

OVERVIEW OF THE IMPLEMENTATION OF THE DAILY INPATIENT CENSUS IN THE BATAUGA HEALTH CENTER, SOUTH BUTON DISTRICT

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ARTICLE INFORMATION

Received: 07 March 2025

Revised : 16 March 025

Accepted 30 April 2025

DOI:

KEYWORDS

Keywords :Implementation; Daily Censu;, Medical Records Room

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A B S T R A C T

The daily census of inpatients helps establish minimal requirements for patient costs and indicators as well as a way to finish medical records in reporting. Given the significance of the inpatient census, medical records officers with strong knowledge and abilities are needed to support its management. Evaluation of the daily inpatient census's execution at the Batauga Community Health Center, South Buton Regency, was the study's main objective. The subject of this type of research is derived from observations, interviews, and documentation from officers who complete the daily inpatient census. The research employs a qualitative method with a descriptive approach, and the 5M elements are man (human), material (material), money (funds/budget), machines (machines), and methods (methods/procedures). The results of this research are that based on the human element, there are sufficient qualified officers with medical records education and have never received training in implementing the daily inpatient census, the material element is that they still use register books, the money element is that they do not have a budget or special funds for carrying out the daily census. inpatient care, the machine element, namely the unavailability of computers or other supporting equipment in carrying out the daily inpatient census, the method element, namely the lack of SOP for carrying out the daily inpatient census

INTRODUCTION

Puskesmas functions as the main pillar in the provision of health services in Indonesia, with the main objective being the implementation of individual and community health initiatives (UKP and UKM). To achieve the best level of public health in its service area, the Community Health Center prioritizes preventive and promotive efforts. Furthermore, the Community Health Center has the authority to supervise medical records, which include written or recorded data regarding identity, disease history, physical examination, laboratory results, diagnoses, as well as all other medical actions and services provided to patients, whether receiving inpatient, outpatient, or medical care. emergency. (Mairuhu and Tinangon, 2014).

One of the most important components of an effective healthcare management system is maintaining accurate medical records. Strong systems, superior human resources, clear work methods, and adequate storage facilities are needed to achieve this success. The purpose of storing medical records is to help provide services to inpatients and outpatients. Officers can easily and quickly retrieve medical record information whenever needed by implementing a systematic storage system (Mega Ermasari Muzuh, 2023).

Medical records are documents that provide information about a patient's identity as well as details about examinations, treatments, procedures and other services (Permenkes, No.24, 2022).

The definition of medical records includes more than just recording activities; refers to an administrative system that begins with recording, continues with providing any medical services and procedures received by the patient, storing files, and ends with removing files from the storage location when needed for other or personal purposes. Given the importance of the daily inpatient census, competent medical records officers are needed to assist with its administration. Good knowledge should be the basis for a person's actions and abilities when carrying out a task, in this case carrying out a daily inpatient census (Garmelia, 2018).

The daily inpatient census helps determine minimum requirements for costs and patient indicators, as well as the total number of patients served at the health center. It also serves as a way to supplement medical records in reporting. In order to produce information that can be properly

accounted for, the data provided in the daily census of inpatients must be fast, accurate and precise (Yulia, 2021).

An efficient management system is needed to carry out daily inpatient census activities well. Systematic implementation of management tasks is a sign of good management. This requires the support of main management components, including human resources, financial resources, materials, machines and procedures. With this assistance, the implementation of the daily inpatient census can run methodically, planned, continuously, and meet the stated objectives (Hakam, 2019).

Inpatient processing indicators used to track inpatient service operations are generated from daily inpatient census data. Examples of these indicators are BOR (Bed Occupancy Rate), TOI (Turn Over Interval), LOS (Length of Stay), and BTO (Bed Turn Over). stay. Additionally, the Gross Mortality Rate (GDR) and Net Mortality Rate (NDR) metrics are used to evaluate the quality of inpatient services. Barber Johnson charts are commonly used to display the BOR, TOI, LOS, and BTO indicators. (Garmelia, E. et al, 2018). The percentage of beds in use during a given time period is known as the bed occupancy rate, or BOR. Whether use is high or low, this indicator provides an overview of the level of hospital bed utilization (Lestari and Wahyuni, 2019).

Based on the results of previous research conducted by Dytia Utami, et al (2022), regarding the literature study analysis of daily inpatient census indicators for the implementation of hospital inpatient service reporting, namely from six journals, it was found that the implementation of the daily inpatient census was not in accordance with procedures, both in terms of the officers involved and the implementation of the census itself. The data sources used in compiling the daily inpatient census come from the inpatient register book and medical record documents.

Based on the initial survey at the Batauga Community Health Center on March 21 2024, the daily census carried out at the Batauga Community Health Center has not been implemented and is not in accordance with the procedures for filling out the daily inpatient census, where it is only filled in in the inpatient register book which is carried out by the inpatient room staff. inpatients/nurses which will be used as data to be submitted to the Health Office. The Batauga Community Health Center does not yet have a Standard Operating Procedure (SOP) regarding the implementation of the daily inpatient census which is used as a reference in implementing the daily inpatient census. So there were no reports submitted to the medical records room regarding the daily inpatient census to determine the efficiency of bed use at the Batauga Community Health Center.

