

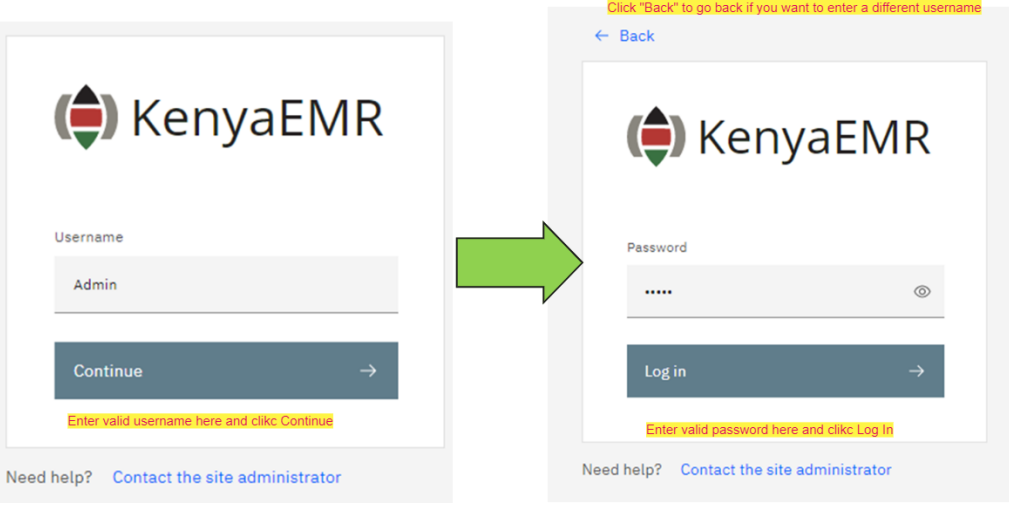
# SOP: Accessing Forms in KenyaEMR 3.x

[ Last updated: March 2024 ]

<b>Tasks:</b>	How to document accessing different forms offered to a client in KenyaEMR OpenMRS 3.x platform
<b>Objective:</b>	Successfully Log into KenyaEMR, Access forms, and document the details in KenyaEMR
<b>Who:</b>	All facility staff responsible for providing care to patients
<b>Required Materials:</b>	Username, password, computer with KenyaEMR 3.x (18.7.2) + installed, patient name, ID, and/or age

## Introduction:

KenyaEMR has been enhanced to support comprehensive documentation of different clinical forms. These forms are available based on the user characteristics and the various programs they are enrolled into.

Step	Step	Action
<b>Step 1</b>	<p><b>Login to KenyaEMR.</b></p> <p>Enter the application server URL system. “[ServerIpAddress:8080/openmrs]” and click on the load button or Enter key from the keyboard. On successful loading, you will be navigated to the system login page.</p> <p>Authenticate entry by providing username and password on the fields and click “<b>Login</b>” Upon successful login, you will be navigated to KenyaEMR Home Page.</p> <p>Successful login will direct you to the KenyaEMR Home Page where the landing page is displayed based on the user role.</p>	 <p>The image shows two screenshots of the KenyaEMR login interface. The first screenshot shows the 'Username' field with 'Admin' entered and a 'Continue' button. A yellow tooltip says 'Enter valid username here and click Continue'. The second screenshot shows the 'Password' field with masked characters and a 'Log in' button. A yellow tooltip says 'Enter valid password here and click Log in'. A blue tooltip above the second screenshot says 'Click "Back" to go back if you want to enter a different username'. A green arrow points from the first screenshot to the second. Both screenshots include a 'Need help? Contact the site administrator' link at the bottom.</p> <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>

**Step 2**
**Locating the Forms**

- 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.


