

ABSTRAK

ERMA FEBRIYANI, *Tinjauan Aspek Keamanan dan Kerahasiaan Berkas Rekam Medis Di Ruang Penyimpanan Rekam Medis Rumah Sakit Dik Pusdikkes. Karya Tulis Ilmiah, Jakarta : Program D-III Akademi Perekam Medis dan Informasi Kesehatan Bhumi Husada Jakarta Tahun 2020, 71 halaman, 8 Tabel, 7 Lampiran.*

Keamanan adalah metode pengamanan informasi terhadap akses perubahan yang tidak sah. Kerahasiaan merupakan batasan pengungkapan informasi pribadi tertentu. Berdasarkan observasi awal ditemukan, ruang penyimpanan rekam medis Rumah Sakit Dik Pusdikkes belum terjaga keamanan dan kerahasiaannya karena ruang penyimpanan pintu tidak terkunci sehingga petugas selain rekam medis dapat masuk ke ruang penyimpanan, ditemukan pasien membawa rekam medis nya sendiri tanpa didampingi oleh petugas rekam medis dan terdapat rekam medis yang rusak.

Hasil penelitian adalah Kebijakan dan Standar Prosedur Operasional keamanan dan kerahasiaan sudah ada tetapi belum terlaksanakan dengan maksimal, aspek keamanan dan kerahasiaan rekam medis belum terjaga dengan baik. Dilihat dari faktor intrinsik masih ada map yang belum menggunakan bahan berlapis plastik. Faktor ekstrinsik seperti pintu rekam medis yang belum menggunakan kode akses dan kondisi pintu yang selalu dalam kondisi terbuka, kerusakan berkas rekam medis akibat tikus dan kecoa. Disarankan perlu menegaskan dan mensosialisasikan kembali ketentuan yang sudah ditetapkan dalam Kebijakan dan Standar Prosedur Operasional untuk melaksanakan kegiatan sesuai dengan ketentuan yang berlaku.

Daftar Pustaka 14 (1994-2018)

Kata Kunci : Keamanan dan Kerahasiaan, Ruang Penyimpanan, Rekam Medis

ABSTARCT

ERMA FEBRIYANI, A review of the security and confidentiality aspects of the file medical record in the stronge space medical records Dik Pusdikkes Hospital. Scientific writing, Jakarta: Program D-III Medical Recorder Academy and Health Information Bhumi Husada Jakarta year 2020, page, 8 table, 7 attacments.

Security is a method of securing information against unauthorized change access. Confidentiality is a limitation for disclosing certain personal information. Based on preliminary observations it was found that the medical record storage room of the Dik Pusdikkes Hospital was not protected and confidential because the door storage room was not locked so that officers other than medical records could enter the storage room, it was found that the patient brought his own medical record without being accompanied by a medical record officer and there were damaged medical records.

The result of this research is that security and confidentiality policies and standard operating procedures already exist but have not been maximally implemented, security and confidentiality aspects of medical records have not been properly maintained. Judging from the intrinsic factor there are still folders that have not used plastic coated material. Extrinsic factors such as medical record doors that have not used an access code and the condition of the door that is always open, damage to medical record files due to rats and cockroaches. It is advisable to reaffirm and socialize the provisions set out in the Policy and Standard Operating Procedures to carry out activities in accordance with applicable regulations.

List of Libraries 14 (1994-2018)

Keywords: Security and confidentiality, stronge space, medical record