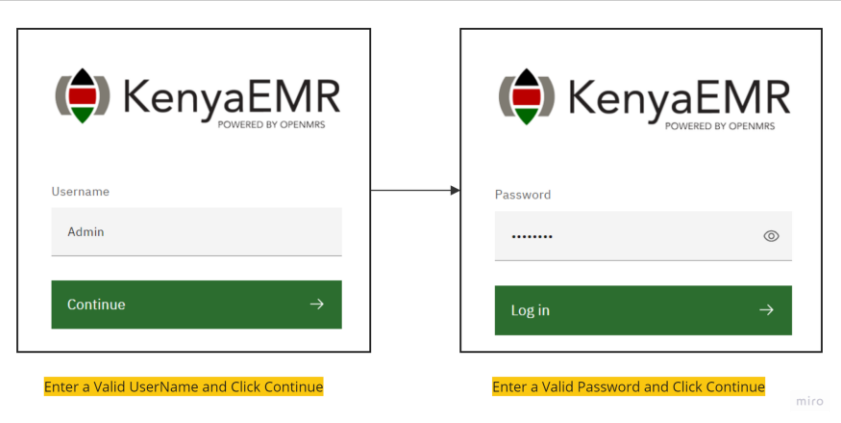


KenyaEMR Check-in and Check-Out Job Aid

(Revised March 2024)

Tasks:	End to end KenyaEMR Check-in and Check -Out workflow
Objective:	To acquire knowledge Checking-in and Checking Out a patient from KenyaEMR
Who:	EMR user
Required Materials:	Applies to KenyaEMR 3.x Version

STEP	ACTION
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1.	<p>Login to KenyaEMR</p> <p>On successful KenyaEMR system access, you should be navigated to the login page.</p> <p>Authenticate entry by proving a valid username and password on the fields, then click the “Continue” button.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>
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2.	<p>KenyaEMR 3.x Landing page</p> <p>Upon successful login, you shall be navigated to system Landing Page.</p>
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Welcome Admin

Select your location from the list below. Use the search bar to find your location.

Search for a location

- Meru District hospital
- 1 Main Store
- 2 Main Pharmacy

Remember my location for future logins

Confirm

Select the applicable Location

Click the confirm button

Select the appropriate location and click Confirm.

3 KenyaEMR Homepage

Visit Time	ID Number	Name	Gender	Age	Visit Type
26-Mar-2024, 15:44	MGK6WG	Jane Test Doe	F	26	Outpatient
26-Mar-2024, 15:23	MGK7GF	Test Violet Violet	F	34	Outpatient
20-Mar-2024, 16:08	MGK69W	Nyandi PT EMR	M	24	Outpatient

