

SOP: How to Document Cancer Screening Services in KenyaEMR

[Last updated: Oct 2023]

Tasks:	Document Cancer Screening services offered to a client in KenyaEMR
Objective:	Successfully Log into KenyaEMR, conduct cancer screening services, and document the details in KenyaEMR
Who:	All facility staff responsible for conducting cancer screening
Required Materials:	Username, password, computer with KenyaEMR (18.6.2) + installed, patient name, ID, and/or age

Introduction:

KenyaEMR has been enhanced to support comprehensive documentation of Cancer Screening details. This is in line with the National Cancer Control Program's requirements that requires all eligible clients to be offered Cancer Screening services regardless of HIV status. The module comprises a single form with four sections i.e. History, Symptoms, Screening and Follow up. This guide provides procedure for documenting the Cancer screening information in KenyaEMR.

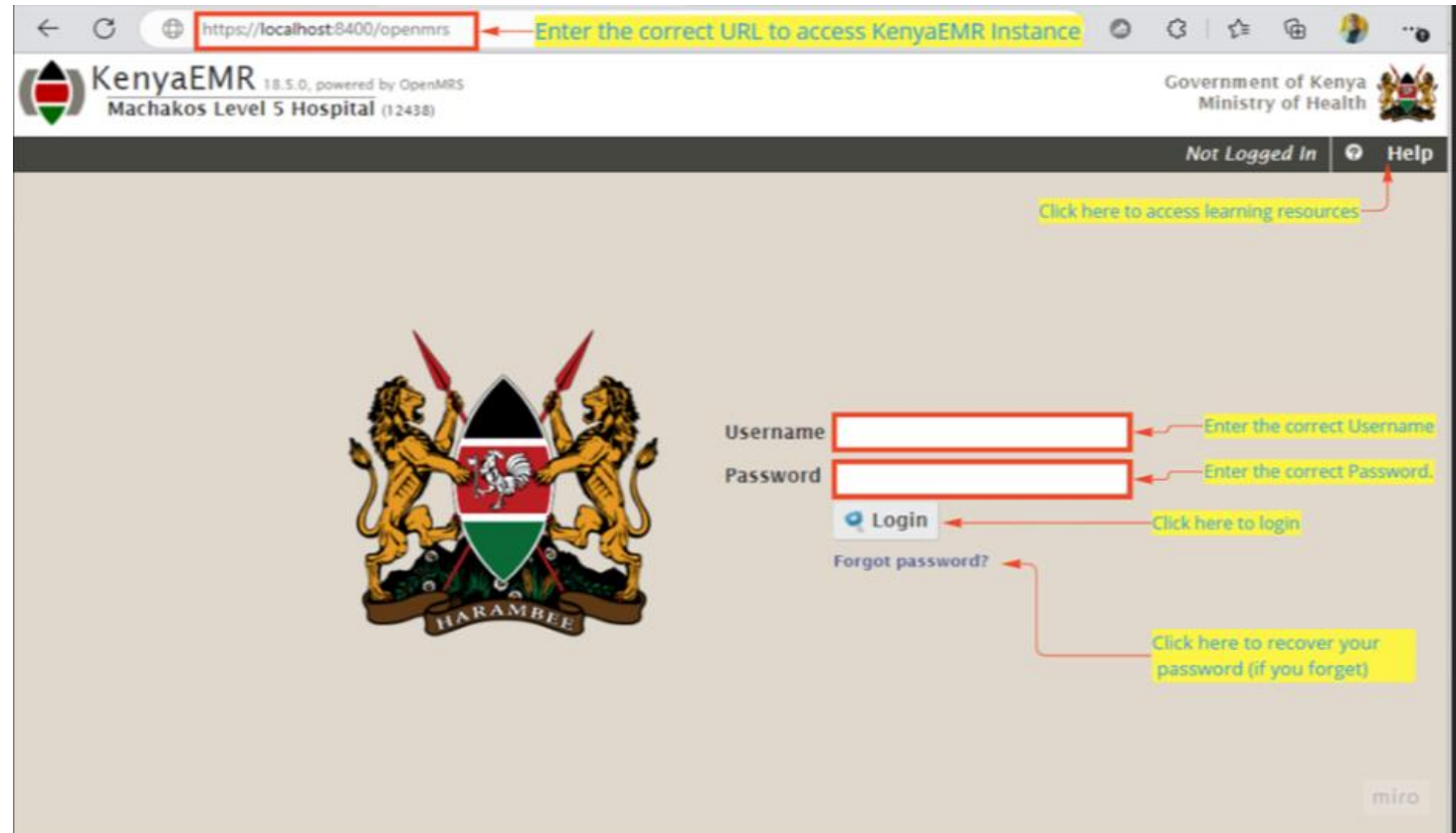
Step 1**Login to KenyaEMR.**

Enter the application server URL system.

