SOP: NATIONAL PATIENT UNIQUE IDENTIFICATION GUIDE

SECTION 1: PATIENT IDENTIFICATION VERIFICATION IN KENYAEMR

SCENARIO 1: PATIENT VERIFICATION FOR NEW REGISTRATION

Introduction:

To support patient unique identification and validation, KenyaEMR has been enhanced to include a robust patient registration form that included multiple identifiers as well as validation process.

However, all the IDs are optional in recognition of the fact that a patient may lack such document at the time of registration. Therefore, the emphasis is that provision of services should proceed whether or not the validation process has failed.

If the validation succeeds, the Central Registry Service will return a UPI that will be used to identify the patient across facilities in Kenya.

NB: The 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.

It is also imperative to perform a one-off data dump as soon as a site is upgraded.

**Step 2: Register Patient**

Client verification with Client Registry

Country *   Identifier Type *

[ ] Select Kenya   Select a valid identifier type ▾   **Validate Identifier**

* 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		This will be populated from MOH Client Registry

☑ More identifiers

Passport Number		(if available)
Huduma Number		(if available)
Alien ID Number		(if available)
Driving License Number		(if available)

VALIDATON WORKFLOW SUMMARY
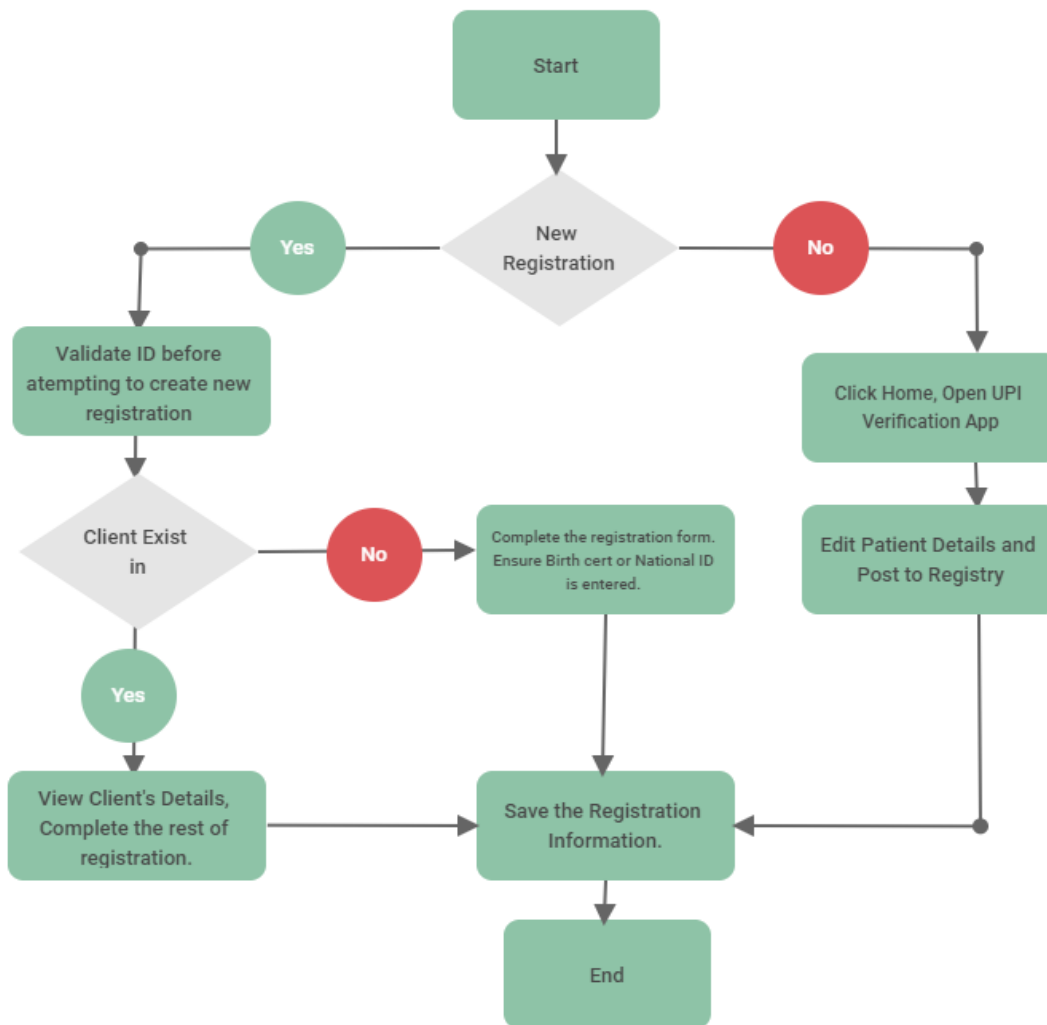
General Workflow

