


## KenyaEMR Client Registration (Version 18.6.1)

[ Last updated: 18<sup>th</sup> July 2023]

<b>Tasks:</b>	End to end navigation of client registration module in KenyaEMR
<b>Objective:</b>	To help users successfully validate patient IDs and Register Patients successfully
<b>Who:</b>	EMR users
<b>Required Materials:</b>	Username, password, computer installed with the latest version of KenyaEMR
Action	Screen shots
<p><b>Login to KenyaEMR</b></p> <p>Enter the application server URL System “localhost:8080/openmrs” on the browser and click on the load button or Enter key from the keyboard to load KenyaEMR login page.</p> <p>On successful loading, authenticate entry by proving username and password on the fields, then click “Login” button</p>	

Upon successful login, you shall be navigated to facility dashboard Page

Click on **“Home”** tab.



## To register new client

### Steps

From the homepage Click **“Registration”**

From the client **Tasks** menu

Step 1: Click on **“Find or Create patient”** tab.

Step 2: Type client name on the search box to check if the client already exists before registration to avoid double entry.

Step 3: Click on **“Create new patient”** if there are no matching patients to register new patient.

Step 4: Click **“Register new patient”** to open patient registration page.



The figure shows the interface of the registration form in KenyaEMR with captions to explain what is expected in each field.

Familiarize yourself with the registration interface before you proceed.

Step 2: Register Patient

Client verification with Client Registry

Country \*

Identifier Type \*

Enter client ID to verify with MoH Central Registry

Select the country from drop down or simply Select Kenya default

Select identifier type from the list

Click to validate with Registry indicates a required field

Validate Identifier

ID Numbers

Patient Clinic Number

National ID Number

Birth Certificate Number

NUPI

More Identifiers

Passport Number

Huduma Number

Alien ID Number

Driving License Number

Available Client identifier types. Tick all that apply for a given client.

Demographics

Surname \*

First name \*

Other name(s)

Capture client's Name

Use calendar to specify exact client DoB if known.

Sex \*

Date of Birth \*

Estimated

Exact

from age

Click to enter client age instead

Marital status \*

Occupation \*

Education \*

Specify Marital Status, Occupation and Education from drop downs

Deceased

Date of death

Do not use at Registration. Only applies if the patient has been discontinued as Dead

## Step1: Validate Patient ID

**NB:** Patient Verification is a one-off process. Once UPI is obtained, the next facility only needs to confirm that patient details exist in Central Registry and pull the patient details to continue with service provision.

## Step 2: When patient ID exists in CR.

- On Registration windows, start by validating the client ID if it exists in Central Registry (**NB: This procedure requires internet access**)
- Specify Identification Type from drop down.
- Enter the ID number and click **Validate Identifier**
- If patient is found in CR, a notification flag will be displayed like **Client exists in the registry. UPI number: MOH202205002** to confirm UPI Number **Note:** MOH202205002 is an arbitrary test ID.
- **View Registry Info** button will appear. Click on this button to open the Client Overview form. The form displays client information retrieved from CR. Verify the client details.

Step1: Select ID type from drop down    Step 2: Enter the ID number    Step 3: Click to Validate the ID    Step4: If ID is found, click here to view information

Step 2: Register Patient

Client verification with Client Registry

Identifier Type: National ID    2345679    Validate Identifier    Show CR info    Client exists in the registry. UPI number. MOH202205002

\* indicates a required field

ID Numbers

Patient Clinic Number  (if available)

National ID Number  (This is required for all kenyans aged 18+)

Birth Certificate Number  (if available or Birth Notification number)

NUPI  (if available)

☐ More identifiers

Service Number \*  (5-6 digits for service officer or 5-6 digits followed by / and 2 digits for dependant(eg.12345/01))

### Step 2.1: Update client's details

- If the returned information is correct (based on patient presented Identification document), click **"Use all values on the form"** for each of the sections to use the details on the registration form.
- In the unlikely event that the details do not match, close the form, and proceed with client registration process while capturing correct information.

Click **Create Patient** to save the record

**Patient Overview**

<b>Client name</b>		<div style="border: 1px solid red; padding: 2px; background-color: #f0f0f0;">Use all values in form</div>
Full name	Jane Doe	
Sex	Female	
Primary phone Number	+254700111222	
Secondary phone		
Email address	jdoe@example.mail	
<b>Client identifiers</b>		<div style="border: 1px solid red; padding: 2px; background-color: #f0f0f0;">Use all values in form</div>
UPI	MOH202205001	
National ID		
Passport Number		
<b>Address</b>		
County	Nairobi	
Sub county	Dagorreti	
Ward	Weh	
<b>Next of kin</b>		<div style="border: 1px solid red; padding: 2px; background-color: #f0f0f0;">Use all values in form</div>
Name	John Doe	
Relationship	Spouse	
Phone number	+254700111222	

Close

### Step 3: When Clients ID is not found in CR.

- If the ID is not found in CR, the system will return the flag: **Client not found in the registry. Please enter registration data and post to CR**
- In this case, proceed with patient registration normally.
- Ensure National ID number or Birth Certificate has been specified.