"[ServerIpAddress:8080/openmrs]" and click on the load button or Enter key from the keyboard. On successful loading, you should be navigated to the system login page.

Authenticate entry by providing username and password on the fields and click **"Login"** Upon successful login, you shall be navigated to KenyaEMR Home Page.

Successful login will direct you to the KenyaEMR Home Page where the facility dashboard will be displayed.

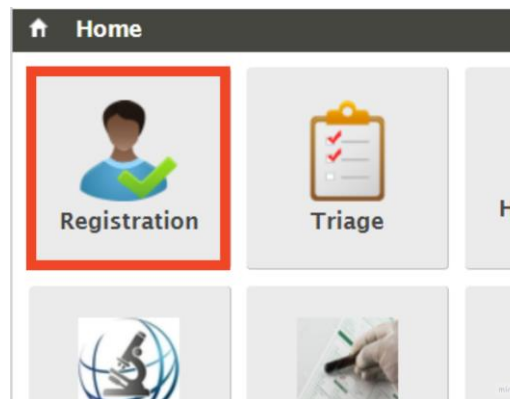


The screenshot shows a web browser window displaying the KenyaEMR login page. The browser's address bar shows the URL `https://localhost:8400/openmrs`, which is highlighted with a red box and an annotation: "Enter the correct URL to access KenyaEMR Instance". The page header includes the KenyaEMR logo, version "18.5.0, powered by OpenMRS", and the facility name "Machakos Level 5 Hospital (12438)". The header also displays "Government of Kenya Ministry of Health" and a user status of "Not Logged In" with a "Help" link. A green annotation points to the "Help" link: "Click here to access learning resources". The main content area features the Kenyan coat of arms with the motto "HARAMBEE". Below the coat of arms are two input fields: "Username" and "Password", both highlighted with red boxes. Annotations point to these fields: "Enter the correct Username" and "Enter the correct Password". Below the input fields is a "Login" button, highlighted with a blue box and an annotation: "Click here to login". Below the "Login" button is a "Forgot password?" link, highlighted with a yellow box and an annotation: "Click here to recover your password (if you forget)". The "miro" logo is visible in the bottom right corner of the page.

Step 2

Locating the Cancer Screening Forms

- Click Home and locate the Registration Icon on the home page as shown.
- Click to open the registration window



Step 3 Searching for patient to screen

- List of clients scheduled for the day will be listed on the screen as shown.
- If the patient of interest is not listed, you need to search for the patient. Click on “Find or Create Patient” button (highlighted) to open the search window.
- On the search window, select either to search from “All” or from “Checked in” option:


Search for a Patient


Which patients

All Only Checked In

ID or name (3 chars min and press enter)

Tasks


 **Create new patient**
 Patient can't be found

 **Back to home**

- Enter the name or Patient ID in the next field and press “ENTER” to search.
- If found, click on patient name to continue, otherwise click Create new Patient to Register the patient.

Home
Registration
Logged in as *kimanu kimanu kimanu*
My Profile
Log Out
Help

Tasks

 **Find or create patient**


Select Day to View Scheduled Patients


October 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				






Active Visits

Outpatient (8)

