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
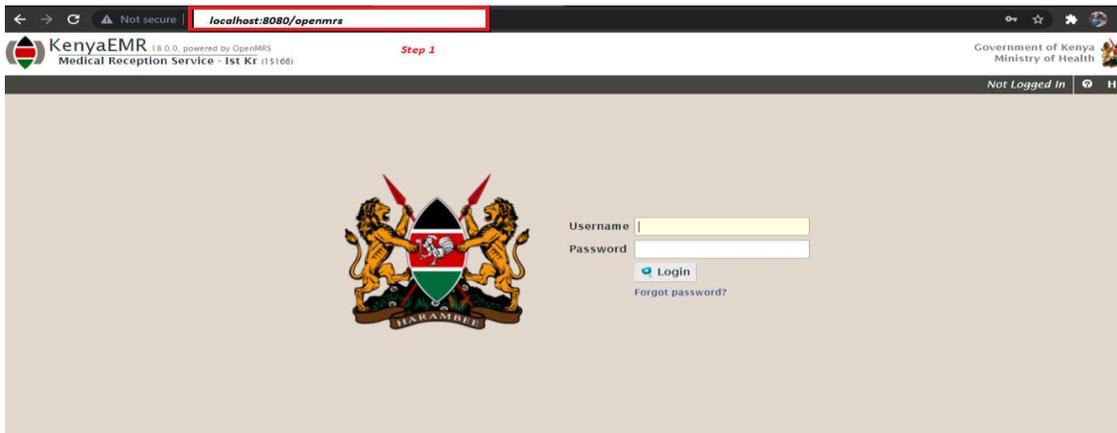
2. **KenyaEMR Home page:**
   Once logged-in click on the home tab to access the home page
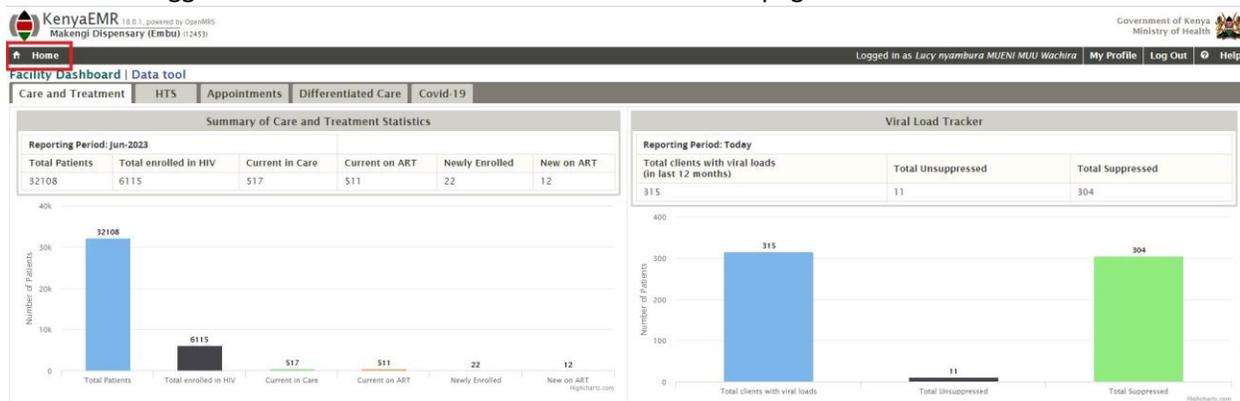
3. Then click on the Patient Tracing
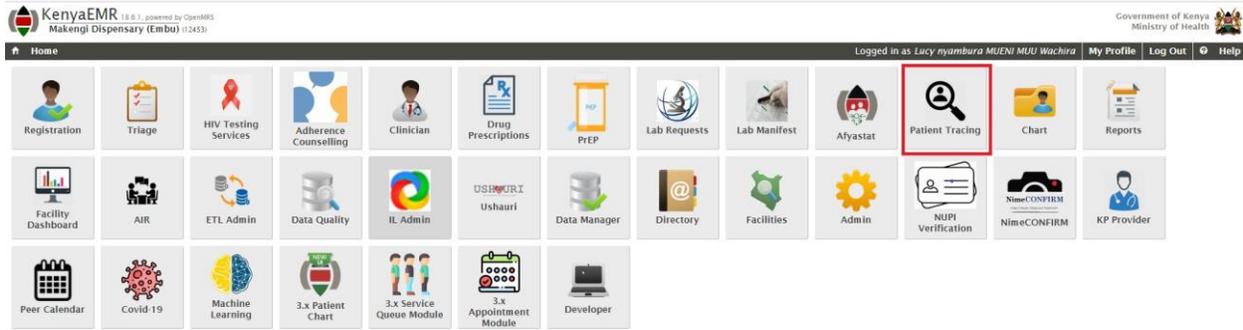
4. Adding Tracing information

Click on Add HIV defaulter tracing information button
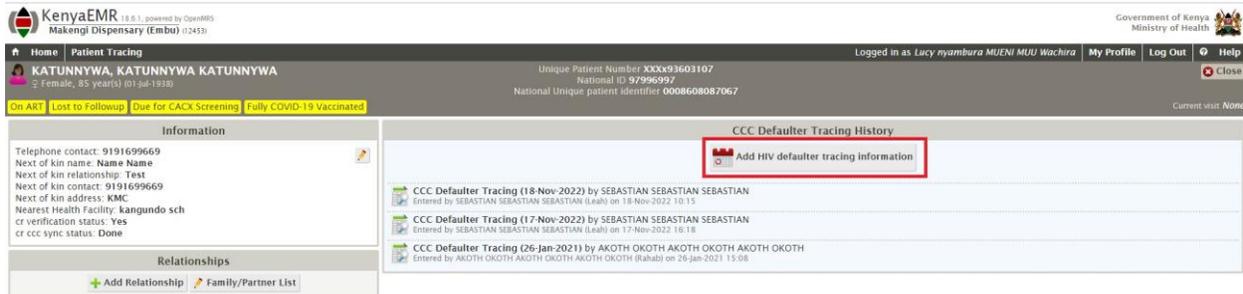
5. Completing CCC Defaulter Tracing information

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 END