Overview of The Destruction of Inactive Medical Record Files at The Kencana Serang Level IV Hospital in 2023

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Abstract
Kencana Serang Level IV Hospital has destroyed inactive outpatient and inpatient medical record files. Kencana Serang Level IV Hospital in carrying out the transfer of inactive medical records is still united with the medical record room which is still active but the storage shelves are different. And the Medical Record section of the filing room already has tools for destroying Medical Record files but they have not been used for destruction which has resulted in piles of medical record files. The purpose of this study was to determine the implementation of the destruction of inactive medical record files at Kencana Serang Level IV Hospital in 2023. The type of research used was descriptive qualitative research. The population of this study were all officers who worked in the medical record unit at Kencana Hospital Level IV Kencana Serang and the sample of this study were the head of the Medical Record Installation and Filing Officer for Hospital Level IV Kencana Serang. At Kencana Serang Level IV Hospital, the facilities and infrastructure used for extermination are computers, scanners, scissors and cardboard. For paper destruction tools already available but not yet used, Medical Records at Kencana Hospital in Serang City which are destroyed in the category of Medical Records that have no use value or are more than 5 years old, and obstacles to destruction are Lack of Human Resources (HR) and place or room.

Keywords: Destruction, Medical Record Files, Inactive

Introduction
According to Law Number 36 of 2009 concerning Health, health is a healthy state both physically, mentally, spiritually and socially which enables everyone to live a socially and economically productive life.

The hospital is an integral part of a social and health organization with the function of providing comprehensive (comprehensive) services, curative (curative) and disease prevention (preventive) to the community. Based on the Republic of Indonesia Law No. 41 of 2009 concerning hospitals, what is meant by a hospital is a health service institution that organizes full individual
health services, which provides inpatient, outpatient and emergency care services. In addition to providing comprehensive services, the Hospital also has the obligation to document the results of the patient’s medical examination through medical records. The Regulation of the Minister of Health Permenkes (PMK) Number 24 of 2022 concerning Medical Records was issued with the consideration: that the development of digital technology in society has resulted in the transformation of the digitization of health services so that medical records need to be held electronically with the principles of security and confidentiality of data and information.

Medical records are divided into two, namely active medical records and inactive medical records. Active medical records are medical records that are still used for patients when they visit the hospital, while inactive medical records are medical records that have reached a certain time of 5 years and are never used again because the patient has never visited the hospital again. The medical record file destruction system may be stored longer than the specified number of years, however, if the filing room capacity is full, it is necessary to destroy inactive medical record files so that the storage space is more flexible. Overcrowded storage space can complicate and slow down the storage and storage process. medical record search. In addition, dense storage will cause medical record files to become sloppy, crumpled and damaged or torn. Destruction of medical record files is a process of moving medical record files from active to inactive, where the medical record files are sorted one by one to determine the extent to which the medical record files have use value and have no use value. Destruction of medical record files can also be done if the medical record files are damaged or no longer readable.

Edy Susanto Widodo, et al in 2018 with the research title "review of the implementation of the destruction of medical record files at the Semarang Health Center" based on the results of this study, infrastructure facilities did not yet exist, but they had planned to buy a paper shredder to destroy existing medical record files (1).

Dewi Rahayu in 2012 with the research title "review of the implementation of shrinking inactive medical record files at Siloam Kebon Jeruk Hospital" based on this research the implementation of transferring inactive medical records has not gone well. Because the hospital does not yet have a special room for inactive medical records. So, when transferring inactive medical records, the officer moves the inactive medical records to a room that contains active medical record files (2).

Putri Dwilaras Rizkyani in 2017 with the research title "review of the destruction of inactive medical record files at the Sumber Sane hospital based on legal aspects in 2017" based on this research the hospital's infrastructure did not yet have a scanner, during the implementation of the destruction of medical record files the officers did not make a description, no sorting medical record files that have primary and secondary use value so that all inactive medical record files are destroyed.