METHODOLOGY

This type of research is descriptive qualitative, which aims to analyze, describe and summarize various conditions and situations from data collected through interviews or observations related to problems being researched in the field (Ramdhani & Sari, 2021). The method used is a case study design. The subjects of this research were the head of the medical records room, the head of the inpatient room and 2 medical records officers at the Batauga Community Health Center, South Buton Regency. The object of this research is the implementation of an inpatient census at the Batauga Community Health Center, South Buton Regency. This research was carried out in the medical records room of the Batauga Health Center, South Buton Regency. The time this research was conducted was June 2024. To obtain data in this research, observation, interviews and documentation studies were used.

RESULTS & DISCUSSION

Identify The Human Element (Man)

The human element can be understood as participating individuals or human resources who have the ability to motivate other members in the company organization to achieve goals. Human resources, namely daily census officers in inpatient rooms who carry out identification based on staff expertise and educational background of officers, are referred to as human factors in this research. The medical record installation and treatment room participate in the daily inpatient census, therefore there needs to be good coordination regarding the special duties of each officer who takes part (Christianingtyas, Y. D, 2021).

The results of the research show that the qualifications of the human element, in this case the medical records officers at the Batauga Community Health Center, are six people, two other people have an educational background not related to medical records, and four other people have a medical records background. . In accordance with Minister of Health Regulation Number 340/MENKES/PER/III/2010 which states that the minimum number of medical records personnel at a

Community Health Center is 1-4 workers, the number of medical records professionals at the Batauga Community Health Center meets current standards. (Indonesian Ministry of Health, 2010).

Based on the research results, the implementation of the daily inpatient census at the Batauga Community Health Center is not in accordance with the Indonesian Ministry of Health (2006), where the implementation of the daily inpatient census at the Batauga Community Health Center is carried out only in the treatment room unit using the inpatient registration book which will then be used as a recapitulation of monthly puskesmas reports that will be given to the Health Office and BPJS. On the other hand, the inpatient register book according to the Indonesian Ministry of Health (2006) is a basic recording of the number of patients in the inpatient room. This information must be recorded and reported every day to the medical records unit, where the numbers will be compared with the daily census carried out in each inpatient room (Ministry of Health of the Republic of Indonesia, 2006).

Based on research findings, reporting officers and medical records officers in the treatment area have never attended seminars or training on implementing the daily inpatient census.

Training is an action or behavior carried out to develop human resources in terms of increasing capacity and skills to achieve expected goals (Kriswana, 2019). Based on KMK Number: HK.01.07/MENKES/312/2020, it states that the implementation of health service activities must be carried out responsibly, ethically and with high morals, knowledge and authority, the quality of which continues to be improved through continuous education and training (Ministry of Health, 2020).

Identify Material Elements (Material)

Material factors include things such as not having quality standards for the auxiliary and auxiliary materials used, not using them in accordance with the determined quality specifications, not handling raw and auxiliary materials efficiently, and so on. Census records and daily inpatient census forms are the sources used in this research (Christianingtyas, Y. D, 2021).

Based on the research results, the availability of materials in the inpatient unit at the Batauga Health Center is inadequate, namely there is only a register book and a table where patient files are stored. Where the implementation of the daily census at the Batauga Community Health Center is still manual using the inpatient register book and is not in accordance with the implementation of the daily census based on the Indonesian Ministry of Health (2006). Based on research by Henny (2018), it is stated that human activities involve the use of materials which are seen as management tools or media to achieve certain goals (Yuriska Dectasari Christianingtyas, 2021). Based on the Regulation of the Minister of Health of the Republic of Indonesia Number 24 of 2022 Article 3, every health service facility is required to maintain medical records in electronic form (Permenkes RI No.24, 2020).

Based on theory and research results, researchers concluded that the daily census was still carried out manually, where the materials used were limited to register books. This practice is not in accordance with the regulations stated in Minister of Health Regulation no. 24 of 2022.

Identify The Elements Of Money/Funds(Money)

Apart from the human aspect which is the most significant component (the most important instrument), money is also a necessary component in order to achieve goals (Faida & Muhadi, 2019). One of the most important roles played by funds in the formation of systems in health care organizations is the ability to provide fast and efficient services that meet patient expectations (Valentina & Winda Andryani Sinaga, 2021).

The identification results show that the funding factor (money) in the implementation of the daily inpatient census does not have a special allocation, even though there should be one to improve the quality of reporting, both in manual and electronic implementation. Batauga does not have special funds regarding the implementation of the daily inpatient census.

Research conducted by Garmelia (2018) explains that another management factor that supports the implementation of the daily inpatient census is the financial factor. This research reveals that the implementation of the census does not have a special funding allocation for the party carrying it out, because the daily census is considered the main activity that must be carried out in the inpatient unit. (Dian Fadila Ayu Lestari, et al, 2020). According to theory and research findings, funding has a significant impact on the quality of services provided to patients, especially in the context of completing the daily census.