- National patent validation involves three scenarios.i.e
- Validation of a new patient who is being registered in a facility for the first time.
- Verification of exisiting patient. The patient was registered in this facility or a different one but the registration information exist in the Central Registry (CRS)
- Retorspective Verification: this is where a patient's information captured in this facility could not be posted to CRS at the point of registration. This could be as a result of network failure or any other reason.

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

Farmiliarize yourself with the registration inferface 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 Kenya

Select a valid identifier type ▾

Validate Identifier

Select the country from drop down or simply Select Kenya default

Select identifier type from the list

Click to validate with Registry dicates 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 — This will be populated from MOH Client Registry

☑ More identifiers

Passport Number — *(if available)*

Huduma Number — *(if available)*

Alien ID Number — *(if available)*

Driving License Number — *(if available)*

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.

Click to enter client age instead

Sex *
○ Female ○ Male

Date of Birth *

○ Estimated ◉ Exact

🗓 from age

Marital status *

Occupation *

Education *

Specify Marital Status, Occupation and Education from drop downs

Deceased
○ Yes ◉ No

Date of death

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

miro

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.

Address

Country *

[dropdown] ☐ Select Kenya   Select Country or simply click **"Select Kenya"** Checkbox

Telephone contact *   Alternate phone number

[   ]   [   ]   Enter the 10-digit phone number and alternative number if available

Postal Address   Email address

[   ]   [   ]   Capture the Postal Address and Email address

County *   Sub-County *   Ward *

[dropdown]   [dropdown]   [dropdown] Select County, sub-county and Ward from drop downs

Location   Sub-location   Village *

[   ]   [   ]   [   ] Capture the Location, Sub-location and Village. Village is required

Landmark   Nearest Health Center

[   ]   [   ]   Enter the Landmark and the Nearest Health Centre

Next of Kin Details

Name   Relationship

[   ]   [dropdown]

Phone Number   Postal Address

[   ]   [   ]   Capture correct NoK details

Verification Status

[   ]

Clikc 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

Step1: Validate Patient ID

- Log into KenyaEMR normally
- Click **Home**. Locate and click **Registration** application
- Click "**Create New Patient**"

Step 1   Step 2

Step 3

Step 4
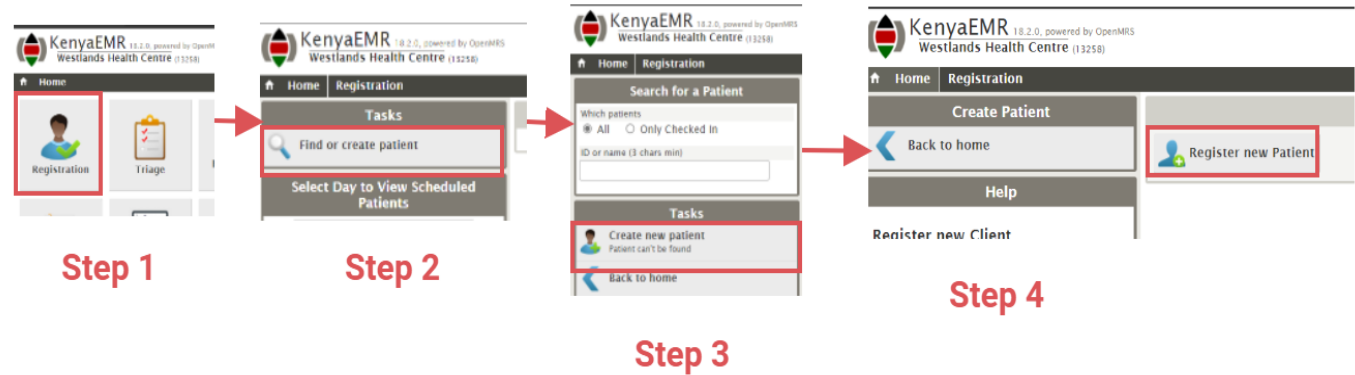
Step 2: When patient ID exists in CR

