

## **ABSTRAK**

### **Adhe Ramadhan. Tinjauan Kebutuhan Tenaga Instalasi Rekam Medis Berdasarkan Analisis Beban Kerja Kesehatan Di Rumah Sakit Pusat Otak Nasional Prof. Dr. Dr. Mahar Mardjono Jakarta.**

Analisis beban kerja adalah metode yang digunakan untuk menentukan jumlah waktu, usaha dan sumber daya yang diperlukan untuk menjalankan tugas dan fungsi organisasi. Hasil dari observasi awal. Peneliti mengambil contoh berupa laporan bulan pada bulan Oktober, November, Desember 2021 ditemukan bahwa laporan bulanan pada bulan tersebut mengalami keterlambatan penyelesaian. Laporan yang seharusnya diselesaikan di awal bulan berikutnya baru diselesaikan dipertengahan bulan berikutnya, dikarenakan beberapa pekerjaan dari instalasi rekam medis belum selesai, seperti dari bagian koding dan analisa kelengkapan rekam medis. Tujuan penelitian ini adalah menghitung kebutuhan tenaga di instalasi rekam medis di Rumah Sakit Pusat Otak Nasional Prof. Dr, dr. Mahar Mardjono Jakarta. Menggunakan Metodologi penelitian Deskriptif dengan pendekatan kuantitatif dengan subjek penelitian 11 orang petugas rekam medis dan obyek penelitian adalah tinjauan kebutuhan tenaga instalasi rekam medis berdasarkan analisa beban kerja. Setiap pekerjaan di instalasi rekam medis sudah memiliki SPO, waktu kerja tersedia adalah 5 hari kerja dalam menit 72000 menit/ tahun, hasil penghitungan jumlah SDM yang dibutuhkan adalah 12 orang. Kebutuhan SDM di instalasi rekam medis adalah 12 orang.

**Kata kunci : Rekam Medis , Analisa Beban Kerja, SDM**

## ABSTRACT

***Adhe Ramadhan. Review of Medical Record Installation Staff Needs Based on Health Workload Analysis in Rumah Sakit Pusat Otak Nasional Prof. Dr. Dr. Mahar Mardjono Jakarta.***

*Workload analysis is a method used to determine the amount of time, effort and resources required to carry out organizational tasks and functions. The results of the initial observations. Researchers took the example of a monthly report in October, November, December 2021, it was found that the monthly report for that month experienced a delay in completion. The report that was supposed to be completed at the beginning of the following month was only completed in the middle of the following month, because some work from the medical record installation had not been completed, such as from the coding and analysis of the completeness of the medical record. Research objectives is To calculate the need for personnel in the medical record installation at the Rumah Sakit Pusat Otak Nasional Prof. Dr, dr. Mahar Mardjono Jakarta. Research methodology is Descriptive with a quantitative approach with research subjects 11 medical record officers and the object of research is a review of the needs of medical record installation personnel based on workload analysis. The results of the study Every job in the medical record installation already has an SOP, the available working time is 5 working days in 72000 minutes / year, the result of calculating the number of Human Resouce Health needed is 12 people. Human Resouce Healt needs in medical record installations are 12 people.,*

***Keywords : Medical Record , Work Loard Analysis , Human Resouce Health***