by the head of the service, although when asked about the numbering system used by the Parak Karakah Health Center, the RM officer answered they used a family folder, while there were 2 RM officers with medical records and one educational background. high school graduates who are seconded in the RM section.

RM officers at the Parak Karakah Health Center are very ready to carry out their duties even though they have limited RM staff. As stated by the RM officer, they explained that during rush hour, in the morning they would divide tasks in carrying out their duties.



Figure 4. Group photo shortly after the PKM event ended

Based on the evaluation of the activities carried out, the admissions officer at the Parak

Karakah Health Center received some new information related to the results of the interview that the numbering used at the Parak Karakah Health Center is unit numbering with an alignment system, namely Straight Numeric Filling (SNF). SNF is the archiving of medical records chronologically according to the record number.

This number is given to every new patient who comes to the Parak Karakah Health Center. If one of the family members has been treated at the Parak Karakah Health Center, then the family member who is going for treatment will get the same medical record number as the previous family member who had received treatment.

The medical record number given to a new patient does not use an area code, does not use a family code and does not consist of 6 digits, but the number is given directly in the order of arrival. Therefore, suggestions for improvement in providing medical record numbers are to use area codes or color codes on folders, family codes (eg, father 01, mother 02, child 03) and a 6-digit numbering system.

Based on the results of interviews, the storage of medical record files at the Parak Karakah Health Center, namely personal folders and family folders.

The personal folder is used for new patients if the patient's family members have never been to the Parak Karakah Health Center. The files provided are in the form of sheets and do not use folders.

The family folder is used for patients if their family members have been treated at the Parak Karakah Health Center. The files provided use the previous numbering, but the files are provided in the form of sheets and are not put together because they do not have a budget to buy folders.

Suggestions for improvement are a storage system with personal folders and direct numbering, so there is no family numbering system that can be a pain in the file search process.

CONCLUSION AND RECOMENDATIONS

The family folder is a record of health conditions. Family folder is a record of health conditions, as a result of health problems or diseases that are stored in one medical record document folder. The medical record storage system is one of the most important factors in health care institutions. Because the storage system can facilitate medical record files stored in storage racks, speed up retrieval or retrieval of stored medical record files Purpose of numbering medical records Facilitate search of medical record files or documents when patients then come back for treatment at health care facilities as well as for continuity information, by using a numbering system, the information can be sequential and minimize lost information.

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