# SOP: KenyaEMR 3.x Facility Dashboard

Last Update: Mar 2024

| | |
|---|---|
| **TASK:** | Facility Dashboard Walkthrough |
| **OBJECTIVE:** | Guide user through KenyaEMR 3.x dashboard |
| **ACTORS:** | **Facility Admin, Facility Special Clinics, Facility OPD Users, Facility IPD Users** |
| **REQUIRED MATERIALS:** | Functional KenyaEMR **version 18.7.2** |
| **SUMMARY:**<br>A health facility dashboard serves as a centralized platform for monitoring and analyzing critical data related to patient care, resource utilization, financial performance, and operational efficiency within a healthcare facility. It aggregates data from multiple sources, such as electronic health records (EHR), billing systems, and administrative databases, to provide a comprehensive view of facility operations. | |

Locations of use:

i) Facility Admin
ii) Facility Users with access

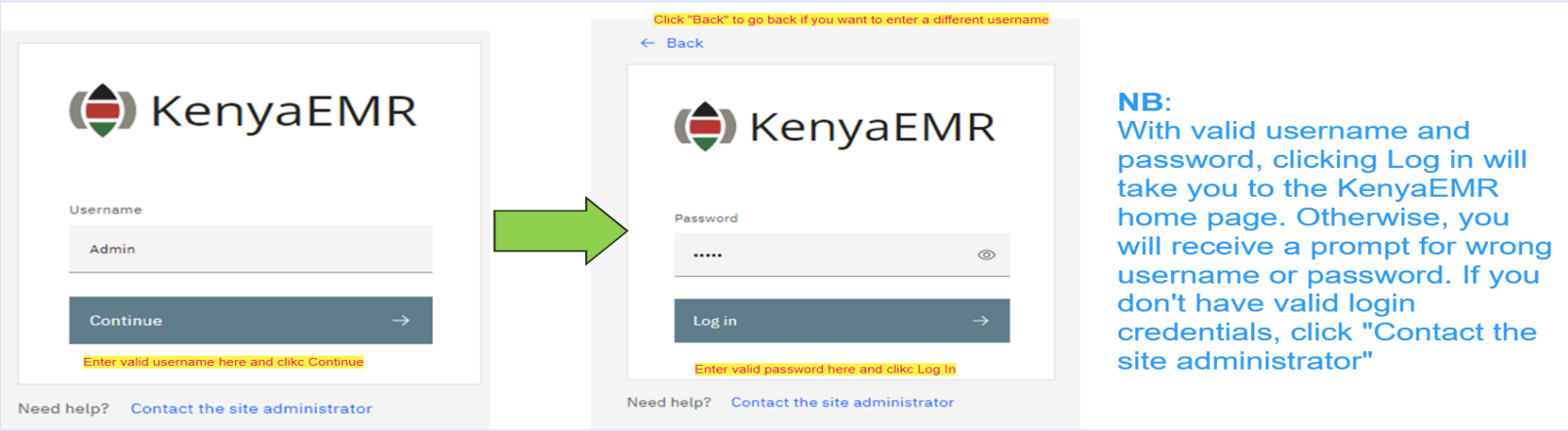
The following are key Facility Dashboard views for various actors:

<table>
<tr><th>Facility Admin</th><th>Facility Special Clinics</th><th>Facility OPD Users</th><th>Facility IPD Users</th></tr>
<tr><td>Financial Performance<ul><li>Revenue and Expenses: Monitor revenue streams, including waivers, and out-of-pocket payments, as well as expenses such as supplies, and overhead costs.</li></ul></td><td colspan="3">Patient Metrics<ul><li>Admissions and Discharges: Track the number of patients admitted to and discharged from the facility over time.</li><li>Bed Occupancy Rates: Monitor bed utilization rates to optimize resource allocation and capacity management.</li><li>Average Length of Stay: Analyze the average length of time patients spend in the facility to identify opportunities for efficiency improvements.</li></ul>Clinical Quality Indicators</td></tr>
</table>

