

## DISSEMINATION OF THE IMPORTANCE OF A MANUAL STORAGE SYSTEM AND PREPARATION FOR THE IMPLEMENTATION OF ELECTRONIC MEDICAL RECORDS AT THE TK. HOSPITAL. III REKSODIWIRYO PADANG

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### Abstract

Hospitals have an important role in the basic health needs of society. This of course affects the management and quality of service which can be seen from the medical record administration system, one of which is the aspect of good medical record keeping. This service activity aims to increase the knowledge of officers about the importance of a medical record storage system and preparation for transforming into an Electronic Medical Record System (RME). The service was carried out at the Tk Hospital. III Reksodiwiryo Padang. The activity method begins with the pre and post-tests and then continues with the socialization of the storage system based on Permenkes Number 24 of 2022. The results of the activity obtained an increase in the knowledge of officers about the importance of the medical record storage system with an average score obtained by the participant's pre-test was 49.5, while the average post-test score is 83 with a percentage increase of 66.5%, which means that more than half experience an increase in knowledge. It can be concluded that this activity has a positive impact on the knowledge of the staff at the hospital.

**Keywords:** Permenkes, Medical Records, Storage, Transformation.

### INTRODUCTION

Medical records are an important aspect that must exist in health services in hospitals. This is based on the latest Permenkes No. 24 of 2022 concerning Medical Records and Permenkes Number 55 of 2013 concerning the Implementation of Medical Record Work which emphasizes the organization of medical records starting from recording, storing, to reporting which must be adjusted to the applicable regulations. Based on the important and confidential nature of medical records by Permenkes Number 36 of 2012 concerning Medical Confidentiality, it is necessary to have a good medical record management system organized by medical record officers.

One of the activities that must be carried out in the medical record section is the management of the file storage system. Management of medical record file storage is very important to do in a health care institution because it can simplify and speed up the retrieval of medical record files that are stored in storage racks, easy to retrieve from storage, easy to return, protect medical record files from the danger of theft, the danger of damage physical, chemical

and biological. Providing medical records in a fast and precise time is necessary to minimize errors that can slow down the availability of medical record files in a short time, including using a tracer (Budi, 2015).

Based on interviews from the initial survey conducted with medical record officers at the Tk. III dr. Reksodiwiryio Padang found an obstacle in the medical record file storage system, namely, in the manual system there was no tracer in the outpatient medical record filling section, the reason being time-consuming. This can cause medical records to be misplaced or misplaced (missfile). This hampers the search for medical record files. The current condition, with the issuance of Permenkes No 24 of 2022 instead of Permenkes No 269 of 2008, requires that hospitals implement an Electronic Medical Record system or known as RME in the future. The explanation of the problems above is the background for the need for the socialization of manual medical file storage systems and the process of preparing for the transformation to the RME system.

## **IMPLEMENTATION METHOD**

Technically, we carried out the stages of exploring the problem and finding out the inhibiting factors for implementing a manual storage system using a tracer at Tk. Hospital. III dr. Reksodiwiryio Padang by looking at the 5M aspects (Man, Money, Method, Material, and Machine). After knowing the problems related to the obstacles to the implementation of tracers, then socialization was carried out about the importance of implementing tracers, and training was carried out directly on making tracers in the outpatient medical record environment of Tk. Hospital. IIIDr. Reksodiwiryio. Community service activities are also equipped with pre-tests and post-tests to measure knowledge and understanding of tracers.

## **RESULTS AND DISCUSSION**

Community Service Activities carried out at the Tk. IIIDr. Reksodiwiryio Padang went smoothly. The details of the results and discussion of activities are as follows:

### **1. Identify Manual Storage System Problems**

Based on the results of brainstorming observations at the Tk. Hospital medical record unit. IIIDr. It is known from Reksodiwiryio Padang that from the perspective of the Man or staff, most of them are contract officers with medical record graduates, public health graduates, and high school graduates. In terms of the length of time the officers worked, it ranged from 4-13 years. Officers still lack education or training, especially high school graduates, of course, they need more knowledge and skills than officers with a medical record background (Rustiyanto, E, 2009). As for the machine or tool aspect, in this case, it relates to the use of a tracer. This can cause missfiles in medical records (Rudi, A & Putra, Y. F, 2020).