 **Close Visits**

 **Seen Patients**

5 Patients scheduled for Today

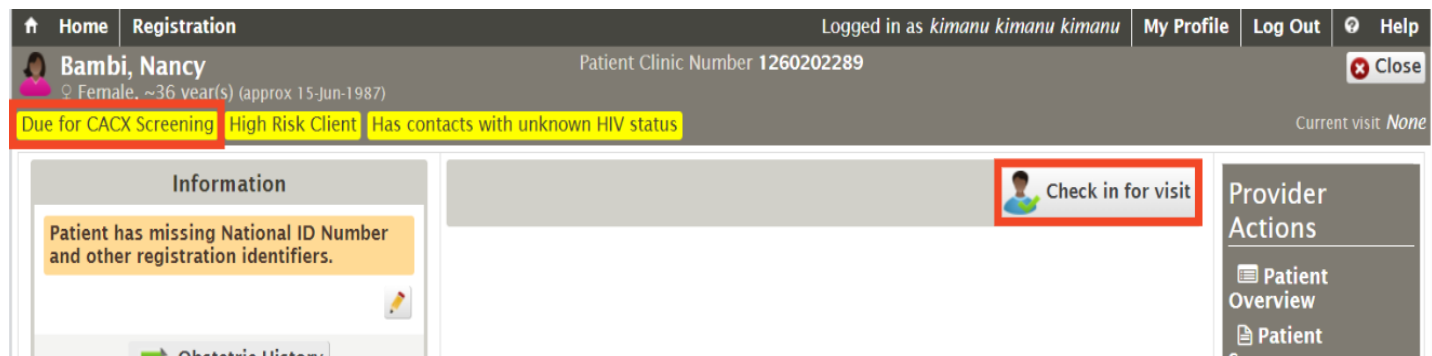
	Bambi, Nancy ~36 year(s) (DOB approx 15-Jun-1987)	Patient Clinic Number 1260202289
	Bellevue, Sports View ~18 year(s) (DOB approx 15-Jun-2005)	Unique Patient Number 1636100298 National ID 203123456 National Unique patient identifier MOHDJKNKJ6G71
	John, Austin 0 month(s), 28 day(s) (DOB 05-Sep-2023)	HEI ID Number 14080-2023-0012
	Kileleshwa, Kileleshwa Kileleshwa ~30 year(s) (DOB approx 15-Jun-1993)	Unique Patient Number 1012620202 National ID 12356456 National Unique patient identifier MOHMJXREYGL6J
	Test, Eldoret Test ~30 year(s) (DOB approx 15-Jun-1993)	Unique Patient Number 1762787564 District Registration Number 12345678

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4 / 12

Step 4
Check in the patient.

- If the client is eligible for Cancer Screening (CaCx), a flag to that effect will be displayed on the flag areas (see figure).
- To start the process of CaCx, you need to Check-in the client by clicking the checking button shown.