Based on the research results carried out in May 2023 at the TK.IV Kencana Hospital in Serang, the inactive
outpatient and inpatient medical record files were destroyed. Kencana Serang TK.IV Hospital in transferring inactive medical records is still united with the medical records room which is still active but the storage shelves are different. And the Medical Records section.

The filing room has tools for destroying medical record files but has not been used for destruction, which has resulted in a pile up of medical record files (3). Based on the description above, the writer is interested in raising the issue of "Description of the Destruction of Inactive Medical Record Files at TK.IV Kencana Hospital Serang in 2023".

Method

The research design used was descriptive qualitative, namely research carried out by describing research variables through explanations. The population in this study used subjects, namely all officers who worked in the medical records unit at TK.IV Kencana Serang Hospital, totaling 14 people. The sample in this study consisted of 2 people, namely the head of the Medical Records Installation and the Filing officer who worked in the medical records unit.

Result

1. Medical record files destroyed at Kencana Hospital, Serang City

Based on the results of interviews conducted with medical record file filing officers at TK.IV Kencana Serang Hospital which were destroyed in the category of medical records that had been inactivated for more than 5 years.

At TK.IV Kencana Serang Hospital, the way to destroy it is still manual by cutting and tearing it. Medical record sheets which are destroyed all sheets except medical resumes and summaries of entry and exit. This is reinforced by the results of interviews conducted by the author to Respondent Filing officers: "Medical record files that are destroyed which are more than 5 years old, for the method of destroying them, choose those that have been manually trimmed for 5 years, torn up" (Informant I)

"5 years ago, medical record files such as Medical Resumes were not destroyed and were kept as archives" (Informant II)

Based on the results of interviews conducted by researchers at the Kencana Hospital in Serang City regarding medical records that were destroyed, namely medical records that had been stored for 5 years.

2. Facilities and Infrastructure used to destroy Medical Record Files at Kencana Hospital, Serang City

Based on the results of interviews conducted with filing officers, the facilities used to destroy medical record files at TK.IV Kencana Serang Hospital were stationery, paper shredding machines, computers, scanner machines, scissors and cardboard. And the infrastructure is inadequate because there is no available space to carry out the extermination. This is reinforced by the results of interviews conducted by the author with Filing Officer Respondents and the results of observations by researchers: "We use facilities such as stationery, computers, scanners, scissors and cardboard. In terms of infrastructure or facilities like rooms, we don't have them" (Informant I)
Based on the results of interviews conducted by researchers at Kencana Hospital, Serang City, the facilities and infrastructure used were stationery, paper shredding machines, computers, scanner machines, scissors and cardboard. Paper destruction equipment is available but not yet used. "The facilities and infrastructure used include paper shredder, computers, scissors and cardboard" (Informant II)

<table>
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<tr>
<th>No</th>
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<th>Available</th>
<th>Not Available</th>
</tr>
</thead>
<tbody>
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<td>Office stationery</td>
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<td></td>
</tr>
<tr>
<td>2</td>
<td>Straps</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Paper shredder</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Computer</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Scissors</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Cardboard box</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

Source: Secondary Data 2023

Based on the results of observations carried out by researchers at the Kencana Hospital in Serang City, the facilities used were paper shredding machines, computers, scanner machines, scissors and cardboard.

3. Obstacles in Destroying Medical Record Files at Kencana Hospital, Serang City

Based on the results of interviews conducted with filing officers, the obstacles in destroying medical record files at the TK.IV Kencana Serang Hospital are the lack of human resources (HR) who have educational qualifications of DIII Medical Records and special retention officers and the lack of space to carry out the destruction. In overcoming these obstacles the head of the Medical Record installation makes a report to be given to the hospital superiors. Based on the results of interviews conducted by researchers at the Kencana Hospital in Serang City, the obstacles were related to the lack of human resources (HR) who had educational qualifications of DIII Medical Records and special retention officers and the lack of space to carry out the destruction.

