

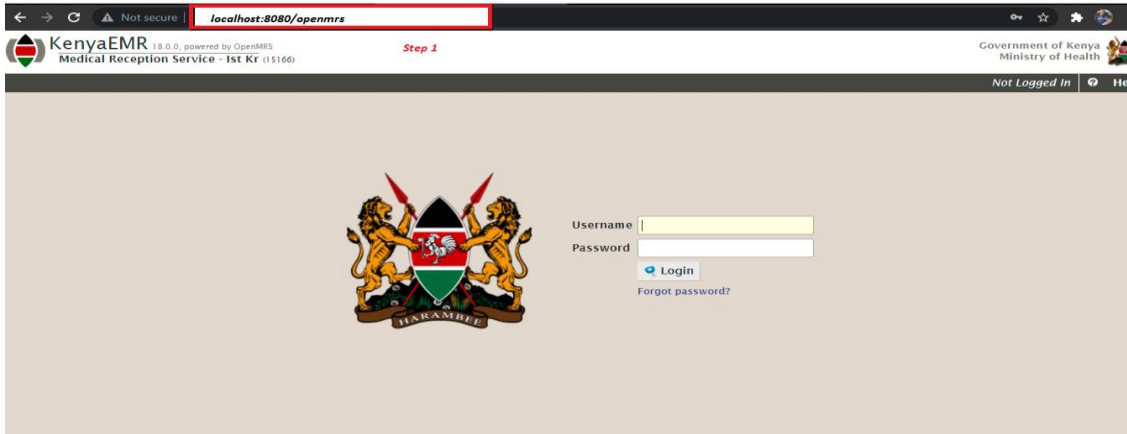
KenyaEMR Defaulter Tracing Job Aid Version 17.5.1/18.0.0

Tasks:	To complete defaulter tracing encounter
Objective:	Submit KenyaEMR defaulter tracing
Who:	EMR user/HRIO/Data clerk
Required materials:	Username, password, computer installed with KenyaEMR latest version
Last Reviewed	August 2021

1. Login to KenyaEMR

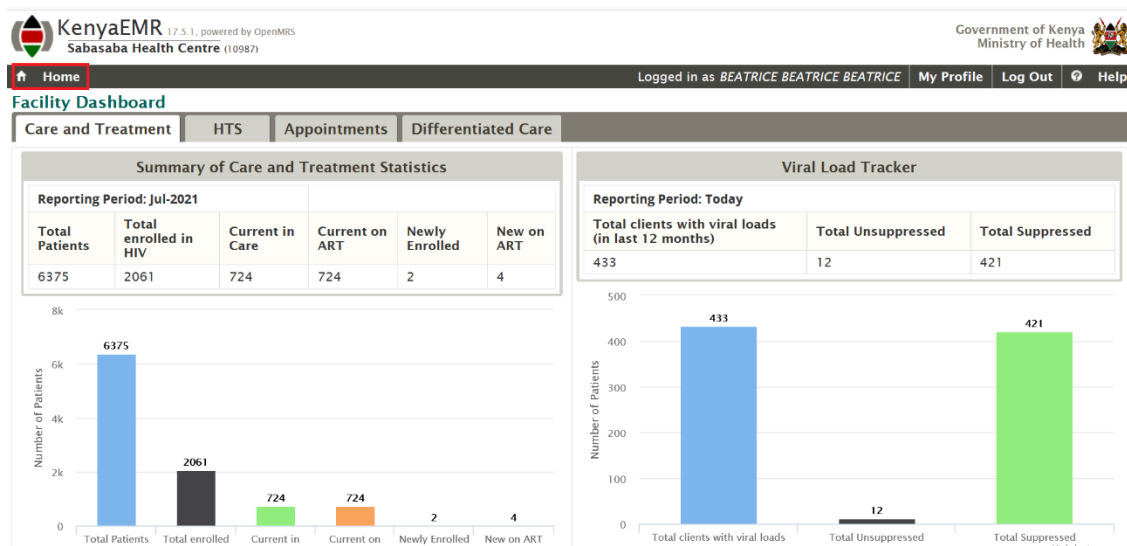
Step 1: Enter the application server URL system “localhost:8080/openmrs” and click on the load button or Enter key from the key board. On successful loading, you should be navigated to the system login page