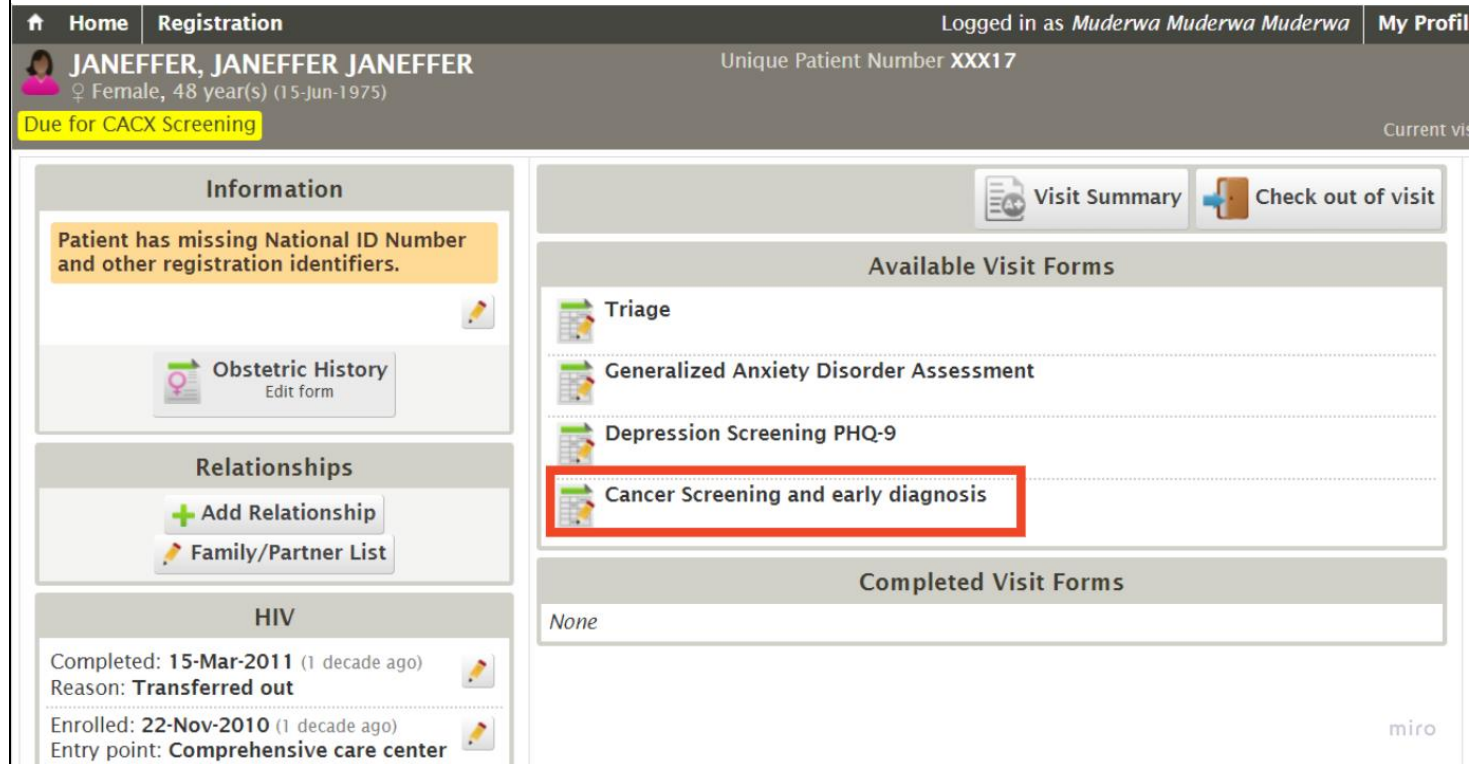


The screenshot displays the patient profile for Nancy Bambi. At the top, there are navigation tabs for 'Home' and 'Registration'. The user is logged in as 'kimanu kimanu kimanu'. The patient's name is 'Bambi, Nancy', and her Patient Clinic Number is 1260202289. Below the name, it indicates she is a female, approximately 36 years old, born around June 15, 1987. Three status flags are highlighted in yellow: 'Due for CACX Screening', 'High Risk Client', and 'Has contacts with unknown HIV status'. A 'Check in for visit' button is highlighted with a red box. On the left, an 'Information' section shows a message: 'Patient has missing National ID Number and other registration identifiers.' On the right, a 'Provider Actions' sidebar includes options for 'Patient Overview' and 'Patient Summary'. The current visit is listed as 'None'.

Step 5

Open CaCx Encounter Form

- After checking-in the client, proceed to locate the **Cancer Screening and Early Diagnosis** form (as highlighted). Click the form to open.



Home | Registration | Logged in as Muderwa Muderwa Muderwa | My Profile

JANEFFER, JANEFFER JANEFFER Unique Patient Number XXX17
♀ Female, 48 year(s) (15-Jun-1975)

Due for CACX Screening Current visit

Information

Patient has missing National ID Number and other registration identifiers.

Obstetric History
Edit form

Relationships

+ Add Relationship
Family/Partner List

HIV

Completed: 15-Mar-2011 (1 decade ago)
Reason: **Transferred out**

Enrolled: 22-Nov-2010 (1 decade ago)
Entry point: **Comprehensive care center**

Visit Summary | Check out of visit

Available Visit Forms

- Triage
- Generalized Anxiety Disorder Assessment
- Depression Screening PHQ-9
- Cancer Screening and early diagnosis**

Completed Visit Forms

None

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Step 6

Documenting CaCx Services

- The Cancer screening form has four (4) sections i.e., History, Symptoms, Screening and Follow up.
- Start documenting the details from History by completing all the fields provided.
- Click next when done

Cancer Screening and early diagnosis

1 History

2 Symptoms

3 Screening

4 Follow Up

Visit details

Date: 03-Oct-2023 | 15 | 39 | 39 | Enrolled by: Muderwa, Muderwa Muderwa | Location: Mewa Drop In Centre 21910

History Of Risk Factors

Do you smoke cigarattes	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Stopped	Number of years smoked <input style="width: 50px;" type="text"/>	
		Number of cigarette per day <input style="width: 50px;" type="text"/>	
		Pack Years: <input style="width: 50px;" type="text"/>	
Do you use other form of tobacco	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Stopped		
Do you take Alcohol	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Stopped		
HIV Status	<input checked="" type="radio"/> Positive <input type="radio"/> Negative <input type="radio"/> Unknown		
Family history of Cancer	<input type="radio"/> Yes <input type="radio"/> No		
Previous Cancer Treatment	<input type="checkbox"/> None <input type="checkbox"/> Chemotherapy <input type="checkbox"/> Radiotherapy <input type="checkbox"/> Surgery <input type="checkbox"/> Hormonal therapy <input type="checkbox"/> Other <input style="width: 100px;" type="text"/>		
Female Client	Parity: <input style="width: 30px;" type="text"/> + <input style="width: 30px;" type="text"/>	Gravida: <input style="width: 30px;" type="text"/>	
LMP date:	<input style="width: 100px;" type="text"/>		

Previous
Next
Submit miro

Step 7

Record the symptoms(2)

- Complete the common signs and Symptoms section (section 2) by ticking each sign/ symptom as applicable.
- Where "Other" is selected, remember to specify.
- Click Next when done