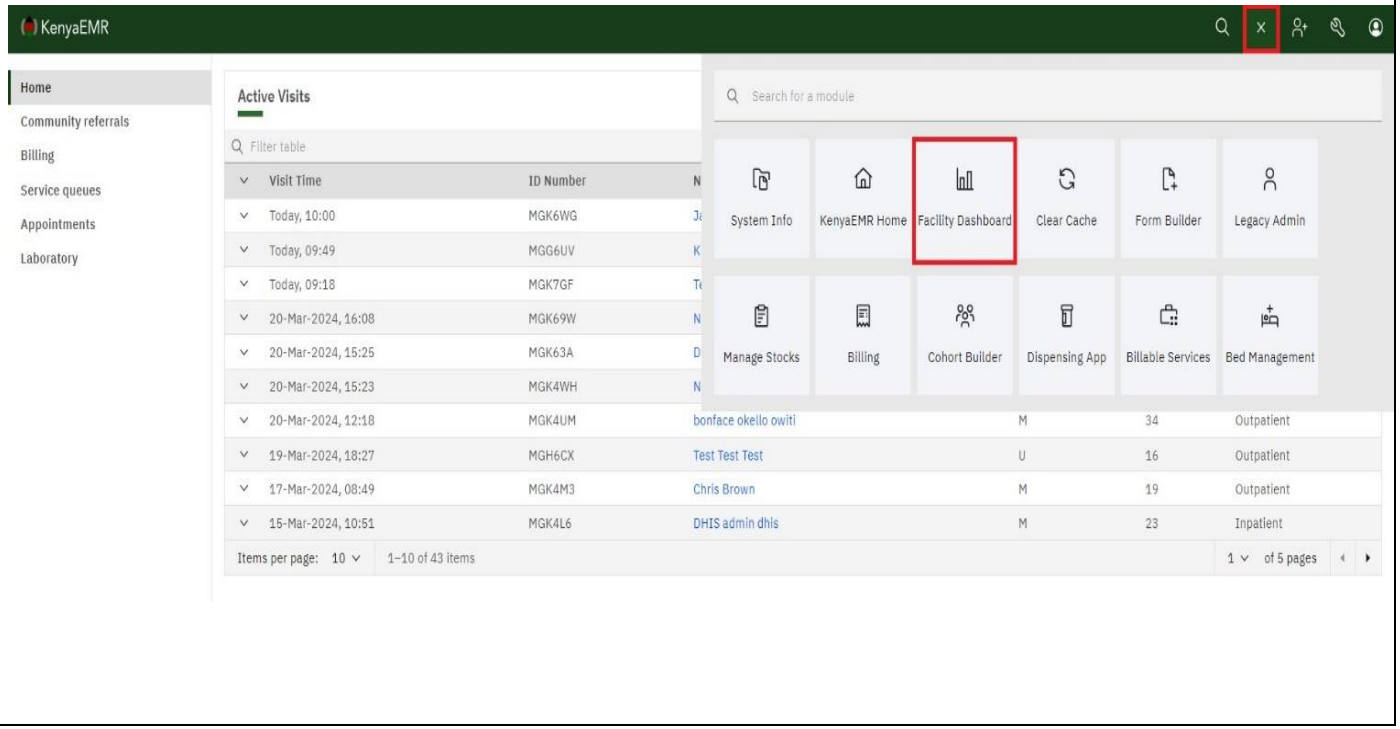
| | |
|---|---|
| • Profitability Analysis: Analyze profit margins, net income, and return on investment (ROI) to assess the financial health and sustainability of the facility.<br>• Budget Variance: Compare actual financial performance against budgeted targets to identify discrepancies and areas for cost-saving measures.<br><br>**Operational Efficiency**<br>• Appointment Wait Times: Track average wait times for appointments and consultations to optimize patient scheduling and reduce waiting times.<br>• Resource Utilization: Monitor the utilization of medical equipment, facilities, and staff to identify inefficiencies and optimize resource allocation.<br>• Workflow Bottlenecks: Identify bottlenecks and inefficiencies in clinical workflows and administrative processes to streamline operations and improve productivity. | • Patient Outcomes: Measure clinical outcomes such as mortality rates, readmission rates, and complication rates to assess the quality of care delivered.<br>• Compliance with Clinical Guidelines: Monitor adherence to evidence-based clinical guidelines and protocols to ensure the delivery of standardized and high-quality care.<br>• Patient Satisfaction Scores: Track patient satisfaction scores and feedback to gauge patient experience and identify areas for improvement. Dispense to patients/users in case of specific departments.<br>• Should be aware of stock levels for medications and prescribes medication to the patient.<br>• Budgeting for stock, tracking expenditures related to stock, and ensuring that financial records align with stock levels and procurement activities |