**Step 2: Register Patient**

**Client verification with Client Registry**

Identifier Type National ID

2345676

Validate Identifier

Client not found in the registry. Please enter registration data and post to CR

\* indicates a required field

**ID Numbers**

Patient Clinic Number	<input style="width: 90%;" type="text"/>	(if available)
National ID Number	<input style="width: 90%;" type="text"/>	(This is required for all kenyans aged 18+)
Birth Certificate Number	<input style="width: 90%;" type="text"/>	(if available or Birth Notification number)
NUPI	<input style="width: 90%;" type="text"/>	(if available)
<input type="checkbox"/> More identifiers		
Service Number *	<input style="width: 90%;" type="text"/>	(5-6 digits for service officer or 5-6 digits followed by / and 2 digits for dependant(eg.12345/01))

**Demographics**

Enter the address information and the next of Kin information.

Post the details to MoH Central Registry to obtain the UPI number.

Once the number is obtained, click Create Patient to save.

**Note:** Any field with an Asterisk (\*) is a must fill (Mandatory) for a form to be saved.

#### Address

Country *			<input type="text"/>	<input type="checkbox"/> Select Kenya	Select Country or simply click "Select Kenya" Checkbox
Telephone contact *	Alternate phone number		<input type="text"/>	<input type="text"/>	Enter the 10-digit phone number and alternative number if available
Postal Address	Email address		<input type="text"/>	<input type="text"/>	Capture the Postal Address and Email address
County *	Sub-County *	Ward *	<input type="text"/>	<input type="text"/>	Select County, sub-county and Ward from drop downs
Location	Sub-location	Village *	<input type="text"/>	<input type="text"/>	Capture the Location, Sub-location and Village. Village is required
Landmark	Nearest Health Center		<input type="text"/>	<input type="text"/>	Enter the Landmark and the Nearest Health Centre

#### Next of Kin Details

Name	Relationship	} Capture correct NoK details
<input type="text"/>	<input type="text"/>	
Phone Number	Postal Address	
<input type="text"/>	<input type="text"/>	
Verification Status	<input type="text"/>	

Click to post details to MoH Central Registry. This action activates "Create Patient" Button

Once activated, Click to Save the information to the database

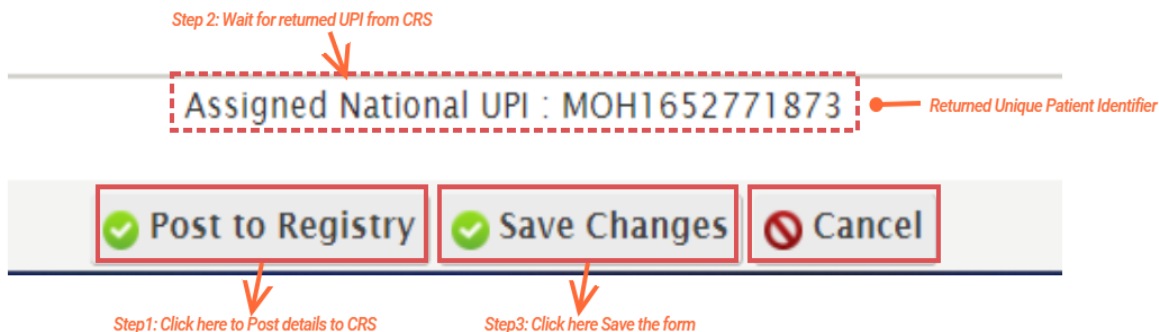
☒ Post to Registry

☒ Create Patient

miro

#### Step 4: Submitting Registration to CRS

- Enter all the information on the registration form as provided by the patient as well as can be gleaned from the ID document presented.
- Once done, click **Post to Registry**. (NB: This requires internet connectivity)
- The system will try to post the Patient Identification number to CR to obtain UPI. If successful, the system will return a success message including returned UPI Number of the patient. This action will also auto-populate the NUPI field under the ID Numbers section.



- Click **Create Patient** or **Save Changes** (if updating) to save the details to the database.
- If the posting fails, just proceed, and save the record by clicking **Create Patient**. The system will make attempts to contact the CR in the background. Once UPI is obtained, the system will save the UPI details in the patient record.


Click **Cancel** if you do not want to proceed.

#### Viewing client information.

- Once the patient record is saved, the system will display a summary of demographic information as shown.
- In cases where the record was not verified against CR, a yellow banner will be displayed as a reminder to the user to perform the verification.
- Otherwise, the verification status will be displayed as **Yes**.

Information
<p>Telephone contact: 0711888888</p> <p>Next of kin contact: 0711222111</p> <p>Next of kin relationship: Sibling</p> <p>Next of kin name: Pluto Onyango</p> <p>Nearest Health Facility: Nyalunya Dispensary</p> <p>cr verification status: Yes</p>

Summary information for patient whose ID has been verified

Information
<p><b>Patient has missing National ID Number and other registration identifiers.</b></p> <p>Telephone contact: 0721827866</p> <p>Next of kin contact: 0721999999</p> <p>Next of kin relationship: Sibling</p> <p>Next of kin address: 0711888888</p> <p>Next of kin name: Benard OVC Otieno</p> <p>Email address: botienoh@gmail.com</p>
<p> <b>Obstetric History</b> Edit form</p>

Summary information for patient whose ID has NOT been validated