- 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**: MOH2022205002 is an arbitrary test ID.
  - **View Registry Info** button will appear. Click on this button to open up Client Overview form. The form displays with 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 to the registration form. - In the unlikely event that the details do not match, close the form, and proceed with client registration process normally while capturing correct information. - Click **Create Patient** to save the record.	**Patient Overview** **Client name** Full name Jane Doe Sex Female Primary phone Number +254700111222 Secondary phone Email address jdoe@example.mail [Use all values in form] **Client identifiers** UPI MOH202205001 National ID Passport Number [Use all values in form] **Address** County Nairobi Sub county Dagorreti Ward Weh **Next of kin** Name John Doe Relationship Spouse Phone number +254700111222 [Use all values in form] 🚫 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 [ ] (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)) Demographics

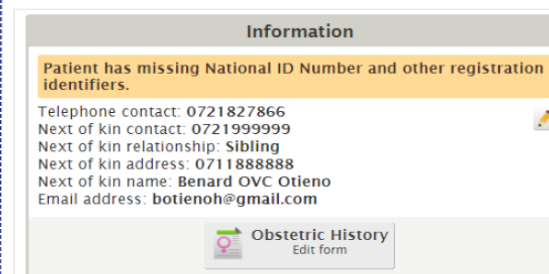|	
Step 4: Submitting Registration to CRS - Enter all the information on the registration form as can be provided by the patient as well as can be gleaned from the ID document presented. - Once done, click **Post to Registry.** (NB: This requires internet connectivity) - The system will try to post the Patient Identification number to CR to obtain UPI. If successful, the system will return success message including returned UPI Number for the patient. This action will also auto populate the NUPI field under ID Numbers section - Click **Cancel** if you don't want to proceed.	Step 2: Wait for returned UPI from CRS Assigned National UPI : MOH1652771873 ←— *Returned Unique Patient Identifier* ✅ **Post to Registry** ✅ **Save Changes** 🚫 **Cancel** Step1: Click here to Post details to CRS Step3: Click here Save the form - 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.
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** Telephone contact: 0711888888 Next of kin contact: 0711222111 Next of kin relationship: Sibling Next of kin name: Pluto Onyango Nearest Health Facility: Nyalunya Dispensary cr verification status: **Yes** *Summary information for patient whose ID has been verified* **Information** Patient has missing National ID Number and other registration identifiers. Telephone contact: 0721827866 Next of kin contact: 0721999999 Next of kin relationship: Sibling Next of kin address: 0711888888 Next of kin name: Benard OVC Otieno Email address: botienoh@gmail.com 👩 **Obstetric History** Edit form *Summary information for patient whose ID has NOT been validated*

SCENARIO 2: RETROSPECTIVE VERIFICATION OF NEW CLIENTS

Retrospective Verification:
The following steps outline the process of verifying a patient who is already exisiting in the system retrospectively:

Steps:
- Click **Home**
- On the Apps windows, locate and click **UPI Verification** App
- On the Pending Verification window, check the verification summary
- Check the list of patients with pending verification. You can navigate back and forth using the record navigation tools displayed at the bottom of the list.
- Locate the patient you want to verify
- Click on **View Client**. This will take you to the verification window
- Proceed with verification process outline in **Step 4** above.

First Name	Middle Name	Last Name	Sex	DOB	Action
Pending	Verification	Test	F	06-May-1981	Verify client
Doe	John	Joseph	M	14-May-1986	Verify client
Test	Nupi	Justine	M	15-Jun-1989	Verify client
Thinkpad	Test	Kinuthia	M	15-Jun-1977	Verify client
Upi		Jessy	F	15-Jun-1989	Verify client

Alternative approach to verification of existing patient.

Steps
- Search for the patient record that exists in the system
- View the registration details and click the Edit icon
- On the patient registration screen, proceed with validation process as outline above.

Pending Verification report
This report extracts a list of all patients in the system whose IDs have not been verified.

Steps:
- Click Home and locate Reports Application
- On the report panel, under common reports, locate All Patients Missing National Unique Patient Identifier.
- Obtain report and wait for the list to be generated (This may take a while depending on the patient numbers)
- View report to see the list of patients with pending verification.
- Click on patient name and proceed with verification normally.