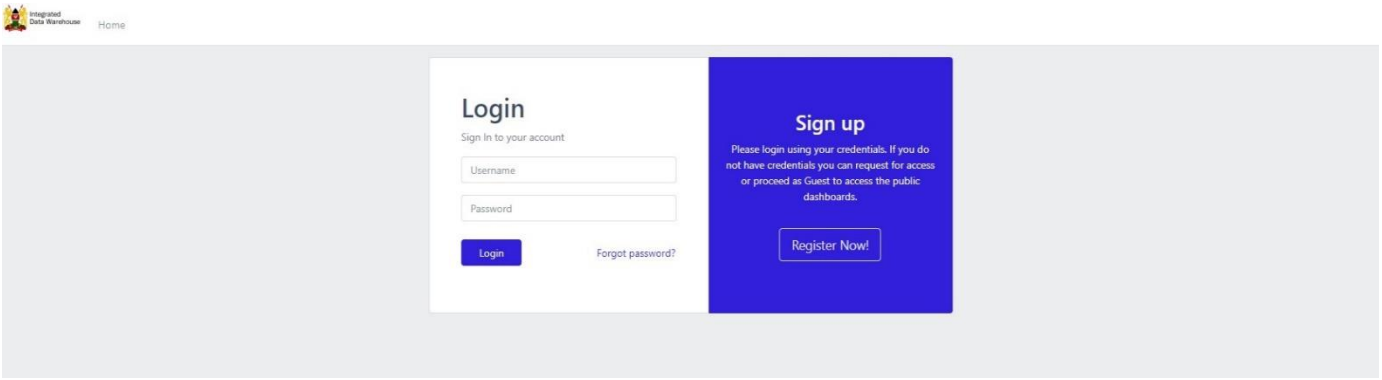
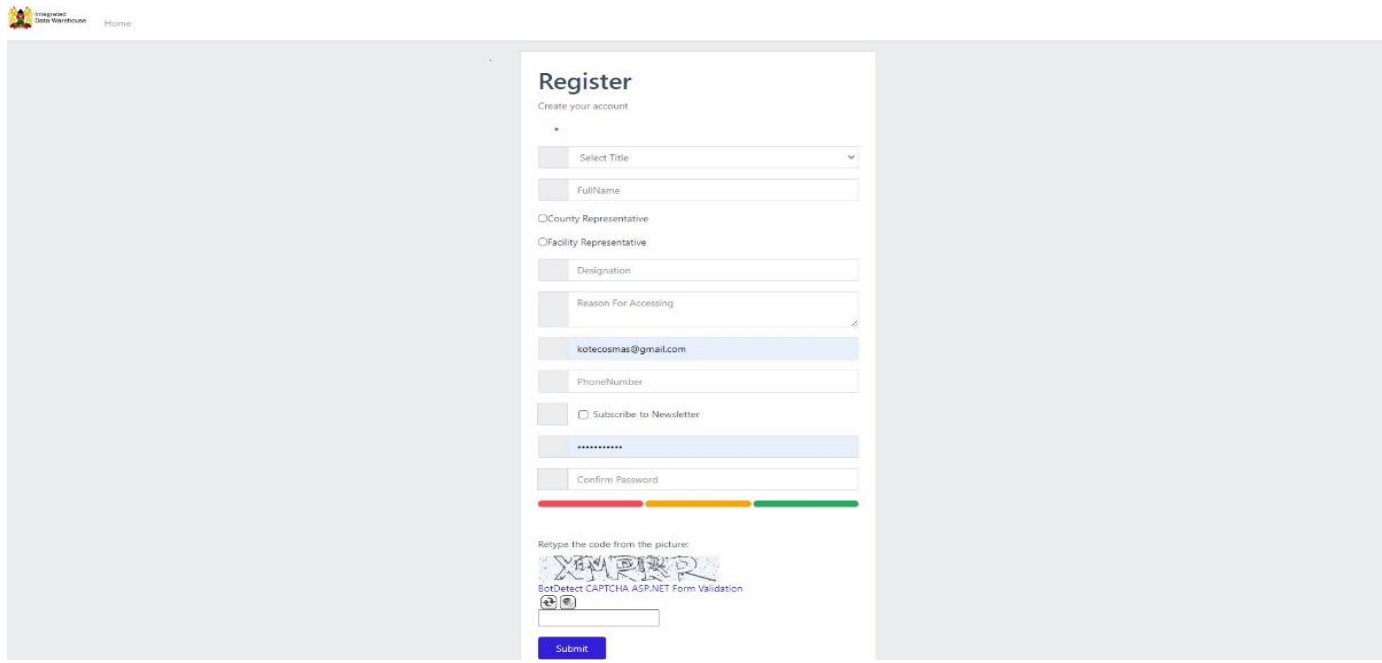
# Part 1: Login into the system