Cancer Screening and early diagnosis

1 History
2 Symptoms
3 Screening
4 Follow Up

Signs and Symptoms

Common Signs and Symptoms

<input type="checkbox"/> None <input type="checkbox"/> Dyspepsia <input type="checkbox"/> Blood in stool <input type="checkbox"/> Yellow eyes <input type="checkbox"/> Blood in urine <input type="checkbox"/> Nose Bleeding	<input type="checkbox"/> Difficulty in swallowing <input type="checkbox"/> Weight loss <input type="checkbox"/> Easy fatigability <input type="checkbox"/> Abnormal vaginal bleeding <input type="checkbox"/> Changing/enlarging skin moles <input type="checkbox"/> Chronic skin ulcers <input type="checkbox"/> Lumps/swellings	<input type="checkbox"/> Chronic cough <input type="checkbox"/> Persistent headaches <input type="checkbox"/> Changing bowel habits <input type="checkbox"/> Post-coital bleeding <input type="checkbox"/> Other *
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Specify

Previous
Next
Submit

Step 8

Document the screening Section (3)

- Specify the Visit type, Screening type and the Cancer Type to be screened for.

Cancer Screening and early diagnosis

1 History
2 Symptoms
3 Screening
4 Follow Up

Cancer Screening

Cancer Screening			
Visit type: <input type="radio"/> Initial visit <input type="radio"/> Routine visit <input type="radio"/> Post treatment visit <input type="radio"/> Post treatment complication *			
Screening type : <input type="radio"/> First time screening <input type="radio"/> Re-screening after previous negative results <input type="radio"/> Post treatment followup screening *			
Cancer type: <input type="checkbox"/> Cervical <input type="checkbox"/> Breast <input type="checkbox"/> Colorectal <input type="checkbox"/> Retinoblastoma <input type="checkbox"/> Prostate <input type="checkbox"/> Oral cancer *			
Cancer	Screening test	Findings	Treatment/Action
miro			

NB: The Cancer Type Section will be available based on the Cancer type selected above.

- For instance, on the figure shown, Breast Cancer is selected. This displays only Screening tests that are related to Breast Cancer.
- Where two or more cancer types are to be screened, tick all of them under Cancer Type.

Document each screening test, findings, and Treatment/ Action as appropriate for each screening.

Click **Next** when done

Cancer Screening and early diagnosis

1 History

2 Symptoms

3 Screening

4 Follow Up

Cancer Screening

Cancer Screening		
Visit type: <input checked="" type="radio"/> Initial visit <input type="radio"/> Routine visit <input type="radio"/> Post treatment visit <input type="radio"/> Post treatment complication *		
Screening type: <input checked="" type="radio"/> First time screening <input type="radio"/> Re-screening after previous negative results <input type="radio"/> Post treatment followup screening *		
Cancer type: <input type="checkbox"/> Cervical <input checked="" type="checkbox"/> Breast <input type="checkbox"/> Colorectal <input type="checkbox"/> Retinoblastoma <input type="checkbox"/> Prostate <input type="checkbox"/> Oral cancer *		
Cancer Screening test	Findings	Treatment/Action
Breast <input type="checkbox"/> Clinical Breast Examination(CBE)	<input type="radio"/> Normal <input type="radio"/> Abnormal	<input type="checkbox"/> Counsel for negative findings <input type="checkbox"/> refer for triple assessment
<input type="checkbox"/> Ultrasound	<input type="radio"/> BIRADS 0(Incomplete Need additional imaging evaluation) <input type="radio"/> BIRADS 1(Negative) <input type="radio"/> BIRADS 2(Benign) <input type="radio"/> BIRADS 3(Probably Benign) <input type="radio"/> BIRADS 4(Suspicious) <input type="radio"/> BIRADS 5(Highly Suggestive of Malignancy) <input type="radio"/> BIRADS 6(Known Biopsy-Proven Malignancy)	<input type="checkbox"/> Recall for additional imaging <input type="checkbox"/> Routine mammography screening <input type="checkbox"/> Short-interval(6 months) follow-up <input type="checkbox"/> Tissue Diagnosis(U/S guided biopsy) <input type="checkbox"/> Negative-Counsel on negative results and review (provide review date) Date screening done <input type="text"/> Reason Not Done <input type="text"/> <input type="checkbox"/> Referred for further management
<input type="checkbox"/> Mammography	<input type="radio"/> BIRADS 0(Incomplete Need additional imaging evaluation) <input type="radio"/> BIRADS 1(Negative) <input type="radio"/> BIRADS 2(Benign) <input type="radio"/> BIRADS 3(Probably Benign) <input type="radio"/> BIRADS 4(Suspicious) <input type="radio"/> BIRADS 5(Highly Suggestive of Malignancy) <input type="radio"/> BIRADS 6(Known Biopsy-Proven Malignancy)	<input type="checkbox"/> Recall for additional imaging <input type="checkbox"/> Routine Ultra sound screening <input type="checkbox"/> Short-interval(6 months) follow-up <input type="checkbox"/> Tissue Diagnosis(U/S guided biopsy) <input type="checkbox"/> Surgical excision when clinically appropriate)