NB: You can also get a line list from CAR report for clients who do not have UPI number


Active on ART Patients Linelist
A comprehensive line list of active patients, with details as per a patient's last visit

All Patients Missing National Unique Patient Identifier
List of clients who do not have national unique patient identifier listed

RDQA Report
Report for Routine Data Quality Analysis
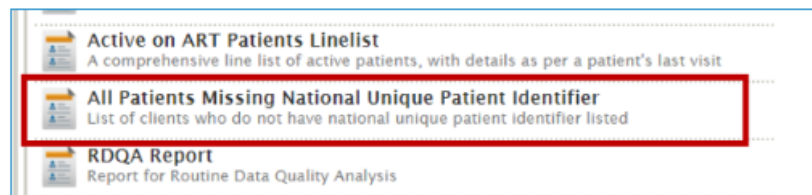
All Patients Missing National Unique Patient Identifier

Summary
Total: 4273   Males: 1351   Females: 2922

Name	Age	Sex	Unique Patient Number
AMELIA, AMELIA	46	F	1016100003
MARIAM, MARIAM	56	M	20115007337
Judy, Judy	62	M	1016100412
ALMASA, ALMASA	37	M	023809
VALLERY, VALLERY	45	M	1325801042
ILAMWENYA, ILAMWENYA	37	F	13258001153
ONGANDA, ONGANDA	36	F	1325800836
APUNDA, APUNDA	62	M	132581191
jacqline, jacqline	42	F	1325801327
AOKO, AOKO	60	M	10161000226
IRINE, IRINE	56	F	1016100209
OMENDA, OMENDA	61	F	13258001370
OMENDA, OMENDA	35	F	13258001089

SECTION 2: DATA DUMP WITH DWAPI

DATA DUMP USING DWAPI APPLICATION	
Introduction: - Part of the process of Unique patient identification process involves a one-time data dump from all the EMR facilities to the National Central Repository. - DWAPI has been enhanced to facilitate data dump process. The process outlined below highlights how users can perform the data dump. - A new dataset has been added in the docket named **Client Registry Services**	
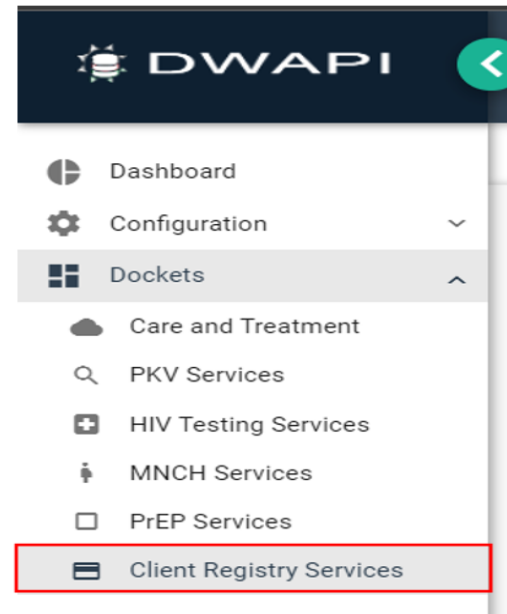
Steps:

i. Locate and click the Client Registry Services (CRS) (Step1)

ii. Click Load from EMR (step 2). This will initiate the process of retrieving records from the database

iii. Check that all the qualified records are retrieved successfully with no error (Step 3).

iv. Review the loaded dataset to ensure all columns are available. (Step 4)

v. Once satisfied, click **Send to warehouse** to submit this data to the national data warehouse from where it will be transmitted to the Central Registry. (Step 5)

NB: This process requires internet connectivity.

Confirmation of Tx_Curr numbers:
Facility needs to confirm that the TX_Curr numbers extracted by DWAPI matches that of MoH 731 on KenyaEMR. This is to ensure consistency of numbers throughout the upload cascade (MoH731-DWAPI – SPOT- DWH). To view the Tx_Curr, check under Extract Details, Go to Extract Summary Tab as shown.

Successful submission

Confirm that the dataset is submitted successfully. The app will display a green banner as shown here.

NB: *In case of any errors during data submission, contact service desk on* **0800 722 440.**

🏠 / Dockets / Client Registry Service

Client Registry Services | KenyaEMR 17.3.4 (This version of DWAPI works best with KenyaEMR version 18.0.1) or higher

⬇ Load from EMR   ☁ Send Warehouse

Extract	Status	Found	Loaded	Flagged	Queued	Sent
Client Registry Service	Sent	810	810	0	0	810

✓ **sent successfully**   ✕

THE END