- Enter the correct URL on your browser (i.e http://server_IP_Address:8080/openmrs/spa )
- The logging screen will be displayed. Enter the correct username and password in the sequences shown.

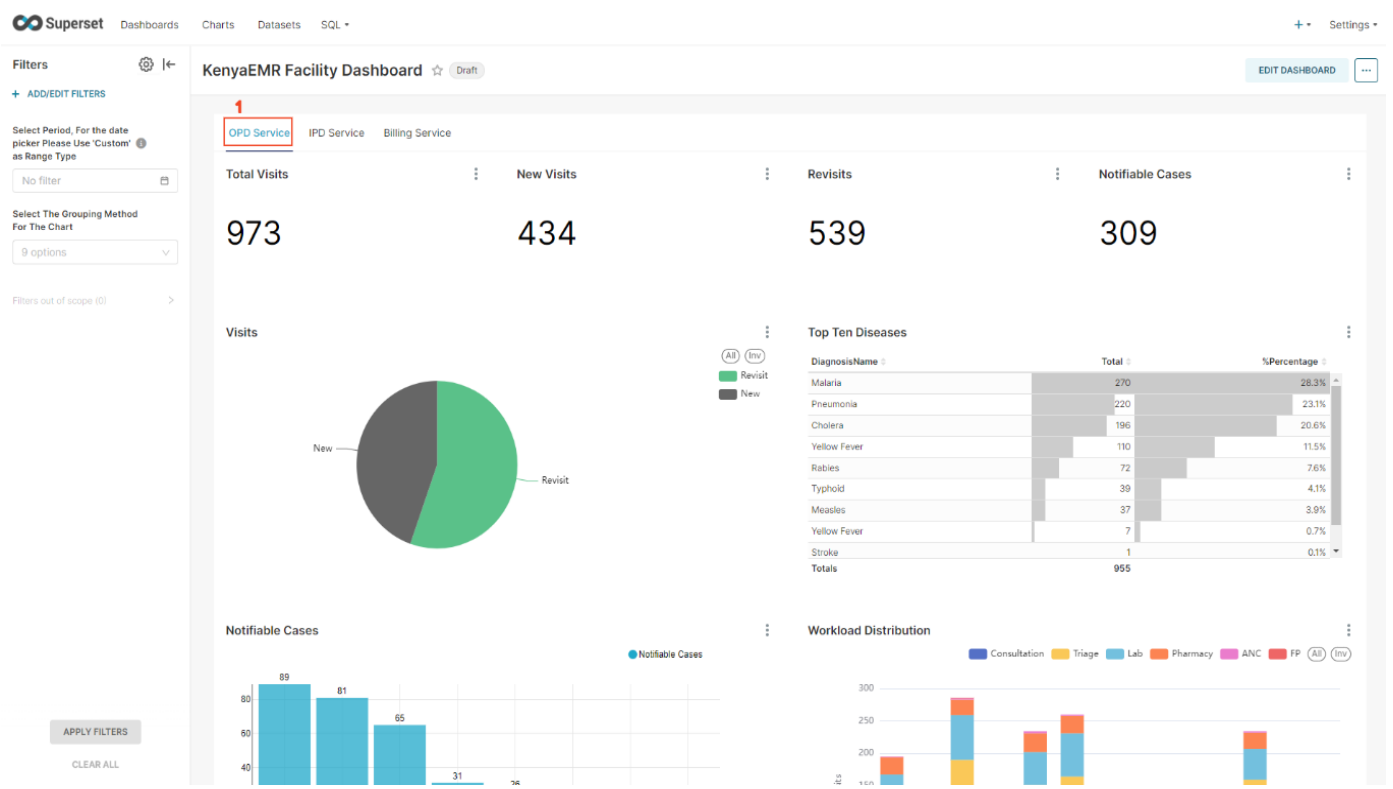


# Part 1: How to Access Facility Dashboards

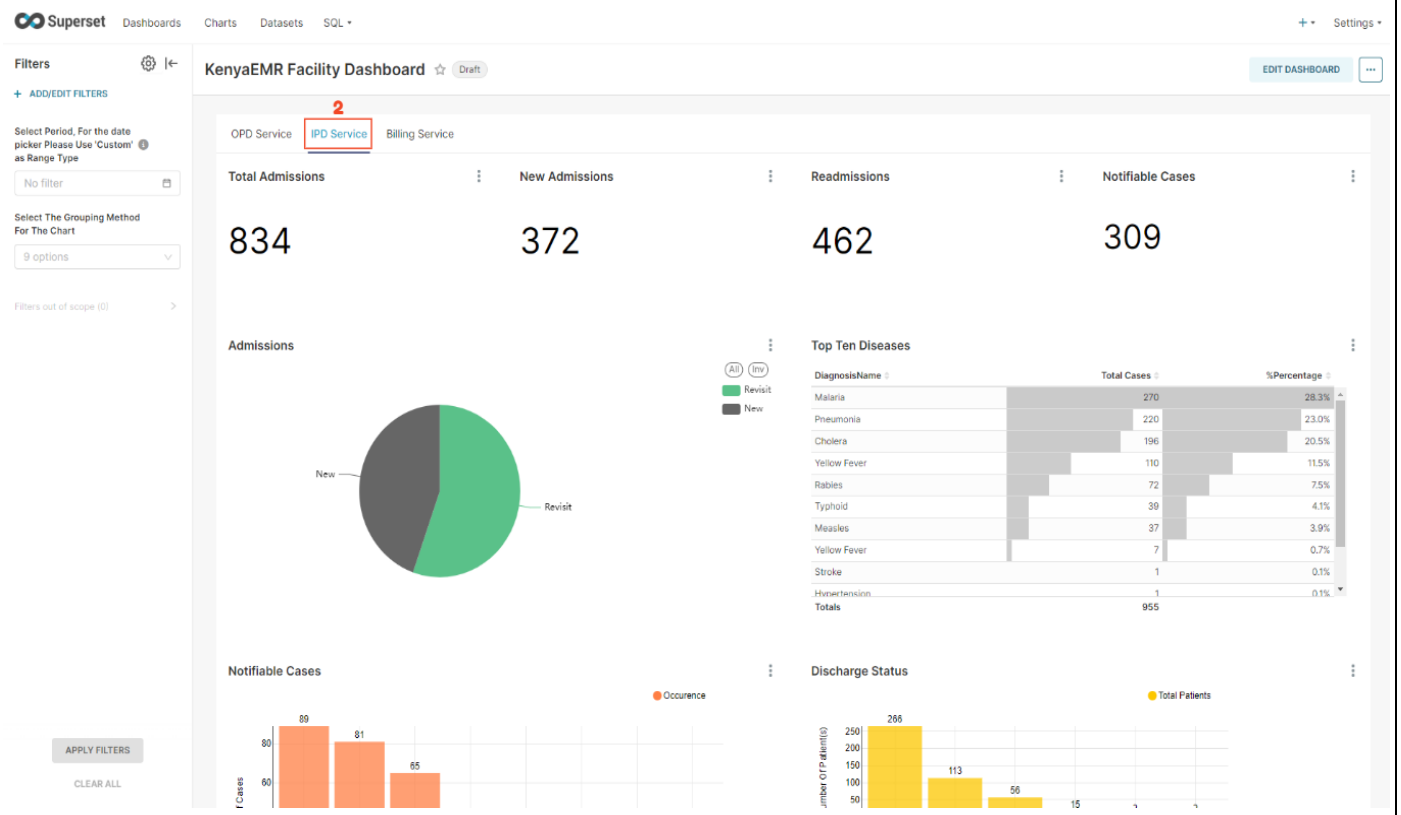
| No | Task Descritpion | Screenshot |
|---|---|---|
| 1 | **Access Facility Dashboard module**<br>• On the KenyaEMR Home Page, click on the **Grid Icon** on the top-right corner to display KenyaEMR applications then click on **Facility Dashboard**<br><br>**NB:** The Facility dashboard will be displayed as shown in the next image.<br><br>**Overview:**<br>By default the dashboards will be hosted and opened on superset. The dashboards will come already pre-configured but the platform allows users to dynamically create new dashboards. |  |

| | | |
|---|---|---|
| | **Login/Register:**<br>• If you are an existing user, use your email address as username and enter the password you had created to login.<br>• If you are a new user, click on 'Register Now' to create an account. You shall be redirected to the '**Registration** form' Fill and save. |  <br>  |