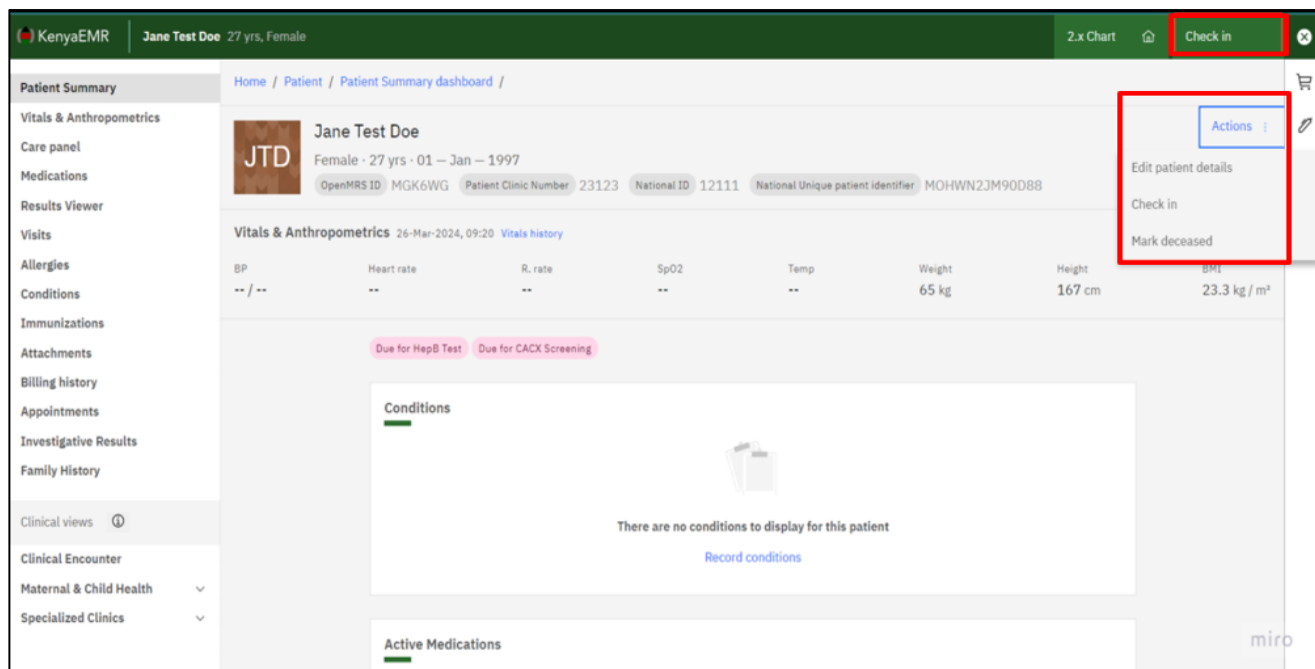
Click search icon to search for patient

Visit Time	ID Number	Name	Gender	Age	Visit Type
Today, 08:59 AM	MHG66D	PREP PREP REFILL	M		
27-Mar-2024, 09:16 PM	MGJE9T	OMARI OMARI OMARI	F		
27-Mar-2024, 09:14 PM	MGFN33	MIRIA MIRIA MIRIA	F	64	Outpatient

From KenyaEMR homepage, a user can access the Active visits lists, displaying all patients scheduled for a visit in a particular day.

4. Patient Homepage

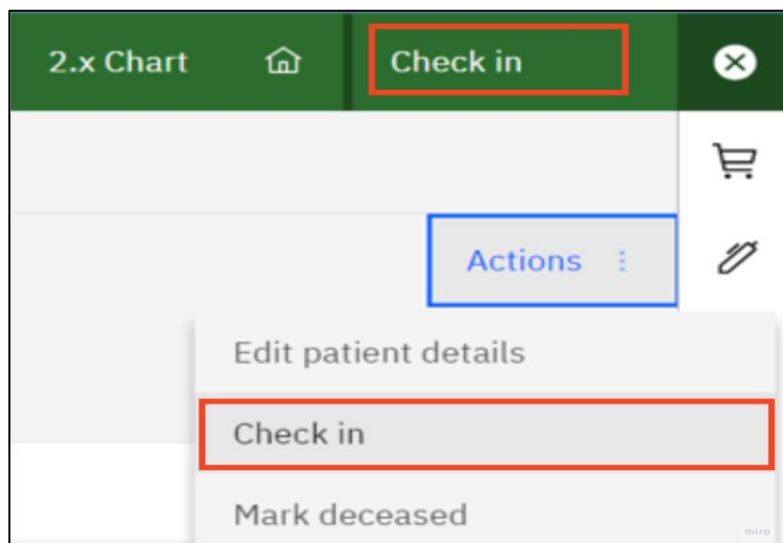
Click on the patient's name hyperlink to access the patient homepage.



Check in functionality

From the patient homepage a user can be able to Check in a patient in the system for services through

1. The check in button at the top Navigation banner
2. Under Actions



Click on the Check in functionality to access the Start visit form.

5.

Sections of the Check-in Form

Section 1:

Visit Details:

Section Functionality

Provides an option to select the visit date and time, populated with the current system date and time as a default

Allows a user to view any prior booked upcoming appointments.

The current user location is populated from the selection made at login.

A provider is able to select the type of visit depending on the services a Client is seeking.

Section 2:

Billing Information:

Section Functionality

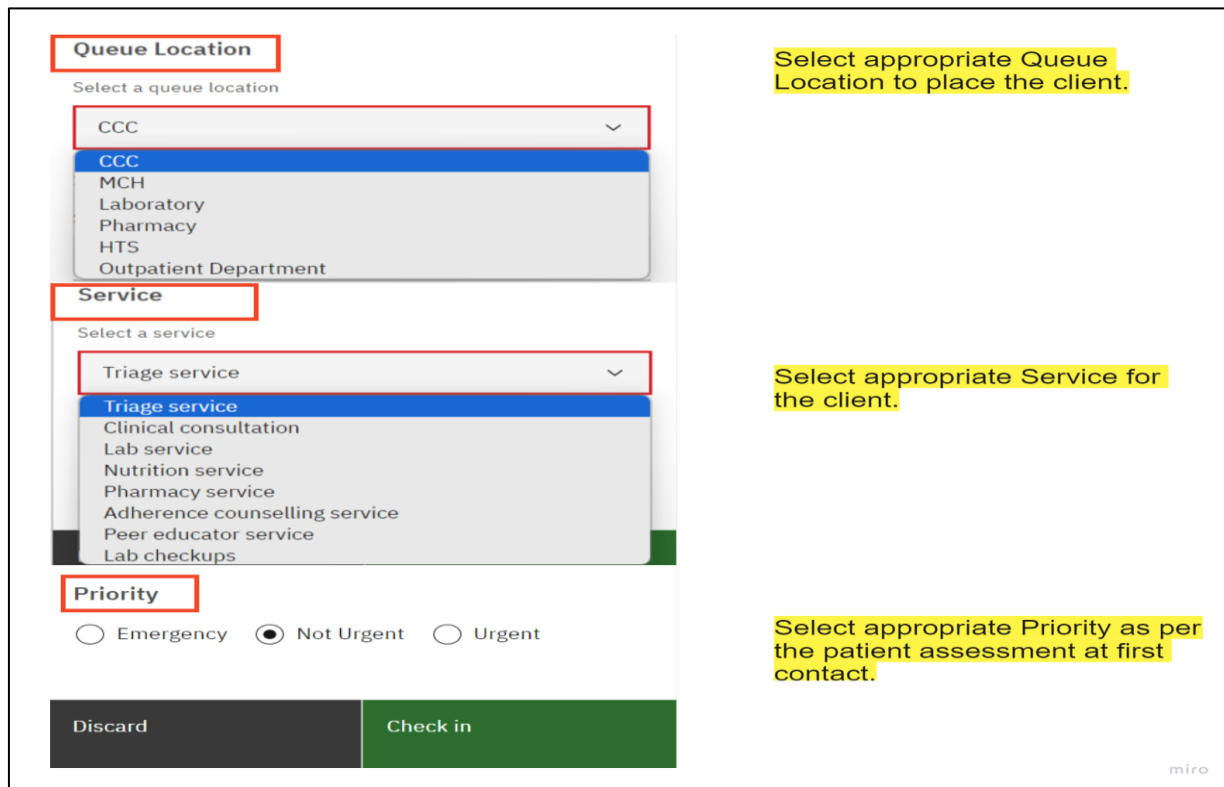
Select if a patient has any exceptions from making payments. If Yes proceed to the next section of the check-in form. If No, Proceed to payment methods.

