
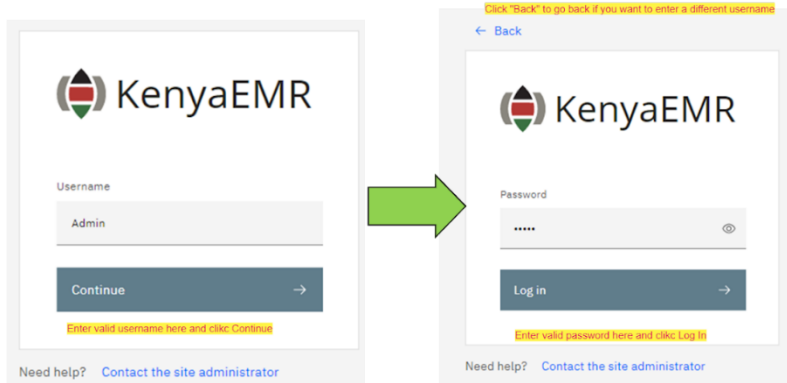
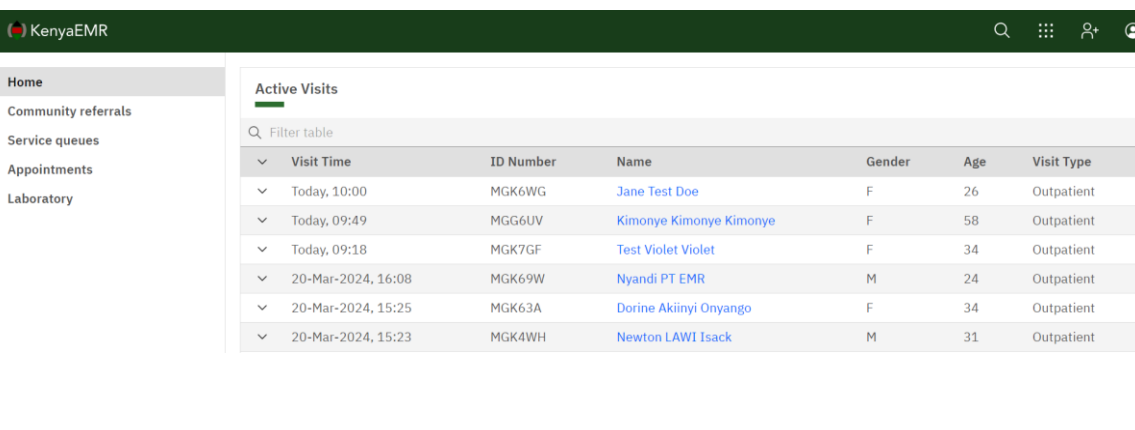


## How to use KenyaEMR Alcohol and Drug Abuse Screening Form

<b>Tasks:</b>	To Complete Gender based Violence Screening Form on OpenMRS 3.x
<b>Objective:</b>	To Navigate and update Gender based Violence Screening for clients at risk for violence
<b>Who:</b>	EMR user; Adherence Counsellor/clinician/nurse/Health care provider
<b>Required Materials:</b>	Username, password, computer installed with KenyaEMR latest version
<b>Version:</b>	KenyaEMR Version 3.x (18.7.2)
<b>Last Updated:</b>	March 2024

Step	Action	Screen shots
<b>Introduction</b>	<p>This document provides detailed workflow on how to fill the Complete Gender Based Violence Screening Form in the KenyaEMR 3.x system. The guide is accompanied by relevant screenshot images for illustration purposes.</p>	