1. **Navigating the dashboard:**
   a. Click on (**1**) OPD service – This will open for you all dashboards created for OPD.

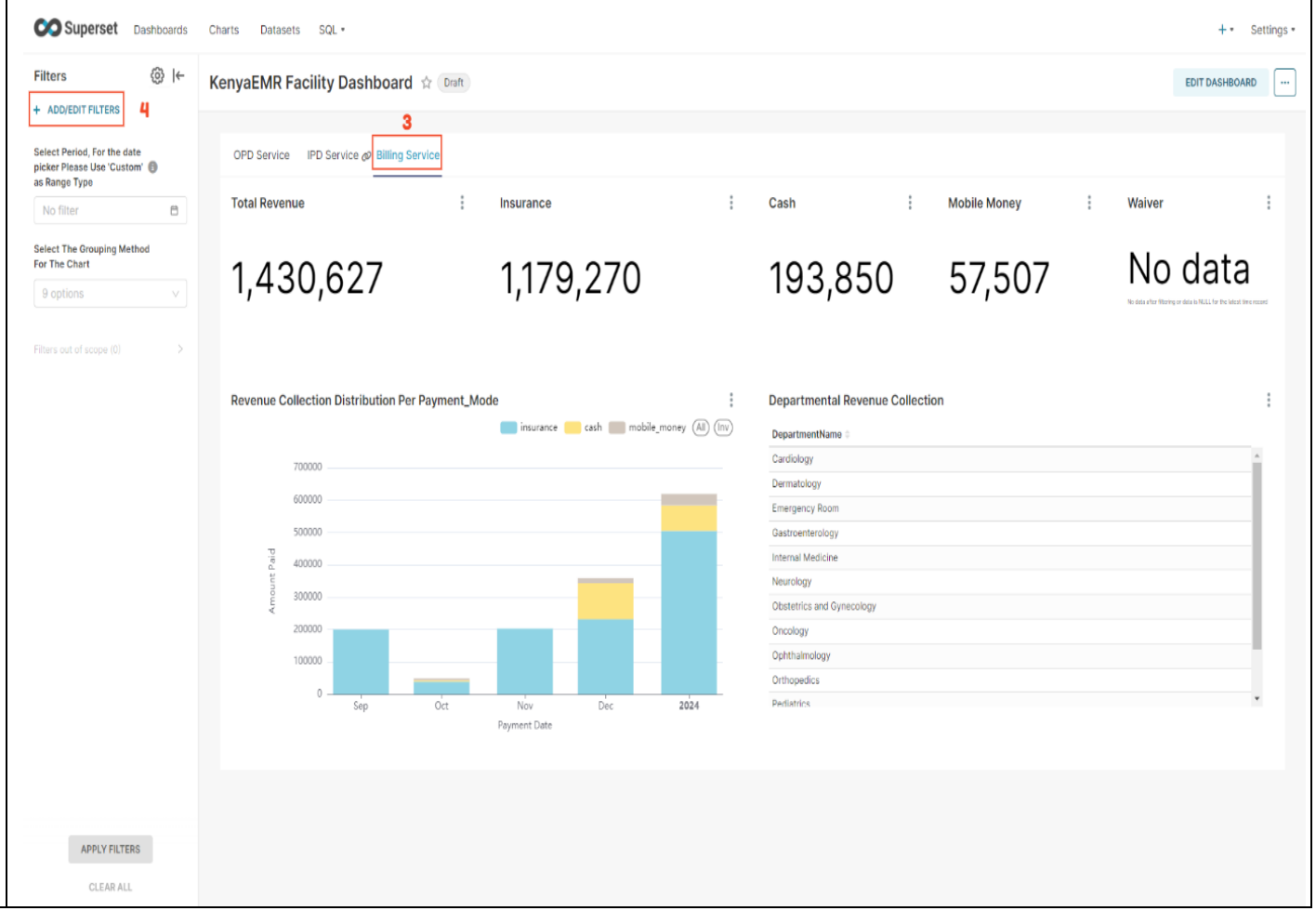


b. Click on (**2**) IPD service – This will open for you all dashboards created for IPD.



c. Click on (**3**) Billing service – This will open for you all dashboards created for Billing services.

