





SOP: KenyaEMR Defaulter Tracing

Last update: July 2023

Objective:	To support defaulter tracing documentation in KenyaEMR		
Tasks:	To complete defaulter tracing encounter		
Who:	Adherence counselor /HRIO/Data clerk		
Requirements:	Working KenyaEMR instance (ver 18.6.X)		

1. Login to KenyaEMR

Step 1: Enter the application server URL system "localhost:8080/openmrs" and click on the load button or Enter key from the key board. On successful loading, you should be navigated to the system login page

Step 2: Authenticate entry by proving username and password on the fields, and click "Login" Upon successful login, you shall be navigated to KenyaEMR Home Page



2. KenyaEMR Home page:

Once logged-in click on the home tab to access the home page







KenyaEl Makengi D	MR 18.6.1, powered by Ispensary (Embu)	OpenMRS (12453)										Governmen Ministry	of Kenya
🕈 Home									Logged i	n as Lucy nyambura N	MUENI MUU Wachira	My Profile Log	Out Ø Help
Registration	Triage	HIV Testing Services	Adherence Counselling	Clinician	Drug Prescriptions	PrEP	Lab Requests	Lab Manifest	(iso) Afyastat	Patient Tracing	Chart	Reports	
Facility Dashboard	AIR	ETL Admin	Data Quality	IL Admin	USH W URI Ushauri	Data Manager	Directory	Facilities	Admin	NUPI Verification	NimeCONFIRM	KP Provider	
Peer Calendar	Covid-19	Machine Learning	3.x Patient Chart	3.x Service Queue Module	3.x Appointment Module	Developer							

3. Then click on the Patient Tracing

4. Adding Tracing information

Click on Add HIV defaulter tracing information button

KenyaEMR 18.6.1. powered by OpenMES Makengi Dispensary (Embu) (12453)			Government of Kenya Ministry of Health			
↑ Home Patient Tracing		Logged in	as Lucy nyambura MUENI MUU Wachira My Profile Log Out 🛛 Help			
KATUNNYWA, KATUNNYWA KATUNNYWA 2 Female, 85 year(s) (01		Unique Patient Number XXXx93603107 National ID 97996997 National Unique patient identifier 0008608087067	Close			
On ART Lost to Followup Due for CACX Screening Fully COVID-19 Va	ccinated		Current visit None			
Information		CCC Defaulter Tracing History	<u> </u>			
Telephone contact 9191699669 Kest of kin meine: Name Name Next of kin meine: Name Name Next of kin charter: 919169669 Next of kin address : KMC Nearest Health Teality: kangundo sch cr verification status: Yes cr cc synt status: Done		CCC Defaulter Tracing (18-Nov-2022) by SEBASTIAN SEBASTIAN SEBASTIAN CCC Defaulter Tracing (18-Nov-2022) by SEBASTIAN SEBASTIAN CCC Defaulter Tracing (17-Nov-2022) by SEBASTIAN SEBASTIAN CCC Defaulter Tracing (17-Nov-2022) by SEBASTIAN SEBASTIAN Conserved by SIEASTIAN SEBASTIAN SEBASTIAN Conserved by SIEASTIAN SEBASTIAN Conserved by SIEASTIAN CONSERVED	on			
Relationships		Entered by AKOTH OKOTH AKOTH OKOTH AKOTH OKOTH AKOTH OKOTH AKOTH OKOTH OKOTH OKOTH AKOTH OKOTH OKOTH AKOTH OKOTH OKOTH AKOTH OKOTH OKOTH AKOTH OKOTH OKOTH OKOTH OKOTH OKOTH OKOTH OKOTH AKOTH OKOTH OKOTH OKOTH OKOTH OKOTH AKOTH OKOTH				
🕂 Add Relationship 🧳 Family/Partner List						

5. Completing CCC Defaulter Tracing information

Home Patient Tracing KATUNNYWA, KATUNNYWA KATUNNYWA Semale, 82 yeards (a) spain (a) spain Control Tollowap Due for CACX screening Fully COVID-19 Vaccinated	Unique Patient Namber XXXx93603107 National ID 97996997 National Unique patient identifier 000860808/067	Logged in as Lucy myambura MUENI MUU Wachira My Profile Log Out O Hel Close Current dair. No
	CCC Defaulter Tracing	
Date of tracing: 17-Jul-2023	Location	Makengi Dispensary (Embu) 12453 *
Tracing		
Date of missed appointment: 17-Jul-2023		
Type of tracing Client Called Physical Tracing Treatment Supporter*		
Outcome Tracing Outcome Contact No Contact* Date promised to come : 18-Jul-2023		
Missed appointment Reasons for missing appointment? Other Speci	sity :	
Tracing Numbering		
Please specify the attempt number since last missed appointment (i.e. 1, 2, 3) Was the final outcome reached? Over the Not		
Provider Comments		
Comments	le le	
	Enter Form S Discard Changes	

Steps

Step A: Select tracing date from calendar menu

Step B: Select tracing type from radio button options

Step C: Select tracing outcome from the radio button options.

If contacted, enter 'Date promised to come' and reason for missed appointment

Step D: Input tracing attempt number in the test field and specify if the patient was reached

If reached choose final outcome from options given

Step E: Type in providers comments on the text field

Step F: Click on the Enter form button





6. Completed defaulter tracing encounter



