

# SOP: KenyaEMR Defaulter Tracing

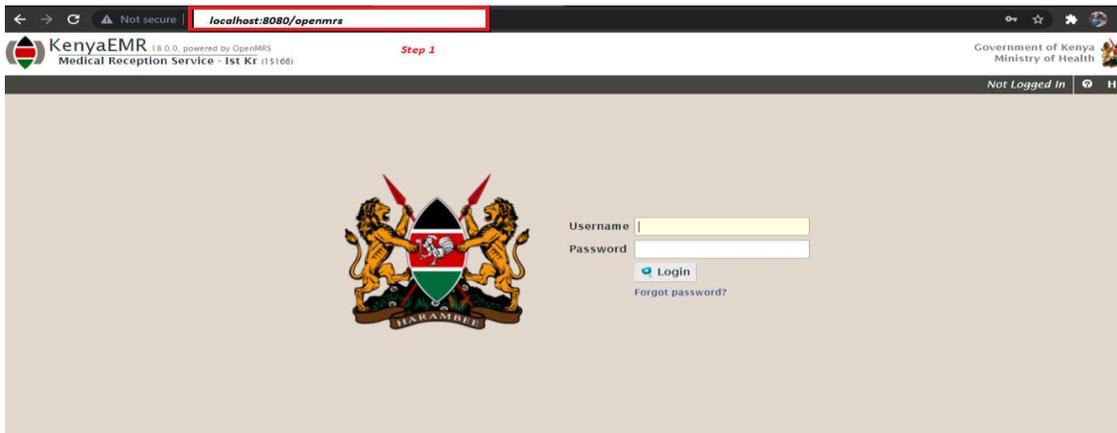
Last update: July 2023

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

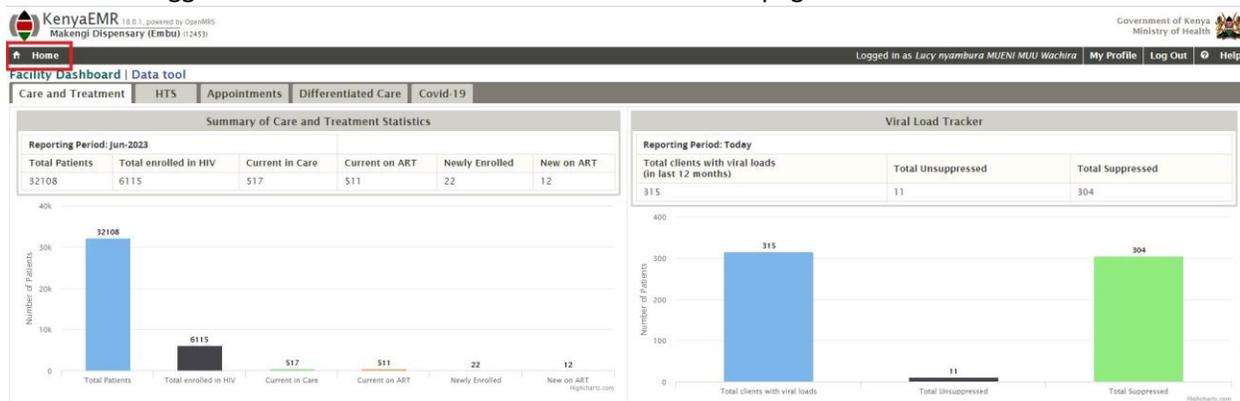
Step 1: Enter the application server URL system “localhost:8080/openmrs” and click on the load button or Enter key from the key board. On successful loading, you should be navigated to the system login page

