

APPRENTICESHIP REPORT

**HOSPITAL GENERAL PERMATA MADINA
SIBUHUAN**

RIFKA RAHAYU

5404201289



**APPLIED BACHELOR OF INTERNASIONAL
BUSINESS ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS**

2024

APPROVAL SHEET
APPRENTICESHIP REPORT
HOSPITAL GENERAL PERMATA MADINA
SIBUHUAN

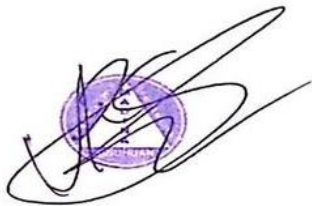
Written as one of the conditions to completing Job training

RIFKA RAHAYU
5404201289

Sibuhuan, June 5th 2024

**Director Hospital General Permata
Madina Sibuhuan**

ADVISOR



dr. Abdul Rahman Haibuan



Adrian Irnanda Pratama, M.BA
NIP:98911172019031012

Approved by:
Head of International Business Administration Study Program



Wan Junita Raflah, B.Sc., M.Ec, Dev
NIP. 198406142018032001

ACKNOWLEDGEMENT

Assalamu'alaikumWr. Wb.

Alhamdulillah, praise be to Allah SWT who has bestowed His favour, grace and guidance to the author. Prayers and greetings continue to pour out to the Prophet Muhammad SAW and his family and friends. This Work Report is an obligation for every student who will complete the Work Practice and as one of the requirements for completing Diploma IV (D-4) education at Politeknik Negeri Bengkalis. This report is also made as an accountability for the things the author has done while carrying out the Internship at Permata Madina Sibuhuan General Hospital which was carried out on 4 March to 30 June 2024.

This Internship Report can be realised thanks to the help, guidance and input from various parties. Thank you for all the help and guidance, especially to the good parties:

1. Mr.Johny Custer, ST,. MT as the Director of the Bengkalis State of Polytechnic.
2. Mr. Armada, ST,. MT as Deputy Director 1 of the Bengkalis State of Polytechnic.
3. Mrs. Supriati, S.ST,.M.Si as the Head of the Business Administration Department.
4. Mrs. Wan Junita Raflah, B.sc., M.Ec, Dev as the Head of the International Business Administration Study Program.
5. Mr. Adrian IrnandaPratama, S.Sos., M.B.A as the supervisor of the practical work report who has provided knowledge and also solutions to all problems or difficulties in making and writing practical work reports.
6. Mr. Adrian IrnandaPratama, S.Sos., M.B.A as the guardian of Class VII B of the International Business Administration Study Program.
7. Mrs Nur hayati Hasibuan as Head of the General & Human Resources Unit
8. Mrs Nurhalima Siregar as the supervisor of silver work at Permata Madina Sibuhuan General Hospital.
9. Lecturers, especially the D-4 International Business Administration Study Programme who have taught during lectures.

10. Beloved mum and dad and all family members who always provide material and spiritual support with patience.

May the morals and sincerity given by Allah SWT be rewarded. The author realizes that in the preparation of this Apprenticeship Report is still far from perfect, therefore criticism and suggestions are highly expected. Finally, I hope this Internship Report can be useful for all parties who need it in the future.

Bengkalis, June , 2024



Rifka Rahayu
5404201289

TABLE OF CONTENT

COVER	i
APPROVAL SHEET	ii
AKNOWLEDGEMENT.....	iii
TABLE OF CONTENT	v
LIST OF TABLE.....	vii
LIST OF FIGURE.....	viii
LIST OF APPENDICES	ix
CHAPTER I INTRODUCTION.....	1
1.1 Background of the Apprenticeship.....	1
1.2 Purpose of the Apprenticeship	2
1.3 Significances for the Apprenticeship	3
1.3.1 Significances for the Apprenticeship	3
1.3.2 Significances for state Polytechnic of Bengkalis	3
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY	4
2.1 Company History	4
2.2 Visi and Mission.....	6
2.2.1 Visi and Mission.....	6
2.2.2 Kind Of Business	7
2.3 Kind Of Business.....	7
2.4 Organization Struktire	9
2.5 The Working Process	11
2.6 Document Used for Activity	13
CHAPTER III SCOPE OF THE APPRENTICESHIP	14
3.1 Job Description	14
3.2 System and Procedure	16
3.3 Place of Apprenticeship	16
3.4 Kind and Description of the Actifity.....	17
3.5 Obstacles and Solutions	27
3.5.1 Obstacles of Apprenticeship	27

3.5.2 Solutions of Apprenticeship.....	27
CHAPTER IV CONCLUSION AND SUGGESTION.....	28
4.1 Conclusions	28
4.2 Suggestions	29
REFERENCES.....	30
APPENDICES	31

LIST OF TABLES

Table 3.1	The working Schedule of Hospital.....	17
Table 3.2	Daily Activity Agenda Frist week 04 to 09 March 2024.....	17
Table 3.3	Daily Activity Agenda Second week 13 to 16 March 2024	18
Table 3.4	Daily Activity Agenda Third week March 18 to 23, 2024	18
Table 3.5	Daily Activity Agenda Fourth week 25th to 30th March 2024	19
Table 3.6	Daily Activity Agenda Fifth week 01 to 06 April 2024	20
Table 3.7	Daily Activity Agenda Sixth week April 16 to 20, 2024.....	20
Table 3.8	Daily Activity Agenda Seventh week April 22 to 27, 2024	21
Table 3.9	Daily Activity Agenda eight week April 29 to May 04, 2024.....	22
Table 3.10	Daily Activity Agenda Week nine May 06 to 11, 2024.....	22
Table 3.11	Daily Activity Agenda Week Ten May 13 to 18, 2024.....	23
Table 3.12	Daily Activity Agenda Week Eleven May 20 to 25, 2024	23
Table 3.13	Daily Activity Agenda Week twelve May 27 to 31, 2024.....	24
Table 3.14	Daily Activity Agenda Week thirteen 03 to 08 June 2024	24
Table 3.15	Daily Activity Agenda Week fourteen 10 to 15 June 2024	25
Table 3.16	Daily Activity Agenda Week Fifteen 19 to 22 June 2024	26
Table 3.17	Daily Activity Agenda Week sixteen 24 to 29 June 2024	26

LIST OF FIGURES

Figure 2.1	Hospital Permata Madina Sibuhuan	4
Figure 2.2	Structure Hospital Permata Madina Sibuhuan.....	10
Figure 3.1	Display of birth certificate data	15
Figure 3.2	Employee Daily Report data display	16
Figure 3.3	Attendance list for the interviews	16
Figure 3.4	Employee service schedule recap data	16
Figure 3.5	Permata Madina Sibuhuan Hospitalc.....	17

LIST OF APPENDICES

Appendix 1: Apprenticeship Certificate.....	31
Appendix 2: Apprenticeship Assesment sheet	32
Appendix 3: List of Apprenticeship Attendance sheet	33
Appendix 4: Daily Acctivities of the Apprenticeship.....	37