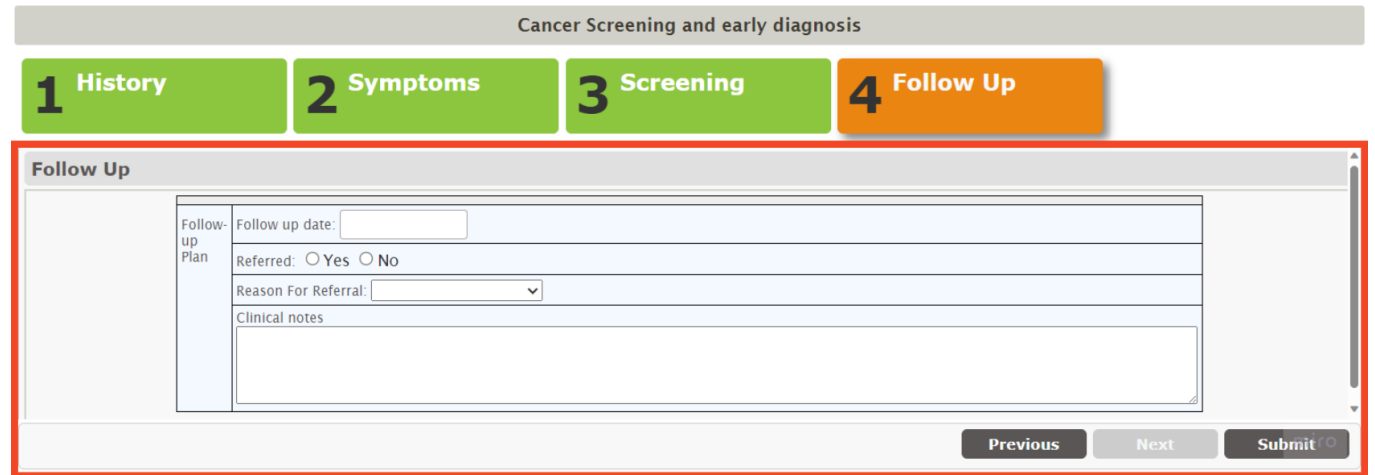
Step 9

a. Document Follow up information (4)

- Document the follow up plan including Follow up date, specify if referred or not. If not referred, click **No**
- Where referred, please see **Step 9b** below.
- Include clinical notes (if any)
- Review the details for accuracy.
- **Click Submit once done.**

b. Patient Referral function to another facility

- Select the fourth Tab (Follow Up)
- Specify the **follow up date** and select the referral to **Yes**
- Tick “in Kenya” and click on the button (**Step 5**)
- Start typing the facility name on the look up box. This will show a drop-down list of facilities.
- Select the correct referral facility from the list and set.
- Click **Submit** to save the form.