Discussion

1. Facilities and infrastructure used to destroy medical record files at Kencana Hospital, Serang City

The definition of facilities and infrastructure according to the Big Indonesian Dictionary (KBBI) Means are anything that can be used as a tool to achieve aims and objectives. While infrastructure is everything that is the main support for the implementation of a process (business, development, project). To make it easier to distinguish between the two. Facilities are more intended for moving objects such as computers and machines, while
infrastructure is more intended for immovable objects such as buildings.

The 2004 medical record service which concerns medical record facilities and infrastructure requires that hospitals must provide adequate buildings, easily accessible rooms, and be equipped with facilities that suit needs. For example, the file rack needs to be able to store patient medical record files for 5-5 years, so that it can avoid the accumulation of medical record files and can increase work comfort.

Based on the results of interviews and observations carried out at the Kencana Hospital in Serang City with Filing officers, the facilities used for destruction were stationery, paper shredding machines, computers, scanner machines, scissors and cardboard. Paper destruction equipment is available but not yet used. And for the infrastructure of the Kencana Hospital in the city of Serang, it is not sufficient for a large room.

The Kencana Hospital in Serang City is not yet in accordance with medical record services in 2004, because it does not yet have infrastructure or facilities such as adequate buildings and rooms.

This is in line with research (4) Dungus Madiun. Based on the results of interviews conducted with filling officers, the facilities used to carry out depreciation at the Dungus Madiun Lung Hospital are already available but there is still a need for additional space due to inactive medical record files. more and more so that files are still stored on the floor.

2. Medical record files destroyed at Kencana Hospital, Serang City

According to Permenkes 269 of 2008 Medical Records Chapter IV regarding storage of article 8:

(1) The medical records of inpatients at the hospital must be kept for at least a period of 5 (five) years from the date the patient was last treated or discharged.

(2) After the 5 (five) year time limit as referred to in paragraph (1) has passed, medical records can be destroyed, except for a summary of discharge and approval for medical action.

(3) Summary of discharge and medical action approval as referred to in paragraph (2) must be kept for a period of 10 (ten) years from the date the summary is made.

(4) Storage of medical records and discharge summaries as referred to in paragraph (1) and paragraph (3) is carried out by an officer appointed by the head of the health service facility.

Medical records at the Kencana Hospital in Serang City which are destroyed in the category of medical records that have no use value or are more than 5 years old, are destroyed by tearing and cutting them. The medical record files stored are medical resume sheets and incoming and outgoing summaries to be used as archives.

This is in line with Dita Agustina’s research at Dr. Soeroto Ngawi Regency Medical records at RSUD Dr. Soeroto, Ngawi Regency, which were destroyed under the category of medical records that had no use value and destroyed as many as 14,600 medical records, were not preserved, and medical records that were damaged and illegible were destroyed by burning them using an incinerator (5).
3. Obstacles in destroying medical record files at Kencana Hospital, Serang City

According to the National Health System (SKN) quoted by Adisasmito, HR is an arrangement that brings together various planning, education and training efforts and is integrated and mutually supportive, in order to ensure the achievement of the highest level of health. The types of resources needed in the medical record unit and health information include:

1. Medical Recorder and Health Information Staff who have competence, proven by a valid registration certificate (STR) and Work Permit (SIK) for Medical Recorder and Health Information. As for the qualifications of medical recorders in Article 3 of the Regulation of the Minister of Health of the Republic of Indonesia Number 55 of 2013 it is stipulated that:
   a. Diploma 3 graduation standard as an Associate Expert in Medical Records and Health Information.
   b. Diploma Four graduation standard as an Applied Bachelor of Medical Records and Health Information.
   c. Bachelor's graduation standard as Bachelor of Medical Records and Health Information.
   d. Master's graduation standards as Masters in Medical Records and Health Information.

