

ABSTRAK

RIANA FITRIA, Tinjauan Kerahasiaan Rekam Medis Pada Ruang Penyimpanan Rekam Medis Berdasarkan Unsur Manajemen 5 M di Rumah Sakit Dik Pusdikkes Kodiklat TNI-AD. Karya Tulis Ilmiah, Jakarta: Program D-III Akademi Perekam Medis dan Informasi Kesehatan Bumi Husada Jakarta Tahun 2022.

Kerahasiaan merupakan pembatasan pengungkapan informasi pribadi tertentu. Pengelolaan kerahasiaan rekam medis sangat penting untuk dilakukan dalam suatu institusi pelayanan. Penelitian ini menggunakan metode deskriptif kualitatif. Metode yang digunakan adalah metode observasi dan wawancara. Dalam penelitian ini menggunakan populasi sejumlah 9 orang yang di dalamnya termasuk kepala unit rekam medis dan petugas rekam medis dan menggunakan *sampling* jenuh.

Hasil penelitian ini memperlihatkan sudah memiliki Standar Prosedur Operasional tentang kerahasiaan rekam medis di Rumah Sakit Dik Pusdikkes. Berdasarkan unsur *man*, petugas yang bertugas dibagian rekam medis yang menempuh pendidikan D3 rekam medis 1 orang dan 8 orang petugas bukan merupakan lulusan perekam medis. Berdasarkan unsur *money* tidak ada anggaran khusus menjaga kerahasiaan. Berdasarkan unsur *material* tidak terkunci nya ruang rekam medis serta tidak ada *outguide* atau *tracer*. Berdasarkan unsur *machine* menunjukkan belum sepenuhnya menggunakan sistem *elektronik*. Berdasarkan unsur *methode*, hanya terdapat langkah-langkah prosedur dari segi peminjaman rekam medis.

Kata Kunci: Kerahasiaan, Rekam Medis, 5 M

ABSTRACT

RIANA FITRIA, Review of Confidentiality of Medical Records in the Medical Record Storage Room Based on 5 M Management Elements at Dik Pusdikkes Kodilat TNI-AD Hospital. Scientific Writing, Jakarta: D-III Program of the Academy of Medical Records and Health Information Bhumi Husada Jakarta 2022.

Confidentiality is a restriction on the disclosure of certain personal information. Management of the confidentiality of medical records is very important to do in a service institution. This study used descriptive qualitative method. The method used is the method of observation and interviews. This study uses a population of 9 people which includes the head of the medical record unit and medical record officer and uses saturated sampling.

The results of this study show that they already have a Standard Operating Procedure regarding the confidentiality of medical records at the Dik Pusdikkes Hospital. Based on the man element, the officer in charge of the medical record division who studied D3 medical records was 1 person and 8 officers were not medical record graduates. Based on the money element, there is no special budget to maintain confidentiality. Based on the material element, the medical record room is not locked and there is no outguide or tracer. Based on the machine element, it shows that it has not fully used the electronic system. Based on the method element, there are only procedural steps in terms of borrowing medical records.

Keywords: Confidentiality, Medical Records, 5 M