

Supplement

Initial Assessment Form of Medical Record Document: Is it Important to Complete?

Formulir Asesmen Awal Rekam Medis: Pentingkah untuk Diisi?

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ABSTRACT

Medical record document completeness is crucial because it serves as a means of communication, quality evaluation, payment, and legal protection. A preliminary study showed that none of the initial assessment forms in the outpatient unit of Puri Bunda Mother and Child Hospital were filled completely. This study aimed to explore the causes of incomplete initial assessment forms to avoid lawsuits against the hospital. The method used was qualitative research with a case study approach. Data were collected using triangulation, which included in-depth interviews with 15 participants, flow observations, and document studies on 150 medical record files. Data were analyzed using thematic analysis. The document study found none of the medical records with a complete initial assessment form (0%). A total of 141 documents (94%) were not filled at all, and only 9 (6%) of the initial assessment forms were filled in certain fields. The flow observation disclosed that file availability was one of the contributing problems to the completeness of filling. Seven reasons for incomplete initial medical assessment documents were categorized into individual internal and external factors. The internal factors include the lack of awareness of doctors and feeling a high workload, and the external factors include the absence of communication between management and doctors, unavailability of work procedures, the absence of a reward and punishment system, the format and availability of initial assessment forms, and individual culture.

Keywords: Hospital, incompleteness, medical assessment form, medical record, outpatient unit

ABSTRAK

Kelengkapan dokumen rekam medis sangat penting karena berfungsi sebagai sarana komunikasi, evaluasi mutu, pembayaran, dan perlindungan hukum. Studi pendahuluan menunjukkan bahwa tidak ada satu pun formulir penilaian awal di unit rawat jalan RS Ibu dan Anak Puri Bunda yang terisi secara lengkap. Penelitian ini bertujuan untuk mengetahui penyebab tidak lengkapnya formulir asesmen awal untuk menghindari tuntutan hukum terhadap pihak rumah sakit. Metode yang digunakan adalah penelitian kualitatif dengan pendekatan studi kasus. Pengumpulan data dilakukan dengan triangulasi yang meliputi wawancara mendalam dengan 15 partisipan, flow observasi, dan studi dokumen pada 150 berkas rekam medis. Analisis data menggunakan analisis tematik. Studi dokumen tidak menemukan satu pun rekam medis dengan formulir penilaian awal yang lengkap (0%). Sebanyak 141 dokumen (94%) tidak diisi sama sekali, dan hanya 9 (6%) formulir penilaian awal yang diisi pada bidang tertentu. Pengamatan aliran mengungkapkan bahwa ketersediaan file adalah salah satu masalah yang berkontribusi terhadap kelengkapan pengisian. Tujuh alasan ketidaklengkapan dokumen asesmen medis awal dikategorikan menjadi faktor internal dan eksternal individu. Faktor internal meliputi kurangnya kesadaran dokter dan perasaan beban kerja yang tinggi, dan faktor eksternal antara lain tidak adanya komunikasi antara manajemen dan dokter, tidak tersedianya prosedur kerja, tidak adanya sistem reward and punishment, format dan tersedianya inisial. bentuk penilaian, dan budaya individu.

Kata Kunci: Formulir asesmen medis, ketidaklengkapan, rekam medis, rumah sakit, unit rawat jalan

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