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

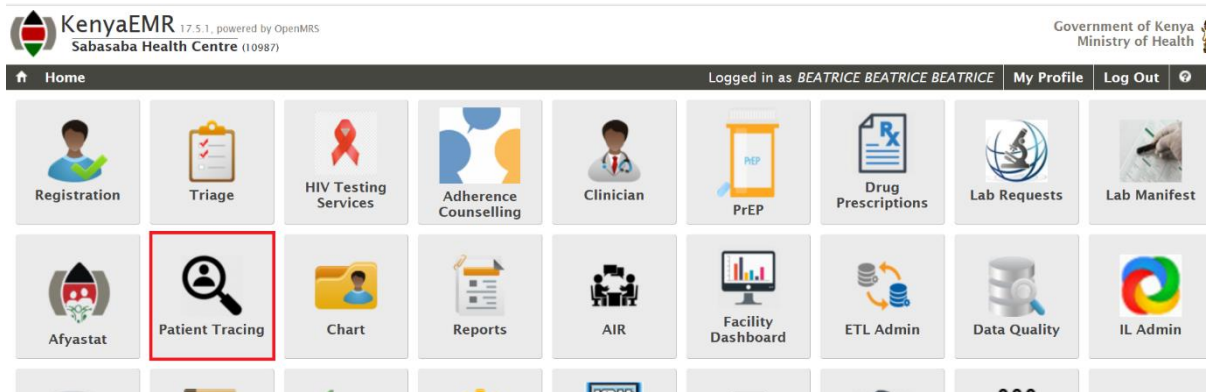


2. KenyaEMR Home page

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

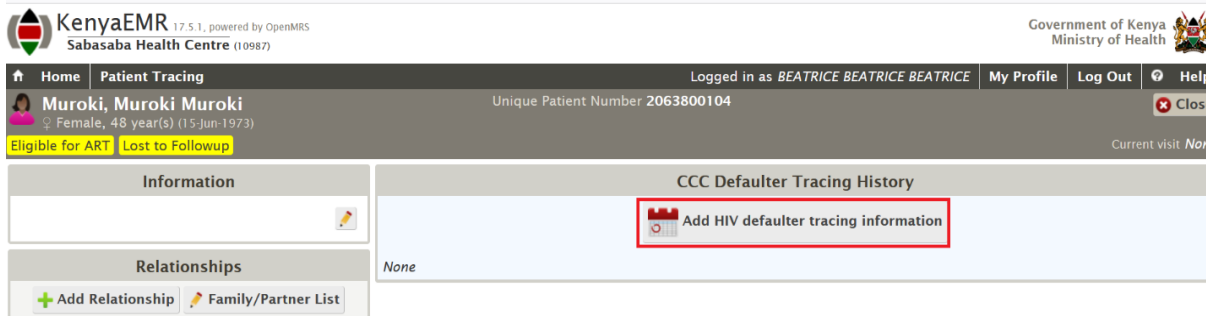


3. Then click on the Patient Tracing



Adding Tracing information

Click on Add HIV defaulter tracing information button



5. Completing CCC Defaulter Tracing information

Final Outcome Reached ? No

The screenshot shows the 'CCC Defaulter Tracing' form for patient Muroki, Muroki Muroki. The form includes the following fields and options:

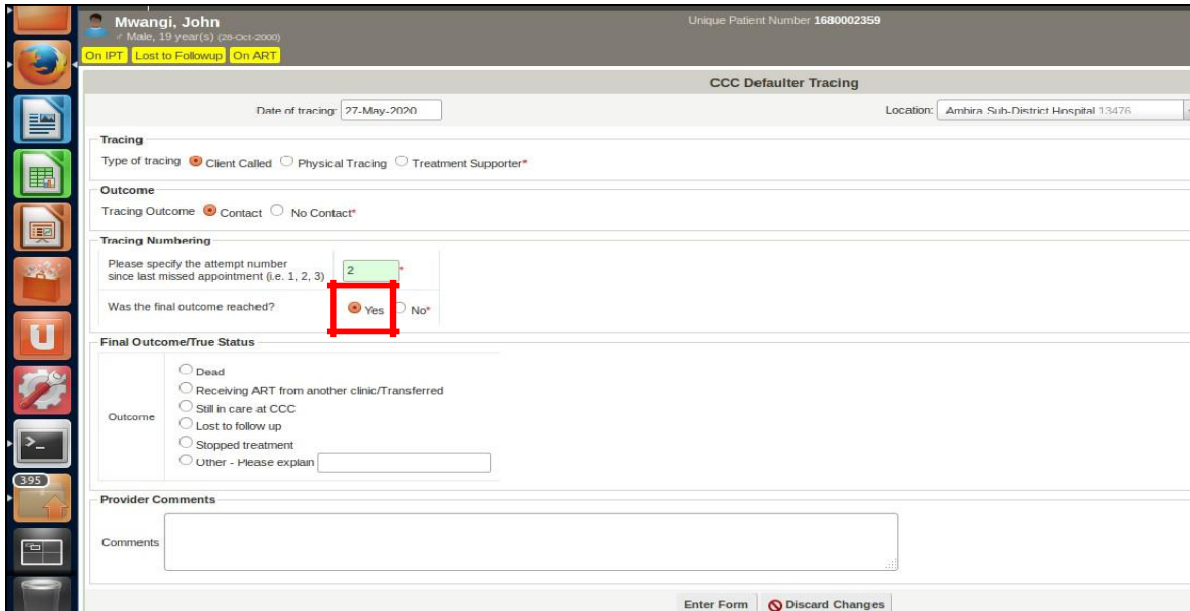
- Date of tracing:** 04-Aug-2021
- Location:** Sabasaba Health Centre 10987
- Tracing:** Type of tracing: Client Called, Physical Tracing, Treatment Supporter*
- Outcome:** Tracing Outcome: Contact, No Contact*. Return to care date: []
- Tracing Numbering:** Please specify the attempt number since last missed appointment (i.e. 1, 2, 3): [2]. Was the final outcome reached? Yes, No*
- Provider Comments:** A text area for entering comments.

At the bottom of the form, there are buttons for 'Enter Form' and '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
- Step D: Input tracing attempts in the test field and specify if the patient was reached
- Step E: Type in providers comments on the text field
- Step F: Click on the Enter form button

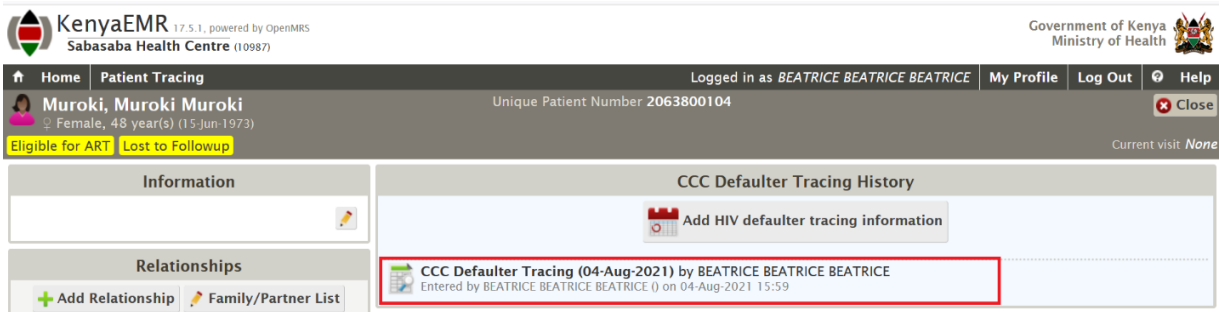
Final Outcome Reached? Yes



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
- Step D: Input tracing attempts in the test field and specify if the patient was reached
- Step E: If final outcome is No, then type in providers comments on the text field
- Step F: Click on the Enter form button

6. Completed defaulter tracing encounter



End