Financing or the Money aspect has been implemented properly and is budgeted for the provision of shelves and other infrastructure. The aspect of the method or method, in this case, is the existence of a Standard Operating Procedure (SOP) in storage, alignment, retrieval, and numbering. Finally, Materials related to infrastructure such as shelves used to store medical record documents are shelves made of wood, medical record forms and folders made of paper, as well as medical record folders (folders) are covers used to protect forms the medical record form that is in it so that it is not scattered.

## 2. Dissemination of the Medical Record Storage System

Community service activities are continued by providing material related to the storage system, especially about the use of tracers (exit signs or replacement medical records that will come out of the storage area for any purpose) to prevent missfiles or loss of medical record files. Apart from that, socialization was also carried out related to the transformation of the manual medical record system to electronic medical records based on Permenkes No 24 of 2022.

Session 2 begins with filling out the pre-test, both for officers who are directly present in the room and online for officers who are currently working, such as those in the filling and admission unit.



**Figure 1. Officers working on pre-test questions**

The next activity continued with the presentation of material that was listened to by the participants directly in the medical records room of the Tk Hospital. III dr. Reksodiwiryono Padang. At the end of the material presentation session, door prizes were given to participants who were active during PKM activities. At the end of the session, a group photo was also taken.



**Figure 2. Participants listening to the material**

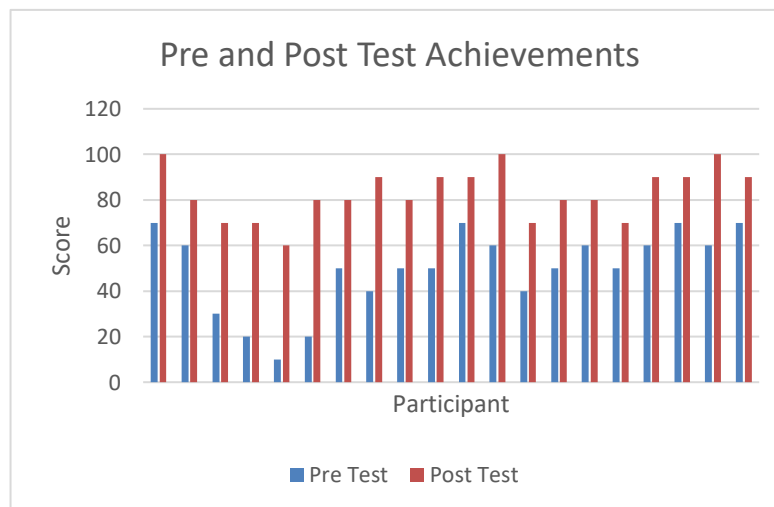


**Figure 3. Active participants get door prizes**



**Figure 4. Group photo with PKM participants**

The results of the PKM participants' pre- and post-test values related to the socialization of the manual medical file storage system and the process of preparing for the transformation to the RME system. The purpose of the pre-test and post-test was carried out to see how far the officers' knowledge was before being given material and after being given related material or knowledge. The following is illustrated through the graph of the acquisition of pre and post-test scores of participants who took part in filling in in person or online.



From the results of the idi graph above, it was obtained that the average pretest score of the participants was 49.5, while the average post-test score was 83 with a percentage increase of 66.5%, which means that more than half experienced an increase in knowledge.

## CONCLUSION

The implementation of community service activities that have been carried out at the Tk. III dr. Reksodiwiryo Padang has increased knowledge about storage systems using a tracer to prevent lost files from occurring. In addition, it also increases the understanding and knowledge of officers regarding the latest Minister of Health number 24 of 2022 to prepare for the implementation of Electronic Medical Records (RME). This is indicated by an increase in participants' post-test scores of 66.5%.

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