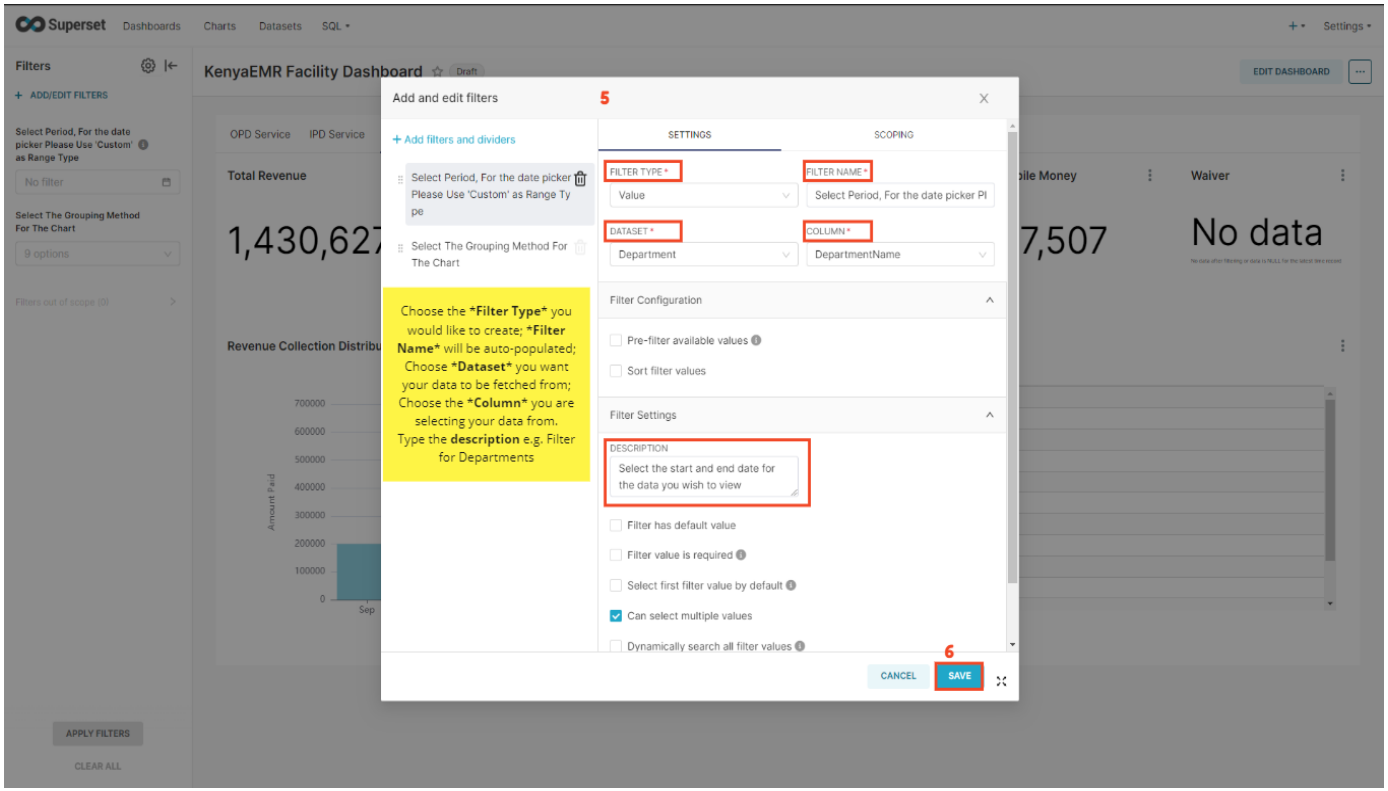
d. Click on (**4**) Add/Edit Filters – This will open for you a diaglog box.