<p><b>Log into KenyaEMR</b></p>	<p>The user is required to gain access into the KenyaEMR system by supplying correct username and password.</p> <ul style="list-style-type: none"> <li>- Enter Username</li> <li>- Enter Password</li> <li>- Click “Login”</li> </ul>	 <p><b>NB:</b> With valid username and password, clicking Log in will take you to the KenyaEMR home page. Otherwise, you will receive a prompt for wrong username or password. If you don't have valid login credentials, click "Contact the site administrator"</p>																																										
<p><b>KenyaEMR landing page</b></p>	<p>After a successful login, the KenyaEMR landing page (Active visits) will be opened. Click Home to navigate to the KenyaEMR Homepage.</p>	 <table border="1"> <thead> <tr> <th>Visit Time</th> <th>ID Number</th> <th>Name</th> <th>Gender</th> <th>Age</th> <th>Visit Type</th> </tr> </thead> <tbody> <tr> <td>Today, 10:00</td> <td>MGK6WG</td> <td>Jane Test Doe</td> <td>F</td> <td>26</td> <td>Outpatient</td> </tr> <tr> <td>Today, 09:49</td> <td>MGG6UV</td> <td>Kimonye Kimonye Kimonye</td> <td>F</td> <td>58</td> <td>Outpatient</td> </tr> <tr> <td>Today, 09:18</td> <td>MGK7GF</td> <td>Test Violet Violet</td> <td>F</td> <td>34</td> <td>Outpatient</td> </tr> <tr> <td>20-Mar-2024, 16:08</td> <td>MGK69W</td> <td>Nyandi PT EMR</td> <td>M</td> <td>24</td> <td>Outpatient</td> </tr> <tr> <td>20-Mar-2024, 15:25</td> <td>MGK63A</td> <td>Dorine Akiinyi Onyango</td> <td>F</td> <td>34</td> <td>Outpatient</td> </tr> <tr> <td>20-Mar-2024, 15:23</td> <td>MGK4WH</td> <td>Newton LAWI Isack</td> <td>M</td> <td>31</td> <td>Outpatient</td> </tr> </tbody> </table>	Visit Time	ID Number	Name	Gender	Age	Visit Type	Today, 10:00	MGK6WG	Jane Test Doe	F	26	Outpatient	Today, 09:49	MGG6UV	Kimonye Kimonye Kimonye	F	58	Outpatient	Today, 09:18	MGK7GF	Test Violet Violet	F	34	Outpatient	20-Mar-2024, 16:08	MGK69W	Nyandi PT EMR	M	24	Outpatient	20-Mar-2024, 15:25	MGK63A	Dorine Akiinyi Onyango	F	34	Outpatient	20-Mar-2024, 15:23	MGK4WH	Newton LAWI Isack	M	31	Outpatient
Visit Time	ID Number	Name	Gender	Age	Visit Type																																							
Today, 10:00	MGK6WG	Jane Test Doe	F	26	Outpatient																																							
Today, 09:49	MGG6UV	Kimonye Kimonye Kimonye	F	58	Outpatient																																							
Today, 09:18	MGK7GF	Test Violet Violet	F	34	Outpatient																																							
20-Mar-2024, 16:08	MGK69W	Nyandi PT EMR	M	24	Outpatient																																							
20-Mar-2024, 15:25	MGK63A	Dorine Akiinyi Onyango	F	34	Outpatient																																							
20-Mar-2024, 15:23	MGK4WH	Newton LAWI Isack	M	31	Outpatient																																							

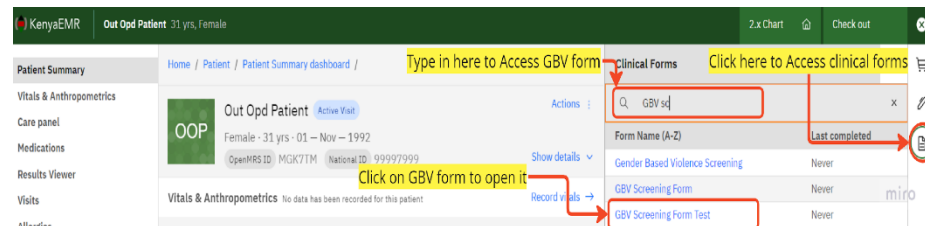
### Locating the Gender Based Violence Abuse Screening Form

- From the landing page, select the client of interest from the active line list.
- If a client is not available on the active line list, proceed to search for a client. **(refer to the search procedure)**
- Upon successful search, **select** the client's name and **check in** to start a visit. **(Refer to the check in guide)**