**Active Visits**

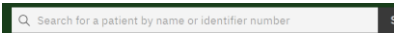
Filter table

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

### Step 3 Searching for patient to screen

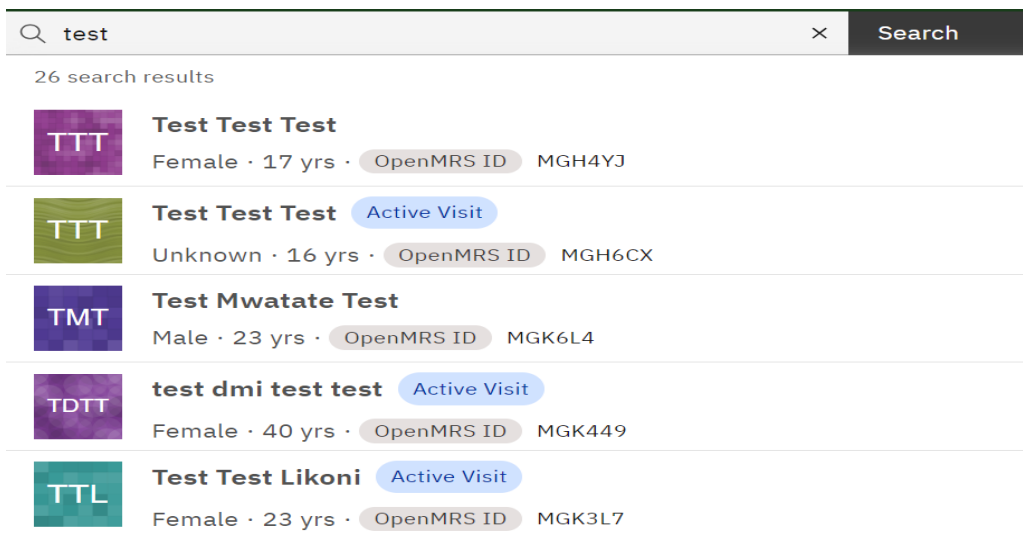
- List of clients scheduled for the day will be listed on the screen as shown.
- If the patient of interest is not listed, search for the patient.

Click on the “Search button ” at the top right to open the search window.



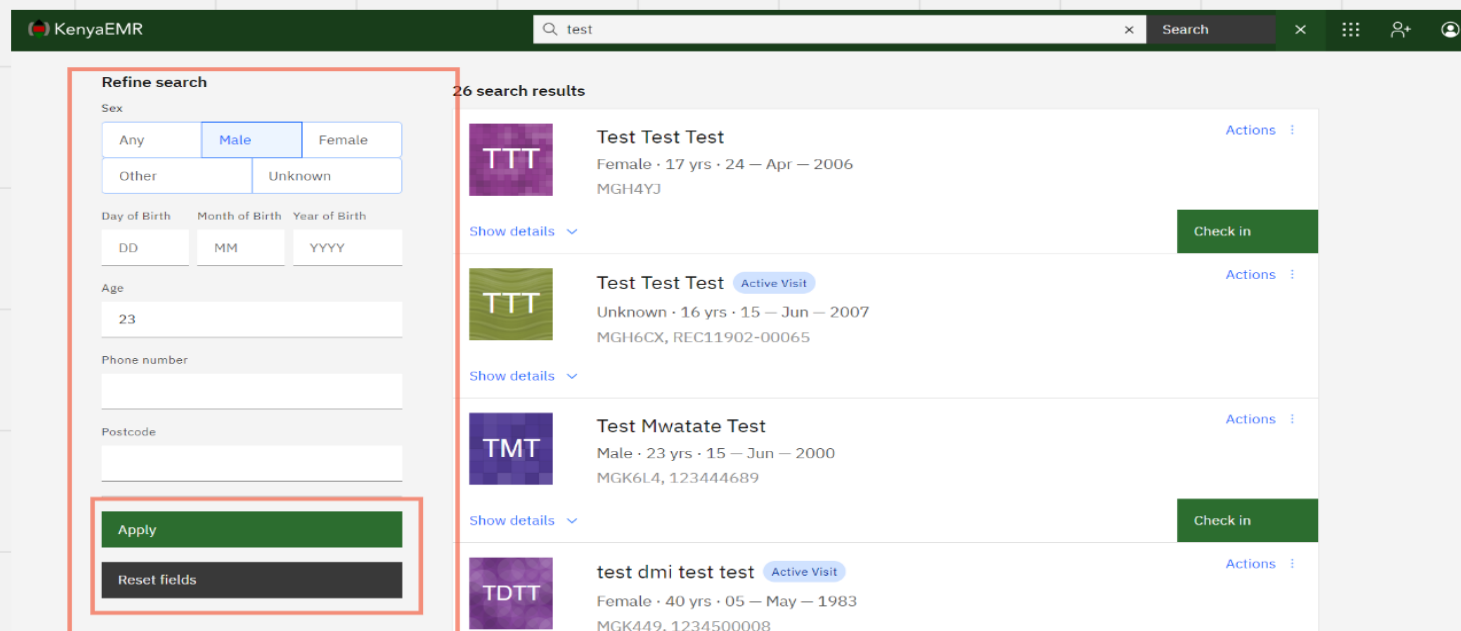
- Type the name or Patient ID into the designated field. As you input the identifier, a list of potential matches will be displayed

