

ABSTRACT

PERENCANAAN KEBUTUHAN TENAGA REKAM MEDIS

DI PUSKESMAS KENDALKEREP

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PLANNING THE NEEDS OF MEDICAL RECORDS PERSONNEL

IN KENDALKEREP HEALTH CENTERS

Abstract: Workload is one important component in calculating the workforce requirements, that's means the amount of workforce needed tailored to the exiting workload. Workload Indicators of Staffing Need (WISN) is a method to calculating workforce requirements based on real workload undertaken by workforce. There are currently 2 medical record personnel with D3 graduates of Medical Record and Health Information and 3 with high school graduates. The planning of medical record personnel needs has not yet been made so that the policies in the planning of personnel needs in the medical record department are still unclear. Besides that there are also medical record officers who also double as registration officers and coding officers. This study aims to determine the amount of medical record human resources needed at the Kendalkerep Health Center using the WISN method. With a non-experimental descriptive research design conducted by observation and interview, the results of the study show that the calculation of the WISN method takes into account the available work time factors, work units to be calculated, workload standards, allowance standards and the amount of power calculated. From the results of the study, there were 91,392 minutes / year available work time, standard workload of 7,550,419 minutes / year, allowance time of 0.27 and then the human resource needs in the medical record unit were 6 workers. The conclusion is Kendalkerep Health Center needs to add 1 medical record personnel to overcome the problem.

Keywords: Medical Record unit, WISN

Abstrak: Beban kerja merupakan komponen penting dalam menghitung kebutuhan tenaga, artinya jumlah tenaga disesuaikan dengan beban kerja yang ada. Metode *Workload Indicators of Staffing Need* (WISN) adalah metode untuk menghitung kebutuhan tenaga berdasarkan beban kerja nyata yang dilakukan oleh tenaga kerja. Tenaga rekam medis saat ini terdapat 2 orang tenaga dengan lulusan D3 Rekam Medis dan Informasi Kesehatan dan 3 orang dengan lulusan SMA. Perencanaan kebutuhan tenaga rekam medis masih belum dibuat sehingga kebijakan dalam perencanaan kebutuhan tenaga di bagian rekam medis masih belum jelas. Selain itu petugas rekam medis juga masih ada yang merangkap sebagai petugas pendaftaran dan petugas koding. Penelitian ini bertujuan untuk mengetahui jumlah kebutuhan sumber daya manusia rekam medis yang dibutuhkan di Puskesmas Kendalkerep menggunakan metode WISN. Dengan desain penelitian deskriptif non-eksperimental yang dilakukan secara observasi dan wawancara, hasil penelitian menunjukkan bahwa perhitungan metode WISN memperhatikan faktor waktu kerja tersedia, unit kerja yang akan dihitung, standar beban kerja, standar kelonggaran dan jumlah tenaga yang diperhitungkan. Dari hasil penelitian didapatkan waktu kerja tersedia sebanyak 91.392 menit/tahun, standar beban kerja sebanyak 7.550.419 menit/tahun, waktu kelonggaran sebanyak 0.27 kemudian didapatkan kebutuhan sumber daya manusia di unit rekam medis sebanyak 6 orang tenaga kerja. Kesimpulannya adalah Puskesmas Kendalkerep perlu menambah 1 orang tenaga rekam medis untuk mengatasi permasalahan tersebut.

Kata Kunci: Unit rekam medis, WISN

