ABSTRAK

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Judul   : "Analisis Kebutuhan Tenaga Rekam Medis Berdasarkan Analisis
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Terpenuhinya SDM yang memadai akan mempengaruhi produktivitas kerja dan menciptakan keselarasan jumlah petugas yang dibutuhkan. Maka dari itu untuk menghitung jumlah kebutuhan tenaga kerja kesehatan diperlukan suatu metode berdasarkan Analisis Beban Kerja Kesehatan (ABK-Kes). Penelitian dilakukan di Puskesmas Dinoyo Malang dan diketahui jumlah petugas rekam medis yaitu 4 orang. Petugas mengeluhkan beban pekerjaan yang tinggi karena harus mengerjakan banyak tugas. Tujuan dari penelitian ini yaitu untuk mengetahui rencana kebutuhan tenaga kerja rekam medis di Puskesmas Dinoyo Malang sesuai beban kerja petugas. Jenis data yang digunakan yaitu kuantitatif. Metode pada penelitian ini yaitu observasi (pengamatan). Analisis data pada penelitian ini yaitu analisis deskriptif. Populasi pada penelitian ini yaitu *infinit* tetapi penentuan populasi menurut Arikunto jika populasi lebih besar dari 100 orang maka bisa diambil 10-15% atau 15-25%,, maka dari itu diambil populasi sebesar 120 pasien dan 4 orang petugas rekam medis. Hasil perhitungan kebutuhan petugas rekam medis di Puskesmas Dinoyo Kota Malang menghasilkan waktu kerja tersedia yaitu 1.233,75 jam/tahun atau 74.025 menit/tahun. Standar beban kerja petugas rekam medis diperoleh rata-rata SBK sebesar 58.840,38. Faktor tugas penunjang sebesar 3% dan standar tugas penunjang sebesar 1,03%. Berdasarkan perhitungan kebutuhan tenaga rekam medis menggunakan metode ABK-Kes diperoleh hasil bahwa kebutuhan tenaga petugas rekam medis di Puskesmas Dinoyo Malang adalah 6 orang, hal ini menunjukan bahwa kebutuhan petugas rekam medis kekurangan sejumlah 2 orang.

Kata Kunci: *Analisis Beban Kerja, Metode ABK-Kes, tenaga rekam medis*

ABSTRACT

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Tittle   : "Analysis of Needs for Medical Records Based on
                  Health Workload Analysis at the Dinoyo Health Center"

The fulfillment of adequate human resources will affect work productivity and create harmony in the number of officers needed. Therefore, to calculate the number of health workforce needs, a method based on Health Workload Analysis (ABK-Kes) is needed. The research was conducted at the Dinoyo Malang Public Health Center and it was found that the number of medical record staff was 4 people. staff complained about the high workload because they had to do many tasks. The purpose of this study is to determine the plan for the need for medical record workers at the Dinoyo Malang Public Health Center according to the workload of staff. The type of data is quantitative. Method in this study is observation. Data analysis in this research is descriptive analysis. The population in this study is infinite but the determination of the population according to Arikunto if the population is greater than 100 people then 10-15% or15-25%, can be taken, therefore a population is 120 patients and 4 medical record staff. The results of the calculation of the need for medical record staff at the Dinoyo Public Health Center in Malang City resulted available working time of 1,233.75 hours/year or 74,025 minutes/year. The workload standard average for medical record officers is 58.840,38. The supporting task factor is 3% and the supporting task standard is 1.03%. Based on the calculation of the need for medical record staff using the ABK-Kes method, the result is that the need for medical record staff at the Dinoyo Malang Health Center is 6 people, this shows that there is a shortage of 2 people for medical record staff.

Keyword: Workload analysis, ABK-Kes Method, medical record personel