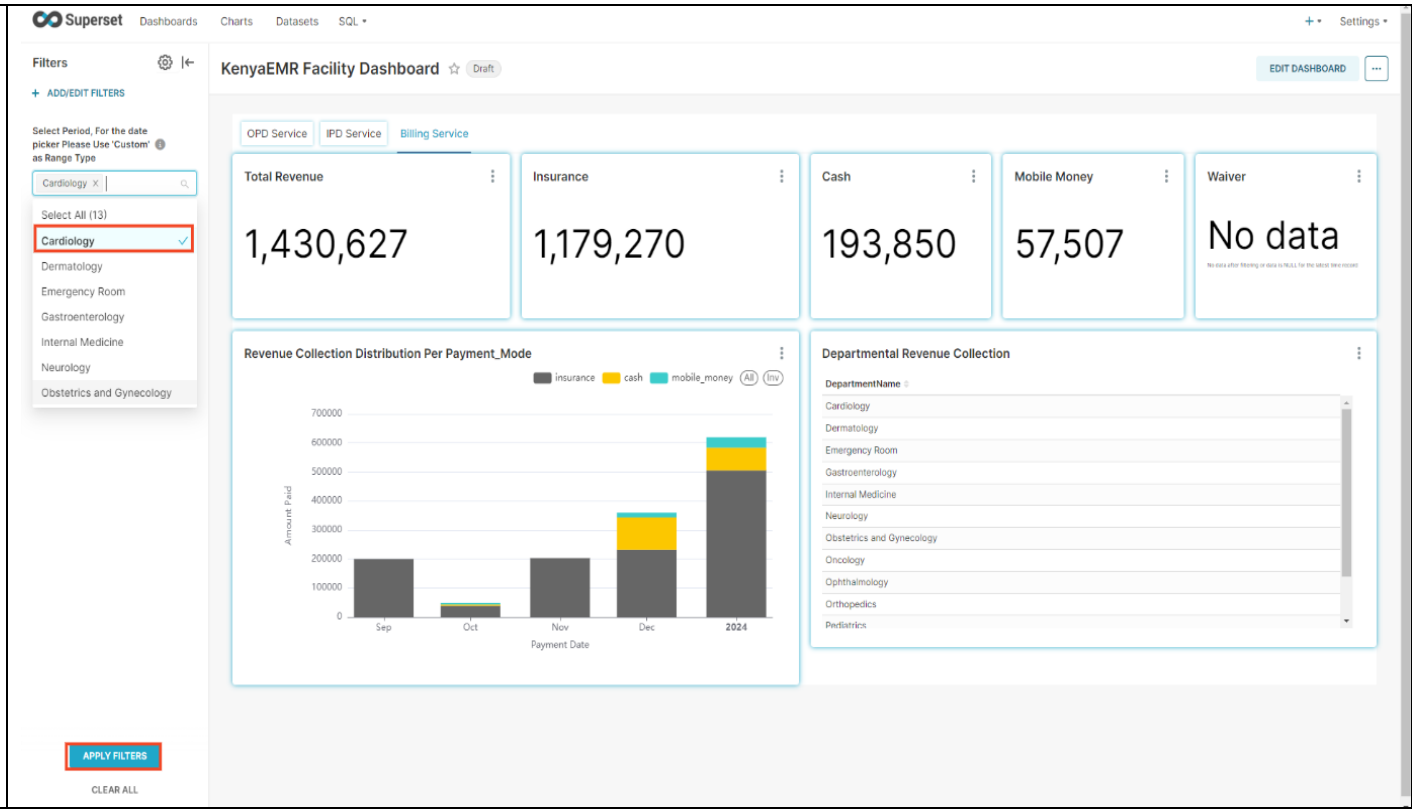


e. (**5**). These custom filters allows a user to affect the data being displayed and change the dashboards according to the filter applied.

f. The dialog box for custom filter has mandatory fields. The fields are as follows: **Filter Type, Filter Name, Dataset, Column** and **Description (**Not Mandatory**)** that have to be filled before saving.

g. Click on (**6**) Save – This will submit and save the new filter you have added to slice your data and display dashboards according to filters applied.



| | | |
|---|---|---|
| | Once the filters have been successfully created, you will be able to see the new filter with the choices made available on the left side bar menu as depicted in the image. |  |

**THE END**