- To conduct a refined search, input the patient’s name on the search bar then press the “ENTER” key to initiate the search.
- Under refine search, specify the client sex, date of birth (if known), client age, phone number (if available) and postal code where applicable. Upon entering the details, click on ‘Apply’ or else click on ‘Reset Fields’



Search results for "test":

- 26 search results
- Test Test Test** (TTT) - Female · 17 yrs · OpenMRS ID MGH4YJ
- Test Test Test** (TTT) - Unknown · 16 yrs · OpenMRS ID MGH6CX (Active Visit)
- Test Mwatate Test** (TMT) - Male · 23 yrs · OpenMRS ID MGK6L4
- test dmi test test** (TDTT) - Female · 40 yrs · OpenMRS ID MGK449 (Active Visit)
- Test Test Likoni** (TTL) - Female · 23 yrs · OpenMRS ID MGK3L7 (Active Visit)



Refined search results for "test":

**Refine search**

Sex:  Any  Male  Female

Other  Unknown

Day of Birth: DD Month of Birth: MM Year of Birth: YYYY

Age: 23

Phone number:

Postcode:

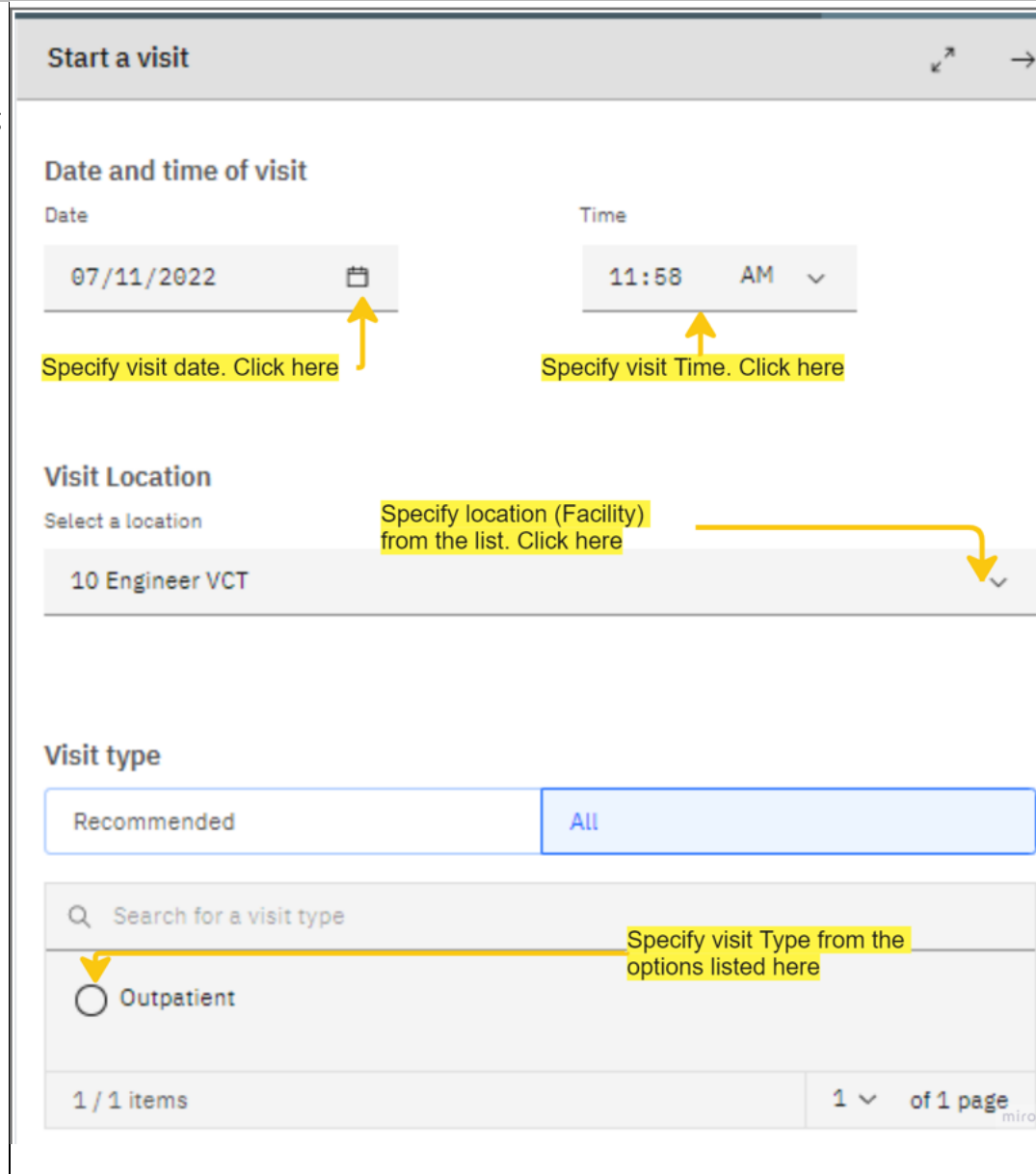
26 search results

- Test Test Test** (TTT) - Female · 17 yrs · 24 – Apr – 2006 (MGH4YJ) - Check in
- Test Test Test** (TTT) - Unknown · 16 yrs · 15 – Jun – 2007 (MGH6CX, REC11902-00065) (Active Visit)
