

Assistance in Making Form Design and Recording Medical Records for Toddlers at Posyandu Kutilang, Sukowiyono Village, Kec. Padas, Ngawi Regency

Wahyu Wijaya Widiyanto^{1*}, Sri Wulandari², Artika Fristi Firnawati³

^{1,2,3} Bachelor of Applied Health Information Management, Polytechnic Indonusa Surakarta
^{1,2,3} Jl. K.H Samanhudi No.31, Bumi, Kec. Laweyan, Surakarta City, Central Java 57149.

* Corresponding Author:

Email: wahyuwijaya@poltekindonusa.ac.id

Abstract.

In the activities of Posyandu Kutilang, Sukowiyono Village, Kec. Padas, Kabupaten Ngawi, a health check was carried out by a health center health worker, but there was no form of a toddler's medical record that could be used to document the results of a health examination. The target of this community service activity is the Posyandu Kutilang posyandu participants. Guidance and consultation was carried out by Lecturers and Students of the Department of Medical Records and Health Information at the Indonusa Polytechnic Surakarta when accompanying cadres of Posyandu Kutilang, Sukowiyono Village, Kec. Padas, Ngawi Regency in documenting the health history of toddler participants. The assistance provided includes how to fill out medical record forms for toddlers, what items must be filled in, and how to manage forms. Health checks are only recorded in the agenda book for elderly examinations belonging to the Mobile Puskesmas, so that the participants of Posyandu Kutilang, Sukowiyono Village, Kec. Padas, Kabupaten Ngawi cannot monitor the results of monthly health checks. Results of Assistance in Making Form Design and Recording Medical Records for Toddlers at Posyandu Kutilang, in the hall of Posyandu Kutilang, Sukowiyono Village, Kec. Padas, Ngawi Regency was attended by 11 people. Activities started according to the agreed schedule. The training participants participated in the activity enthusiastically because they felt that this activity had a role in administrative order through the implementation of recording in the form / resume of toddler medical records.

Keywords: *Toddlers, Designs, Forms, Posyandu, Medical Records.*

1. INTRODUCTION

According to the World Health Organization, WHO [1]–[3] a person is called elderly (elderly) if they are 60-74 years old. According to Law Number 29 of 2004 concerning Medical Practice, it is stated that what is meant by a medical record is a file containing notes and documents concerning patient identity, examination, treatment, actions and other services that have been provided to patients. The process of organizing medical records begins at the time the patient is received, followed by recording the patient's medical data by a doctor or dentist or other health worker who provides direct health services to the patient. Followed by the management of medical record files which include organizing, storing and releasing files from storage areas to serve requests / borrowings. Medical records are a very important part of a health

service facility because medical records contain all information related to the patient's medical history while receiving health care. In addition, medical records are the main source in producing health information that can be used as material for decision making in a health service facility.

In order to produce accurate and useful health information, good data collection tools are also needed. The tool used for data collection is a medical record form. A good medical record form can be used to collect complete data as needed and can be processed into useful information. In accordance with the Regulation of the Minister of Health of the Republic of Indonesia Number 269 / MENKES / PER / III / 2008 [4], [5] concerning medical records, it is stated that every facility that provides health services is obliged to manage medical records in order to improve the quality of health services. The main source of health administration activities starts from medical record files, therefore medical records are used as the starting base of evidence in court and are a legal means of defense in case of various litigation problems. In the activities of Posyandu Kutilang, Sukowiyono Village, Kec. Padas, Ngawi District, carried out a health check-up by a health center health worker, but there is no medical record form that can be used to document the results of a health examination. The results of the examination are only recorded in the toddler examination agenda book owned by the Mobile Puskesmas, so that the posyandu participants for toddlers cannot monitor the results of their health checks. In connection with these problems, the Department of Medical Records and Health Information at Indonusa Polytechnic Surakarta carries out community service activities in the form of providing guidance, assistance and consultation in the design of special medical record forms for toddlers. By coaching the posyandu health care form / resume design for toddlers, it is hoped that the Posyandu health resume form / resume in Kutilang, Sukowiyono Village, Kec. Padas, Ngawi Regency can be used to document and monitor the results of child health checks on an ongoing basis at Posyandu Kutilang activities, Sukowiyono Village, Kec. Padas, Ngawi District which is implemented by Mobile Health Center Officers.

II. METHODS

The place for the implementation of the Assistance Services for Form Designing and Recording of Medical Records for Toddlers at Posyandu Kutilang, Sukowiyono Village, Kec. Padas, Ngawi Regency in the hall of Posyandu Kutilang, Sukowiyono Village, Kec. Padas, Ngawi Regency. The overall timing of the PkM program will be held on Friday, January 25 2019 at 09.00 - 13.00 WIB for 3 days. The target of this activity is Kader Posyandu Kutilang, Sukowiyono Village, Kec. Padas, Ngawi Regency.