Identify Machine Elements (Machines)

The machine factor, namely equipment for services, is actually needed to expedite work and simplify the health service process. Everything related to equipment, including facilities, is referred to as machinery (or machinery or equipment). The presence of these facilities can help in providing services. The daily inpatient census implementation record book written by hand is a machine or tool which in this case is seen as a service operational support facility, especially in the daily inpatient census section (Christianingtyas, Y. D, 2021).

Based on research results, the Batauga Health Center UPTD does not yet have supporting machines (tools) to support the implementation of the daily inpatient census, in this case, namely wifi, computers and other supporting tools. Based on research by Febrina and Iman (2024), it is known that the lack of infrastructure hampers the implementation of the daily inpatient census. In particular, the implementation was carried out manually because there were no computers, so officers were forced to re-record the daily census results manually on sheets (Febrina & Iman, 2024). Satrianegara M. (2009) emphasized that machines are used to facilitate tasks, generate income, and increase productivity (Christianingtyas, Y.D, 2021).

Based on theory and research findings, researchers believe that the machine element (tool) in processing the daily census has quite a big impact in making it easier to complete the daily inpatient census. This finding is in line with research by Christianingtyas, Y.D. (2021) and Febrina & Iman (2024).

Identify Method Elements (Method)

Work procedures that are regulated by standard procedures and have the potential to speed up work are called methods. A method is simply a way to decide how to complete a task by considering various factors including goals, available facilities, and how to use time, money, and business operations (Silalahi & Sinaga, 2019).

From the research results, the Batauga Community Health Center does not yet have an SOP (standard operating procedure) for implementing the daily inpatient census. The medical record installation and inpatient departments already have SOPs regarding outpatient registration and inpatient registration but do not yet have SOPs (standard operating procedures) regarding the implementation of the daily inpatient census.

Tjipto Atmoko (2011) states that standard operational procedures are guidelines or references for completing tasks in accordance with the functions of government agencies and performance evaluation tools based on administrative, technical and procedural indicators in accordance with work procedures, work procedures and work systems in an institution. related work units. Meanwhile, the Hospital Accreditation Commission (KARS) stated that the aim of establishing SPOs is to ensure the completion of various routine work processes effectively, consistently, or uniformly, and safely, with the aim of improving service standards by meeting relevant requirements. condition. (Guide to Preparing KARS Accreditation Documents, 2012). Researchers are of the opinion that method aspects in daily census processing must exist and need to be improved in terms of knowledge about SPO based on theory and research findings.

CONCLUSION

The conclusions contained in the scientific paper regarding the implementation of the daily inpatient census at the Batauga Community Health Center are as follows: based on the officer (man), the medical records and reporting officer in the inpatient room has never received training regarding the implementation of the daily inpatient census, and does not understand how to make a daily inpatient census report. Based on materials, the materials used are register books. Based on money, procurement is not yet optimal and there is no special budget for carrying out daily inpatient census activities at the Batauga Community Health Center, South Buton Regency. Based on machines, there are no computers and other supporting tools in carrying out the daily inpatient census. Based on the procedure (method), the Batauga Community Health Center, South Batauga Regency does not yet have an SOP (standard operating procedure) regarding the implementation and reporting of the daily inpatient census.

The suggestions that the author can give in this research are as follows: based on officers (men), it would be better for the Community Health Center to hold training/seminars for medical records officers and reporting officers in inpatient rooms to increase knowledge regarding the implementation of the daily inpatient census, based on materials (materials), It is better for inpatient

staff to use a form sheet when filling in the daily inpatient census and use a computer to avoid damage to the daily inpatient census sheet, based on the budget (money). It is better for the person in charge of medical records to apply for funds to the management of the special health center. in medical record activities so that medical record activities are more optimal and can run well in the implementation of the daily inpatient census, based on machines. It is recommended that the person responsible for reporting the daily inpatient census submit a procurement request to the puskesmas management for facilities and infrastructure in the inpatient room. inpatients such as computers and other tools that support the implementation of the daily inpatient census, and based on procedures (methods), it is best for reporting officers to apply SOPs as a reference and guideline in carrying out the daily inpatient census.

ACKNOWLEDGMENTS

We always give thanks to the presence of Allah SWT, because it is for the abundance of mercy and grace and for His permission that the preparation of this scientific paper entitled "Overview of the Implementation of the Daily Inpatient Census at the Batauga Community Health Center, South Buton Regency" can be completed well. The author also would like to thank his beloved parents, Mr. La Maka, thank you for every prayer and support given in the form of material or advice. To all my beloved brothers and sisters, whom I cannot mention one by one, thank you for every prayer, support and advice, thanks to supervisor 1 and supervisor 2 for guiding the author to make this KTI a reality, and thanks to The Batauga Community Health Center for allowing research and facilitating my research well until completion of the research.

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