- Test Mwatate Test** (TMT) - Male · 23 yrs · 15 – Jun – 2000 (MGK6L4, 123444689) - Check in
- test dmi test test** (TDTT) - Female · 40 yrs · 05 – May – 1983 (MGK449, 1234500008) (Active Visit)

**Step 4**


**Check in the patient.**

- To start the process of accessing a form, you need to Check-in the client by clicking the checking button as shown in the figure.



**Start a visit**

**Date and time of visit**

Date: 07/11/2022 

Time: 11:58 AM

Specify visit date. Click here

Specify visit Time. Click here

**Visit Location**

Select a location

10 Engineer VCT

Specify location (Facility) from the list. Click here

**Visit type**

Recommended All

Search for a visit type

Outpatient

Specify visit Type from the options listed here

1 / 1 items 1 of 1 page micro

2.x Chart 🏠 Check in ✕

Start a visit ✕ 🛒

**Billing**

Is patient exempted from payment?  
 Yes  No

Payment methods

Select payment method ^

Cash  
Insurance  
Mobile Money  
Waiver

**Queue Location**

Select a queue location  
CCC ▼

**Service**

Select a service  
Triage service ▼

**Priority**

Emergency  Not Urgent  Urgent

Discard Check in

Indicate if patient is exempted from paying or not.  
If yes, indicate reason for exemption.  
If No, proceed to select payment method

