

## ABSTRAK

**Safira Nur Alifah.** 2020. Pembuatan Buku Pedoman *Assembling* Terkait Ketidaklengkapan Dokumen Rekam Medis Rawat Jalan di Puskesmas Cisadea Malang. Laporan Tugas Akhir D-III Perkam Medis dan Informasi Kesehatan Politeknik Kesehatan Kemenkes Malang. Pembimbing Utama: **Bernadus Rudy Sunindya, MPH**

*Assembling* dalam kegiatan rekam medis merupakan hal yang harus dilakukan demi menjaga kualitas isi rekam medis terutama dalam hal kelengkapan dokumen rekam medis. Proses *assembling* terkait pengecekan ketidaklengkapan rekam medis rawat jalan di Puskesmas Cisadea pernah dilakukan, tetapi berhenti dalam beberapa waktu dikarenakan petugas kewalahan serta belum adanya standar dan pedoman khusus untuk melakukan pengecekan ketidaklengkapan dokumen rekam medis. Hal ini menyebabkan banyak item-item dalam formulir rekam medis belum terisi lengkap. Penelitian berjudul “Pembuatan Buku Pedoman *Assembling* Terkait Ketidaklengkapan Dokumen Rekam Medis Rawat Jalan di Puskesmas Cisadea Malang” memiliki bertujuan untuk membandingkan ketidaklengkapan rekam medis sebelum dan sesudah menggunakan buku pedoman *assembling* rawat jalan. penelitian ini menggunakan metode *the one group pretest-posttest*. Sampel yang digunakan pada penelitian ini menggunakan teknik *simple random sampling* yang diambil secara acak sederhana dengan cara undian. Hasil pengecekan ketidaklengkapan rekam medis sebelum menggunakan buku pedoman sebanyak 9 dokumen (18%) lengkap dan 41 dokumen (82%) tidak lengkap. Sedangkan sesudah menggunakan buku pedoman sebanyak 29 dokumen (58%) lengkap dan 21 dokumen (42%) tidak lengkap. Dari hasil uji statistik menggunakan *Independent Z-Test* didapatkan nilai *sig.* < 0,05 maka  $H_0$  ditolak dan  $H_1$  diterima artinya adanya persentase perbedaan ketidaklengkapan pengisian dokumen rekam medis rawat jalan sebelum dan sesudah penggunaan buku pedoman *assembling* rawat jalan di Puskesmas Cisadea.

**Kata Kunci** : Buku Pedoman *Assembling* Rawat Jalan, *the one group pretest-posttest*, ketidaklengkapan, *Z-Test*, SPSS.

## **ABSTRACT**

**Safira Nur Alifah.** 2020. *The Designing an Assembling Guidelines For Incomplete Outpatient Medical Record In Cisadea's Public Health Center Malang* : **Bernadus Rudy Sunindya, MPH.**

*Assembling in medical record activities is something something that must accurate to maintain the quality of medical record, include of completeness of medical record documents. The assembling process related to checking the incompleteness of outpatient medical records at Cisadea Health Center has been carried out, but stopped for a while because the officers were overwhelmed and there were no specific standards and guidelines for checking incomplete medical record documents. This causes many items in the medical record form to be completely incomplete. The study entitled "The making of assembling handbook about incomplete outpatient medical records in Cisadea Public Health Center Malang" purpose to compare incomplete medical records before and after using assembling handbook. This study uses the one group pretest-posttest method. The sample used in this study uses a simple random sampling technique that is taken at random by means of a lottery where the medical record number is written on a small piece of paper then the researcher takes randomly the number of samples needed as many as 50 outpatient medical records. the results of checking incomplete medical records before using the handbook were 9 documents (18%) complete and 41 documents (82%) incomplete. Meanwhile, after using the handbook, 29 documents (58%) were complete and 21 documents (42%) were incomplete. From the results of statistical tests using the Independent Z-Test, the sig value is obtained.  $<0.05$ , then  $H_0$  is rejected and  $H_1$  is accepted, meaning that there is a difference in the percentage incompleteness of filling outpatient medical record documents before and after using the assembling handbook at the Cisadea Health Center.*

**Keywords** : *Assembling handbook, the one group pretest-posttest, incompleteness, Z-Test, SPSS.*