Select applicable payment method. If selection is insurance a user will request for the Insurance scheme Name and the Policy number

A provider will select a billable service from the drop down list as applicable to the client

Section 3, 4, 5

- Queue Location
- Service Type
- Priority



Queue Location
Select a queue location

CCC

CCC
MCH
Laboratory
Pharmacy
HTS
Outpatient Department

Service
Select a service

Triage service

Triage service
Clinical consultation
Lab service
Nutrition service
Pharmacy service
Adherence counselling service
Peer educator service
Lab checkups

Priority

Emergency Not Urgent Urgent

Discard Check in

miro

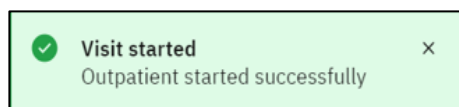
Select appropriate Queue Location to place the client.

Select appropriate Service for the client.

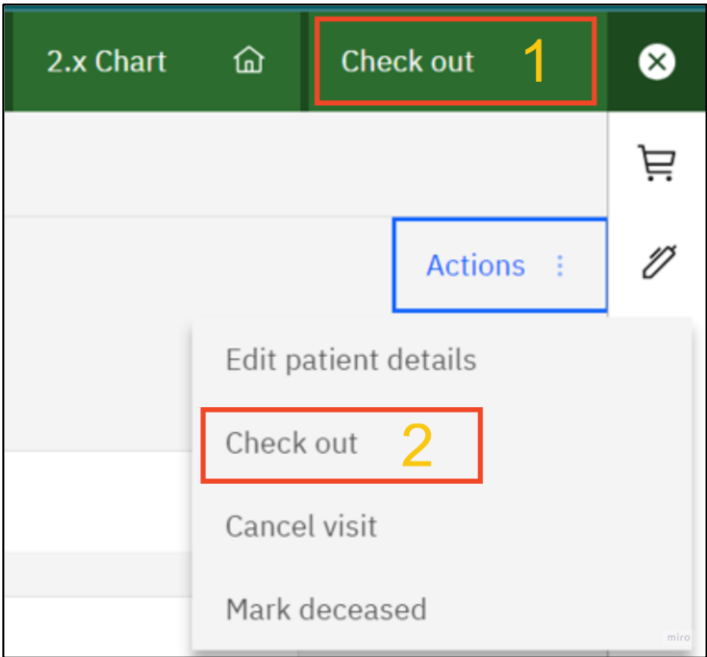
Select appropriate Priority as per the patient assessment at first contact.

After Completing all applicable sections, a user will click on the “Check in” button.

The system will give an alert showing the patient has been checked in and the visit has been started successfully.



SECTION 2: How to Check Out a Patient

STEP	ACTION
1	<p>Accessing the Check Out functionality</p> <p>From the patient home page, a user can be able to check out a patient using the below:</p> <ol style="list-style-type: none"> 1. From the Top Navigation Bar- Check Out button 2. Under Actions, Check Out Option 

2

Checking Out a client

When a user clicks the check-out option, the system gives an alert, asking the user if they are sure they want to end a particular visit session.

×

Are you sure you want to end this active visit?

Ending this visit means that you will no longer be able to add encounters to it. If you need to add an encounter, you can create a new visit for this patient or edit a past one.

CancelEnd Visit

Please Note:

Clicking on the “End Visit” Button will end the visit session and a user will not be able to add encounters to the visit session.

3

When a user clicks on the “End Visit” Button, the system will display an alert showing the visit has been ended successfully.

✔ **Visit ended**×

Ended current visit successfully

The end