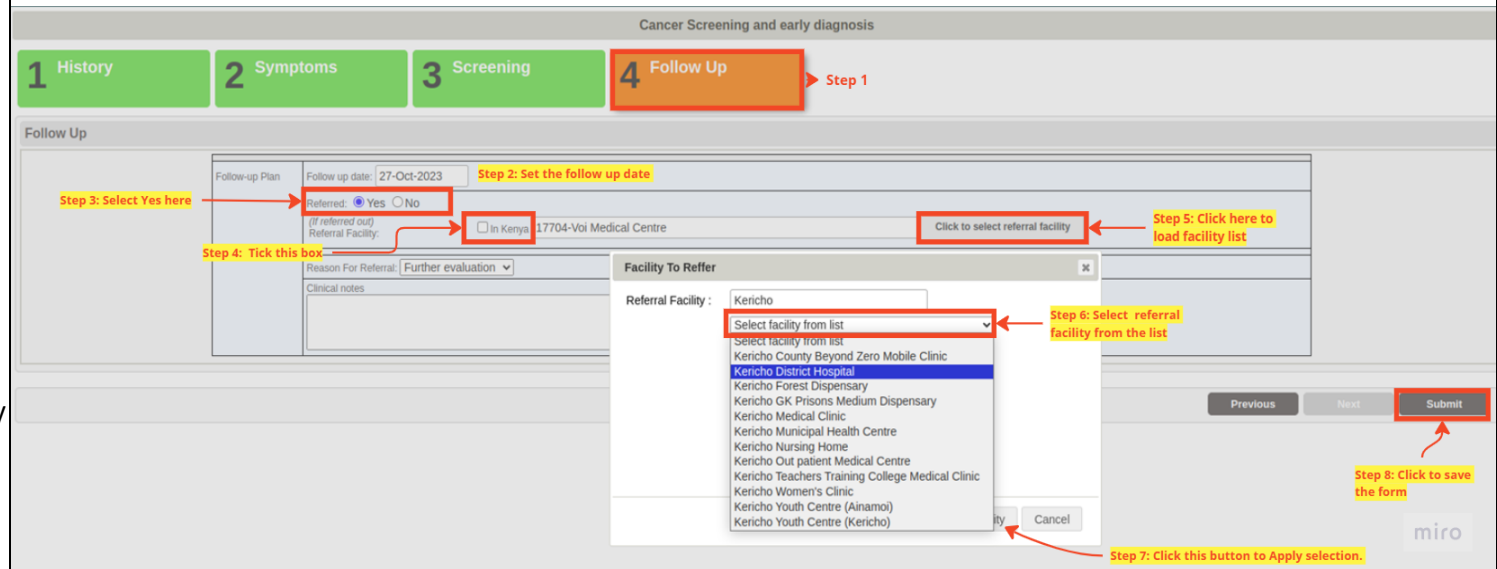
Cancer Screening and early diagnosis

1 History **2** Symptoms **3** Screening **4** Follow Up

Follow Up

Follow-up Plan	Follow up date: <input type="text"/>
	Referred: <input type="radio"/> Yes <input type="radio"/> No
	Reason For Referral: <input type="text"/>
	Clinical notes

Previous Next Submit



Cancer Screening and early diagnosis

1 History **2** Symptoms **3** Screening **4** Follow Up ▶ Step 1

Follow Up

Follow up date: 27-Oct-2023 Step 2: Set the follow up date

Referred: Yes No Step 3: Select Yes here

If referred out of Referral Facility: In Kenya 17704-Vol Medical Centre Step 4: Tick this box

Reason For Referral: Further evaluation

Clinical notes

Click to select referral facility Step 5: Click here to load facility list

Facility To Refer

Referral Facility : Kericho

- Select facility from list
- Select facility from list
- Kericho County Beyond Zero Mobile Clinic
- Kericho District Hospital**
- Kericho Forest Dispensary
- Kericho GK Prisons Medium Dispensary
- Kericho Medical Clinic
- Kericho Municipal Health Centre
- Kericho Nursing Home
- Kericho Out patient Medical Centre
- Kericho Teachers Training College Medical Clinic
- Kericho Women's Clinic
- Kericho Youth Centre (Ainamo)
- Kericho Youth Centre (Kericho)

Cancel

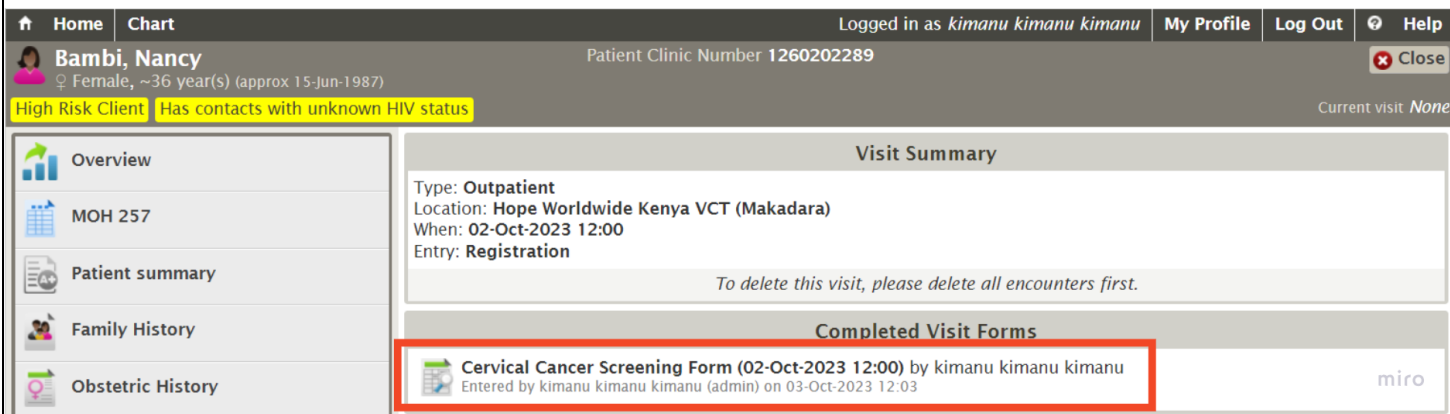
Submit Step 8: Click to save the form

Step 7: Click this button to Apply selection.

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Step 10

- Under Completed forms, you will be able to see the Cancer screening form you've just submitted shown.
- Also, you will notice that the CaCx flag has disappeared.