Select the preferred mode of payment

Select the service point

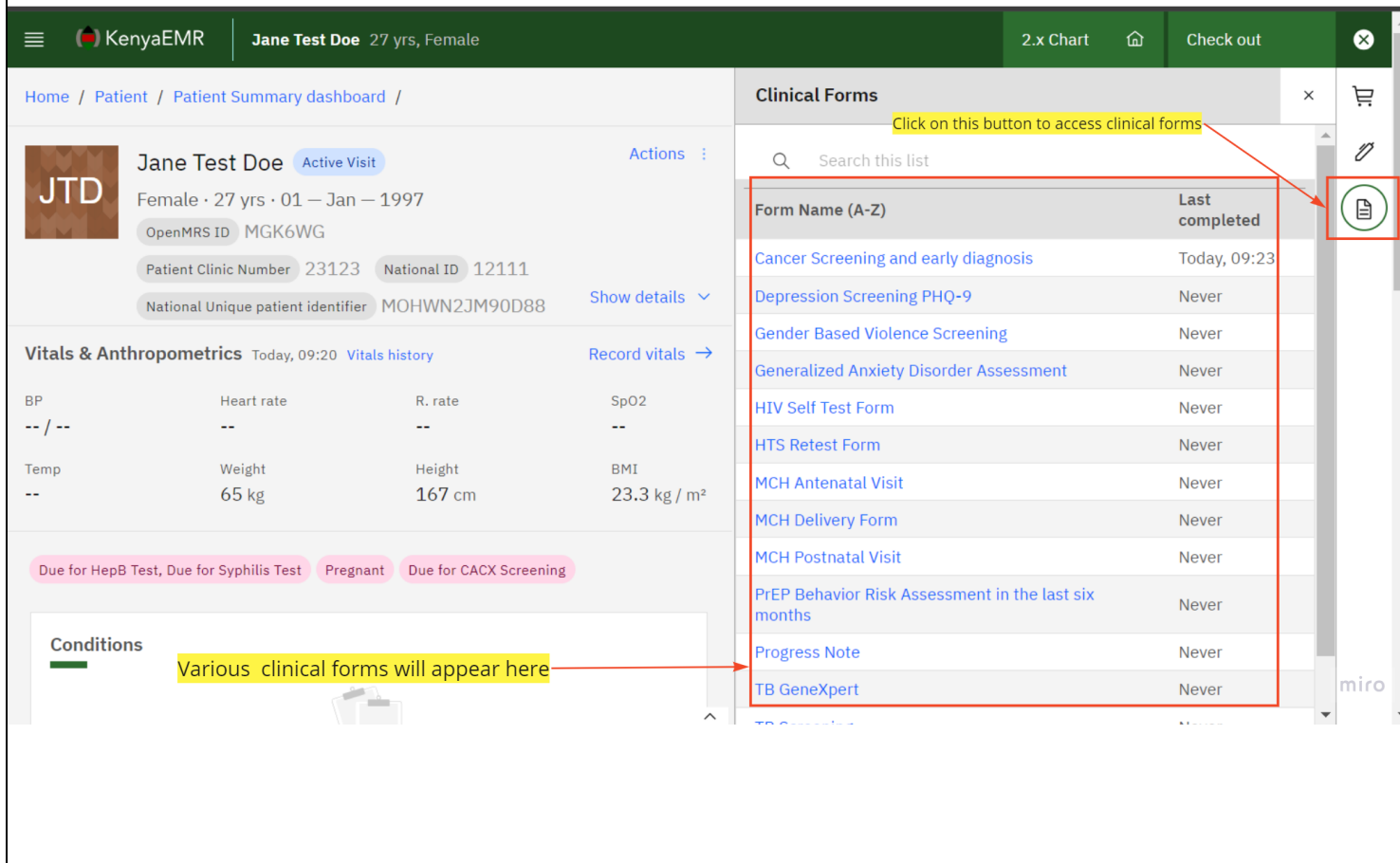
Select the the service the client is receiving

Select the priority level of the client based on their health conditio

Click check in upon completion of all required details

**Step 5**
**Open Encounter Forms**

- Once the client has checked in, navigate to the **'Forms'** icon located on the right-hand side of the navigation panel. This icon will enable you to access the various available forms (as highlighted). Simply click on the desired form to open it.



KenyaEMR | Jane Test Doe 27 yrs, Female | 2.x Chart | Check out

Home / Patient / Patient Summary dashboard /

**JTD** Jane Test Doe Active Visit Actions

Female · 27 yrs · 01 — Jan — 1997

OpenMRS ID MGK6WVG

Patient Clinic Number 23123 National ID 12111

National Unique patient identifier MOHWN2JM90D88 Show details

**Vitals & Anthropometrics** Today, 09:20 Vitals history Record vitals

BP	Heart rate	R. rate	SpO2
-- / --	--	--	--
Temp	Weight	Height	BMI
--	65 kg	167 cm	23.3 kg / m <sup>2</sup>

Due for HepB Test, Due for Syphilis Test Pregnant Due for CACX Screening

**Conditions**

Various clinical forms will appear here

**Clinical Forms**

Click on this button to access clinical forms

Search this list

Form Name (A-Z)	Last completed
Cancer Screening and early diagnosis	Today, 09:23
Depression Screening PHQ-9	Never
Gender Based Violence Screening	Never
Generalized Anxiety Disorder Assessment	Never
HIV Self Test Form	Never
HTS Retest Form	Never
MCH Antenatal Visit	Never
MCH Delivery Form	Never
MCH Postnatal Visit	Never
PrEP Behavior Risk Assessment in the last six months	Never
Progress Note	Never
TB GeneXpert	Never

**THE END**