**Administrative Management of Free Medical Registration in Padalarang District, West Bandung Regency**

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**ABSTRACT**

The free medical activity organized by the Regional Government of West Bandung Regency was carried out on November 19, 2022, located at the Padalarang District office, West Bandung Regency. Followed by people with daily labor employment status. The implementation was carried out in collaboration with several related parties, namely the Indonesian Doctors Association, several volunteers such as the Indonesian Humanitarian Level, PMI, Disdukcapil, BPJS Health, and the nearest Puskesmas. As well as government agencies and the police. These activities which include free treatment cannot be separated from administrative management activities where patients have previously collected data that would be used as registration documents. And will be coordinated with related parties. But in fact, the conditions and situations that occur are still a lot of data discrepancies in the documents of the patients who are going for treatment. Such as the data on the head of the family, employment data, and data on the name of the biological mother. This makes it very difficult for BPJS Health to record the appropriateness of information that cannot be obtained at Disdukcapil. And causing the coordination between the volunteers who deliver the patients to be irregular. And in the end, a free medical registration flow layout was carried out starting from validating the registration sheet and requirements on the part of the Indonesian Humane Circle and the Disdukcapil Joint emergency counter which functions to be able to correct inaccurate data errors. As well as BPJS revenue counters for those who come without bringing a previous registration sheet.

Keywords : Administrative, Management, Registration

1. **Introduction**

Process Management is art finish profession through other people. Mary Parker Follet's definition means that a manager on duty organize and direct others to achieve aim organization , like engaged in service community which took place at a free medical event by the government West Bandung regency involves various type cross Public starting with the device West Bandung Pemkab government , medical personnel , and volunteers as well as service related . So does the society that becomes visitor invitation to carry out treatment free dating from various sub - districts and kelurahan which segment the community by categories Public economy low and status work laborer daily off . With high hyporia \_ Public welcome the free medical treatment provided however problem start seen at the moment data collection adjustment of data on people who come for treatment . Queue that is not according to the time as well as card data invalid family with disdukcapil database . Benefit from administration or procedure interest individual or role here role committee as stated \_ Marliani , Lina (2018). " Definition Administration in Various Perspective ". Dynamics : Journal of Science State Administration . 5(4): 19. ISSN 2614-2945.

Then roles volunteers who attend will expected Becomes capable guide \_ direct registration process flow free treatment , not without challenge will but here is the background behind true society \_ sometimes have culture yet \_ organized and organised so that need assistance. will but this also happens complaints from volunteers \_ \_ no much to get accompany one one by one from registrars \_ free treatment .

Glance about Solutions are offered at the treatment free stage next will create a queuing system between pick-up by location area ward farthest so that could make it easy administration if data collection must repaired manually at the time registration .

1. **Methodology**

Do direct observation at the time activity free treatment provides info visually how the crowd and chaos moment registration Free treatment is implemented . As well as down as well as in assisting applicants with priority affairs constrained administration \_ necessary data corrections repaired according to Disdukcapil data until set track queue by grouping registrar based on geographical furthest or location the furthest village and the time has passed set so that reduce density that occurs at the counter registration .

1. **Results and Discussion**

After is at in the field of volunteers felt need a channel procedure more registration \_ arranged so that you can make it easier for the registrars to be later could maximizing time for treatment so that activity could carried out efficiently and effectively . According to the article that mentions Procedure or procedure is stages necessary activities and actions \_ run or in the same way so always obtain same result \_ from the same situation , eg Procedure Registration , Procedure administration population and so on .

Proposed procedure \_ can be assisted with several digital media tools to register beforehand by the proper Kelurahan coordinator can grouping applicants \_ in accordance with the time provided and can especially formerly match data with Disukcapil data remember Disdukcapil data now can be calibrated level glasses . For that solution appropriate To use will depicted with grooves procedure as following :

* + - 1. Ward coordinators could gather Card family and ID copy to get validated especially first in the disdukcapil system in the sub -district .
      2. After the KK and KTP data are validated then the Coordinators ward could create a database for queues that are already valid, if previously invalid it will be confirmed repeat to the registrar by asking the correctness of the data to be changed . At this stage it will We help with G\_Form as easy to carry tool \_ fix data that is not right .
      3. volunteer database so make a barcode scan that can given to the registrants with print harcopy scanbarcode that 's in it will queue added \_ when should be the registrars will date.
      4. Officers \_ counter registration only need scan the barcode brought by the registrant free treatment to get Register attendance and enter the room wait doctor who has prepared .
      5. If you have done party Health workers will given input to get give recipe medicine later \_ will also readable on the BPJS and APOTEK systems so that no longer need to write coupon Medicines are often lost or damaged . \_
      6. And the queuing system in the volunteer database will update data accordingly Antrain that has entered is marked with a prescription note doctor for pickup medicines at apitek or BPJS counters .

1. **Conclusion**

Procedure implementation registration this free treatment if could more max with more orderly administration as well as time from the committee or the participants free treatment that will register so that expected for activity future volunteers \_ has prepare a little innovation aided by digital media regarding management easy and precise administration use in data collection , data processing so produce a proper queuing system . It is needed consider the participants registrar background free treatment back with the economy lower as well as bad habit of attending \_ something organized activities \_ such as free medical programs provided by the Government West Bandung Regency . on the day Sunday on November 19 2022 which will be held at the office Subdistrict Padalarang West Bandung Regency

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