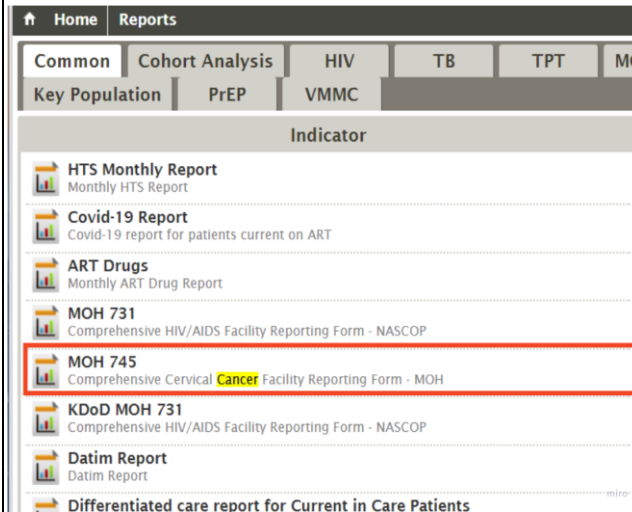


The screenshot shows the patient record for Nancy Bambi. The interface includes a navigation bar with 'Home' and 'Chart' tabs, and a user profile section for 'kimanu kimanu kimanu'. The patient's name is 'Bambi, Nancy', and her clinic number is '1260202289'. Two risk flags are visible: 'High Risk Client' and 'Has contacts with unknown HIV status'. The left sidebar contains menu items for Overview, MOH 257, Patient summary, Family History, and Obstetric History. The main content area is divided into 'Visit Summary' and 'Completed Visit Forms'. The visit summary shows an outpatient visit at 'Hope Worldwide Kenya VCT (Makadara)' on '02-Oct-2023 12:00'. The completed forms section lists a 'Cervical Cancer Screening Form (02-Oct-2023 12:00)' entered by 'kimanu kimanu kimanu' on '03-Oct-2023 12:03', which is highlighted with a red box.

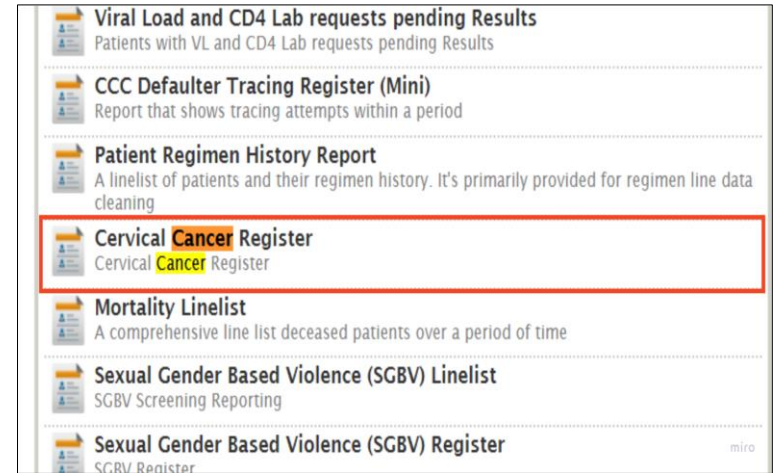
Step 11 CaCx Reporting

- Two reports exist for the Cervical Cancer Screening in KenyaEMR i.e., **MoH 745** and **Cervical Cancer Register**.
- To generate the reports, click **Home** and Locate **Reports** Icon.
- Click to open the reporting panel.
- Under common reports, locate the **MoH 745** Report. Click **Request Report** and Specify the Month from the drop down. Click **Request** and Wait.
- Do the same for Cervical Cancer Register. Specify Start and End Date and click **Request**.

NB: Reports can be viewed either via **View** or via the **Excel** template






The screenshot shows the 'Reports' section of the KeHMIS interface. The 'Common' tab is selected, and the 'MOH 745' report is highlighted with a red box. The report is described as 'Comprehensive Cervical Cancer Facility Reporting Form - MOH'.



This screenshot shows a list of report options. The 'Cervical Cancer Register' option is highlighted with a red box. Other reports listed include 'Viral Load and CD4 Lab requests pending Results', 'CCC Defaulter Tracing Register (Mini)', 'Patient Regimen History Report', 'Mortality Linelist', 'Sexual Gender Based Violence (SGBV) Linelist', and 'Sexual Gender Based Violence (SGBV) Register'.



Finished				
Requested	By	Report file name	Status	Time taken
03-Oct-2023 10:21	lotingiro, lotingiro	Cervical Cancer Register_Sep-2023	COMPLETED	00:00:01

 View
  CSV
  Excel

THE END