2. According to Minister of Health Number 33 of 2015 concerning guidelines for preparing health human resource needs planning, health development aims to increase awareness, will and ability to live healthily for everyone in order to achieve the highest level of public health, as an investment for development. socially and economically productive human resources;
   • That to achieve health development goals
   • As referred to in letter a, efforts are required
   • Comprehensive health compliance
   • Supported by health resources, which is wrong
   • One is through the provision of human resources
   • Adequate and equitable healthcare in every facility
   • Health services throughout Indonesia.
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   • As referred to in letter a, efforts are required
   • Comprehensive health compliance
   • Supported by health resources, which is wrong
   • One is through the provision of human resources
   • Adequate and equitable healthcare in every facility
   • Health services throughout Indonesia.
   That in order to achieve the health development goals as intended in letter a, comprehensive health fulfillment efforts are required which are supported by health resources, one of which is through the provision of adequate and evenly distributed health human resources in every health service facility throughout Indonesia.
   • That the Decree of the Minister of Health Number 81/Menkes/
   • SK/I/2004 concerning Guidelines for Planning
• Health Human Resources at Provincial Level,
• Regencies/Cities and Hospitals need to be adjusted
• with legal requirements and developments;

Whereas the Decree of the Minister of Health Number 81/Menkes/SK/I/2004 concerning Guidelines for Preparing Health Human Resources Planning at the Provincial, Regency/City and Hospital Levels needs to be adapted to legal needs and developments;

Whereas based on the considerations as intended in letters a, b, and c, it is necessary to stipulate a Regulation of the Minister of Health concerning Guidelines for Preparing Health Human Resources Needs Planning;

Based on the results of interviews conducted by researchers regarding the obstacles in the activity of destroying Inactive Medical Record Files, namely the lack of human resources (Human Resources) who have DIII Medical Records educational qualifications and special retention officers and places or rooms. At Kencana Hospital, Serang City, there is no special officer for destroying inactive medical record files. In addition to the lack of human resources, space is also an obstacle because during the destruction of medical record files there is no special place for destruction.

The filing room is a storage room for outpatient, inpatient and emergency medical record documents, apart from that, it is also a provider of various medical record documents for purposes and protects medical record documents against various damages and is one of the parts of the medical record that is responsible for storing documents. Medical records and maintain the confidentiality of the contents of medical record documents.

Based on the results of interviews conducted by researchers about the obstacles in the destruction of inactive medical record files, namely the place or room. At the Kencana Hospital, Serang City, the room became an obstacle because when the medical record files were destroyed, they did not have a special place for destruction.

This is in line with research (4) at Dungus Madiun Lung Hospital. Based on the results of interviews conducted with filling officers, it was found that there were obstacles in carrying out shrinkage at Dungus Madiun Lung Hospital, namely:

1. The number of filling officers is still limited. One of the main tasks of filling in the medical record unit is to shrink the medical record file in accordance with the provisions stipulated by health service facilities.
2. The shelf used to store inactive outpatient and inpatient medical record files is still one. In selecting or determining the shelf for storing medical record files, one must also pay attention to the structure or form of the folder of the medical record files to be stored, either from the height and width of the medical record file.

Summary

1. Medical records at the TK.IV Kencana Serang Hospital were destroyed in the category of medical records that had been inactivated for more than 5 years. At TK.IV Kencana Serang Hospital, the way to destroy it is still manual by cutting and tearing it. All
sheets of medical records destroyed except medical resumes and admission and discharge summaries.

2. At Kencana Hospital, Serang City, the facilities used for extermination are computers, scanners, scissors and cardboard. Paper destruction equipment is available but not yet used. And the infrastructure is inadequate because there is no available space to carry out the extermination.

3. Obstacles in the destruction of Inactive Medical Record Files are the lack of human resources (HR) who have DIII Medical Records educational qualifications and special retention officers and places or rooms. In facing these obstacles, the Head of the Medical Records Installation made a report to be given to hospital superiors.

Suggestion

It is best to use paper destruction tools and increase the number so that the destruction process runs quickly, and add space for destruction activities and add human resources or special officers for destruction in the filling section and add a special room for destruction so that the destruction of medical record files runs well.

Bibliography