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HEALTH POLICY ADMINISTRATION
2023**

ABSTRACT

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**ANALYSIS OF INPATIENT MEDICAL RECORD MANAGEMENT AT
BHAKTI MEDICARE HOSPITAL, SUKABUMI DISTRICT, IN 2021**

The management of hospital medical records aims to support orderly administration in an effort to improve the quality of health services. The research objective was to determine the management of inpatient medical records at Bhakti Medicare Hospital, Sukabumi Regency. This study uses a qualitative method with a descriptive approach. The study consisted of 10 informants, namely 1 admissions officer, 1 assembling officer, 1 coding and analysis officer, and 1 filling officer, the head of medical records, 4 heads of inpatient rooms, and 1 general practitioner taking care of inpatient care. The results showed that overall information on the treatment room and patient rights and obligations was not conveyed, errors occurred when inputting patient data, medical record files piled up in the assembling room, coding officers also served as analysis officers, misfiles occurred, medical record files were not neatly arranged, and there was less lighting in the storage room. So sequentially, the process of admission, assembly, coding, analysis, and filling becomes hampered. The conclusion from the analysis of the medical record management system for inpatients at Bhakti Medicare Hospital is that it has not run optimally. Suggestions in this study are in the form of disseminating SOPs and procedures for filling in medical records, giving warnings and sanctions, adding analysis officers, providing training, improving storage room lighting, and conducting monitoring.

Keyword: Analysis, Management, Medical Record