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

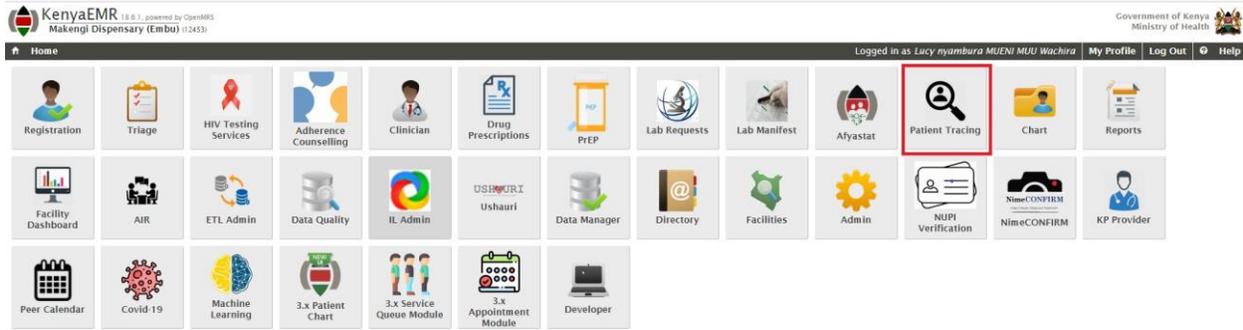


## 2. KenyaEMR Home page:

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

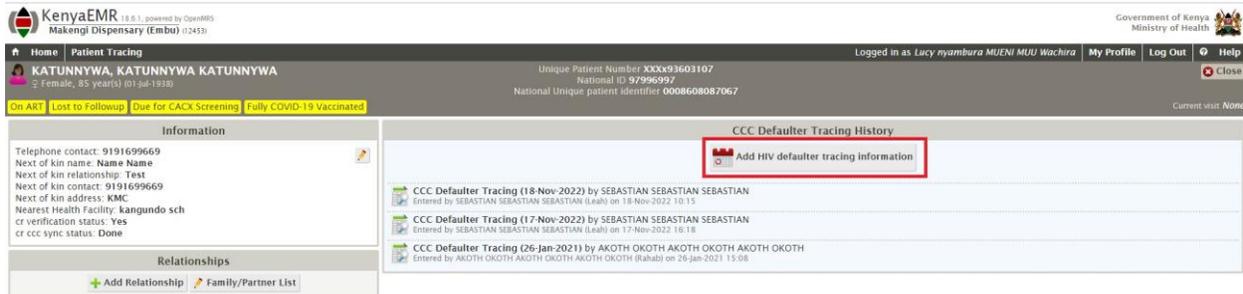


### 3. Then click on the Patient Tracing



### 4. Adding Tracing information

Click on Add HIV defaulter tracing information button



### 5. Completing CCC Defaulter Tracing information

The screenshot shows the 'CCC Defaulter Tracing' form. The 'Date of tracing' is set to 17-Jul-2023 and the 'Location' is Makeng Dispensary (Embu) 12453. The 'Tracing' section has 'Date of missed appointment' set to 17-Jul-2023 and 'Type of tracing' set to 'Client Called'. The 'Outcome' section has 'Tracing Outcome' set to 'Contact' and 'Date promised to come' set to 18-Jul-2023. The 'Missed appointment' section has 'Reasons for missing appointment?' set to 'Other'. The 'Tracing Numbering' section has 'Please specify the attempt number since last missed appointment (i.e. 1, 2, 3)' set to 2 and 'Was the final outcome reached?' set to 'No' (highlighted with a red box). The 'Provider Comments' section is empty. At the bottom, there are 'Enter Form' and 'Discard Changes' buttons.

#### 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

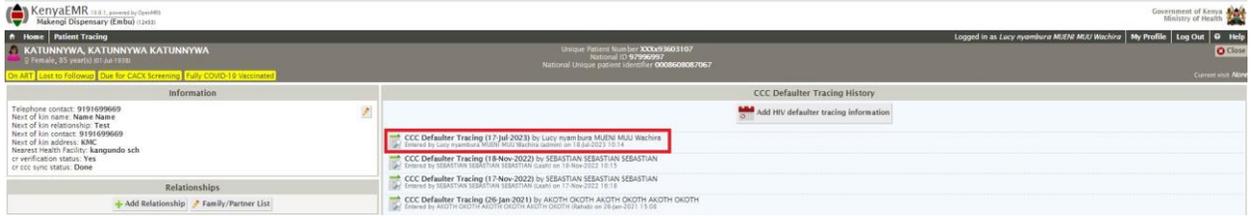
Step D: Input tracing attempt number in the test field and specify if the patient was reached

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



The screenshot shows the KenyaEMR interface for a patient named KATUNNYWA, KATUNNYWA KATUNNYWA. The patient is 2 Female, 35 years old, and is currently on ART, with CACX screening due and fully vaccinated against COVID-19. The 'CCC Defaulter Tracing History' section shows the following entries:

Date	Tracer	Tracing Status
17 Jul 2023	Lucy Mueni Mueni Mui Wachira	Completed
18 Nov 2022	SEBASTIAN SEBASTIAN SEBASTIAN	Completed
17 Nov 2022	SEBASTIAN SEBASTIAN SEBASTIAN	Completed
26 Jan 2021	ANOTH OKOTH ANOTH OKOTH ANOTH OKOTH	Completed

THE END