The stages of the PkM program activities can be seen in the following table 1 below:

Table 1. Activity step

Preparation phase	
Pre-Survey	Identification of problems experienced by Partners
Establishment of the PkM Team	Team formation is tailored to the type of expertise to solve partner problems
Proposal Making	Making a proposal is used to write down the problems faced by the partners then write down the solutions to the problems given
Preparation phase	
Team & Partner coordination	Planning for program implementation in conceptual, operational and job descriptions of the Team & Partners
Preparation of Training Tools & Materials	Preparation of tools and making workshop materials
Implementation Stage (Activities carried out in the Hall of Posyandu Kutilang, Sukowiyono Village, Padas District, Ngawi Regency)	
<ol style="list-style-type: none"> 1. Providing education to health workers / health service providers at the Toddler Posyandu activities in Sukowiyono Village, Kec. Padas, Ngawi District in managing toddler medical record forms according to standards 2. Provide training in form / resume health for toddlers according to standards 	Presentation
Program Evaluation	
Conducted to determine the success rate of PkM	<p>The success indicators seen from the participants can be:</p> <ol style="list-style-type: none"> 1. Increased knowledge of health workers / health service providers on the activities of the Toddler Posyandu in Sukowiyono Village, Kec. Padas, Ngawi District in managing toddler medical record forms according to standards 2. The creation of a form / resume for

	toddler health according to standards and documented health checks for the elderly at Posyandu Kutilang activities, Sukowiyono Village, Kec. Padas, Ngawi Regency on an ongoing basis
Reporting	
Reporting	Report preparation is done as a form of accountability for the implementation of the program for publication

There are several approaches used in implementing the program, including:

Exposure

The presentation is used as an initial explanation of the theme to be presented at PkM, it consists of program materials How to fill in toddler medical record forms, what items are required to be filled in the form, and how to manage forms [6]

Democracy

Demonstrations are used as a medium to explain technically to the PkM participants

Discussion

The discussion includes matters that become technical and non-technical obstacles related to PkM activities.

PkM partners are Posyandu Kutilang cadres, Sukowiyono Village, Kec. Padas, Ngawi Regency. Partner participation in the PkM program includes:

1. Partners act as activity participants
2. Partners are given the opportunity to discuss and provide solutions in accordance with the PkM theme
3. Partners have full involvement in PkM activities

III. RESULT AND DISCUSSION

Assistance in Making Form Design and Recording Medical Records for Toddlers at Posyandu Kutilang, Sukowiyono Village, Kec. Padas, Ngawi Regency in the hall of Posyandu Kutilang, Sukowiyono Village, Kec. Padas, Ngawi Regency. Participants of this activity are Posyandu Kutilang cadres, Sukowiyono Village, Kec. Padas, Ngawi Regency. The following table 2 of training activities schedule is:

Theory

Opening

Welcome

Material I: Providing education to health workers / health service providers at the Toddler Posyandu activities in Sukowiyono Village, Kec. Padas, Ngawi District in managing toddler medical record forms according to standards

break

Material II: Providing training on toddler health forms / resume according to standards and discussions

Closing



Fig. 1. Posyandu for Toddlers in Sukowiyono Village, Kec. Padas, Ngawi Regency



Fig. 2. Discussion regarding form design



Fig. 3. Explanation of how to fill in a good form design

Assistance in Making Form Design and Recording Medical Records for Toddlers at Posyandu Kutilang, Sukowiyono Village, Kec. Padas, Ngawi Regency in the hall of Posyandu Kutilang, Sukowiyono Village, Kec. Padas, Ngawi Regency was attended by 11 people. Activities started according to the agreed schedule. The training participants participated in the activity enthusiastically because they felt that this activity had a role in administrative order through the implementation of recording in the form / resume of toddler medical records [1], [7], [8].

IV. CONCLUSION

The final conclusion from the implementation of PkM Assistance for Form Designing and Recording of Medical Records for Toddlers at Posyandu Kutilang, Sukowiyono Village, Kec. Padas, Ngawi Regency in the hall of Posyandu Kutilang, Sukowiyono Village, Kec. Padas, Ngawi Regency are: 1. The training goes according to a previously scheduled plan. 2. Participants can find out about the form design and how to fill it out. 3. Participants can increase knowledge in orderly administration of medical record documents. The suggestion from this activity is that the cadres of Posyandu Kutilang, Sukowiyono Village, Kec. Padas, Kabupaten Ngawi makes it a habit to collect data in medical record forms that are made.

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