Active Visits						
Q Filter table						
Visit Time	ID Number	Name	Gender	Age	Visit Type	
Today, 16:23	MGFKEJ	Maringich Maringich Maringich	M	18	Outpatient	
20-Mar-2024, 17:21	MGK67Y	my email Gmail	F	24	Outpatient	
20-Mar-2024, 16:08	MGK69W	Nyandi PT EMR	M	24	Outpatient	
20-Mar-2024, 15:34	MGK647	Rose Awino James	F	27	Outpatient	
20-Mar-2024, 15:25	MGK4VK	hesbon atieno atieno	M	31	Outpatient	
20-Mar-2024, 15:25	MGK63A	Dorine Akiinyi Onyango	F	34	Outpatient	
20-Mar-2024, 15:23	MGK4WH	Newton LAWI Isack	M	31	Outpatient	

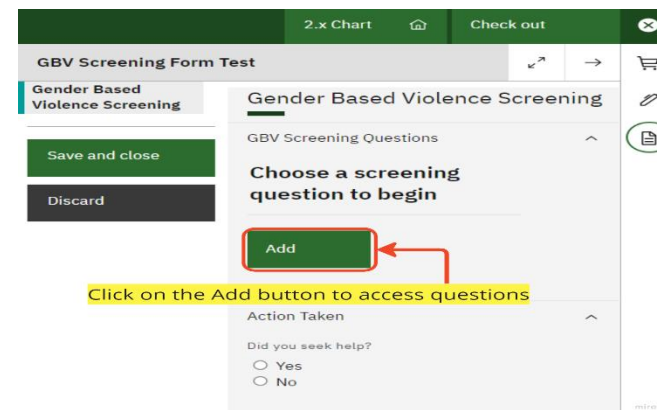
### Open the Gender Based Violence Screening Form.

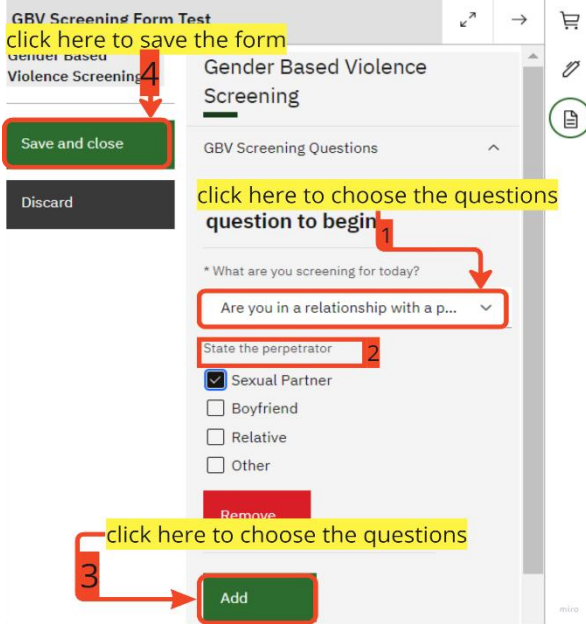
After checking-in the client, proceed to click on the **'Forms'** icon on the right navigation panel to locate the **Gender Based Violence Screening Form** (as highlighted). Click the form to open.



### Filling the GBV Screening Form.

- To access screening questions to begin with, click on the **'Add button'** and select the questions from the drop down menu.



<p><b>Filling the GBV Screening Form (Continuation)</b></p>	<ol style="list-style-type: none"> <li>1. Choose questions to begin with from the dropdown menu</li> <li>2. Select the perpetrator from the checkbox choices. Click on other to specify on the text field provided.</li> <li>3. Click on the <b>'Add'</b> button to choose more questions.</li> <li>4. To save the form, click on the <b>'save and close'</b> button. An alert will notify you that the form has successfully been saved.</li> </ol>	
<p><b>Completed GBV Screening Form.</b></p>	<ul style="list-style-type: none"> <li>• Once the form is filled and saved, navigate to patient summary and click on 'Visits' to access 'all encounters' under which the completed forms will be accessible.</li> <li>• Editing the form, click on all Encounters, completed forms will appear locate GBV form, then click on the "3 dots" option. Click on the <b>'Edit this Encounter'</b> to edit the form the save and close</li> </ul>	