

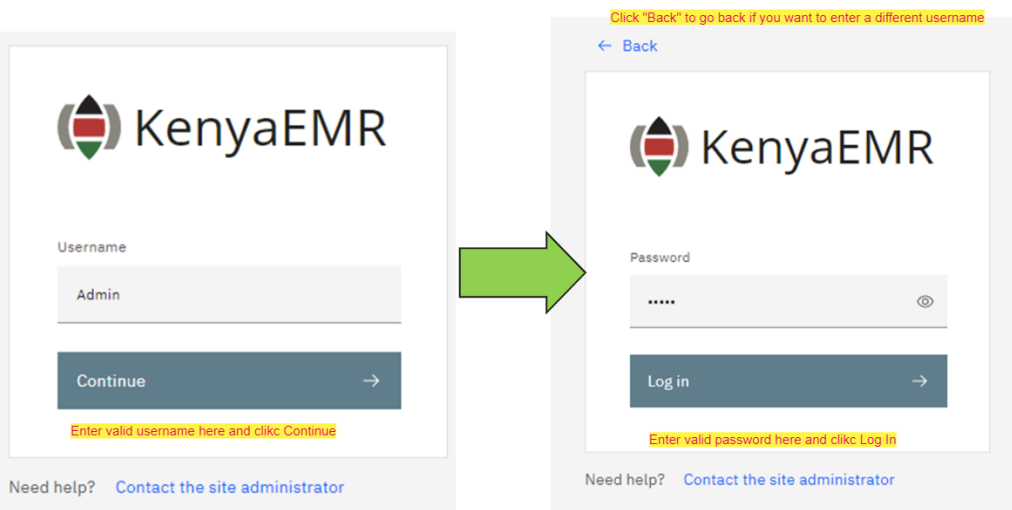
SOP: How to Document Cancer Screening Services in KenyaEMR

[Last updated: March 2024]

Tasks:	How to document Cancer Screening services offered to a client in KenyaEMR OpenMRS 3.x platform
Objective:	Successfully Log into KenyaEMR, conduct cancer screening services, and document the details in KenyaEMR
Who:	All facility staff responsible for conducting cancer screening
Required Materials:	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 Cancer Screening details. This is in line with the National Cancer Control Program's requirements that requires all eligible clients to be offered Cancer Screening services regardless of HIV status. The module comprises a single form with four sections i.e. History, Symptoms, Screening and Follow up. This guide provides step by step guide for documenting the Cancer screening information in KenyaEMR.

<p>Step 1</p>	<p>Login to KenyaEMR.</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 "Login" 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 sequential screenshots of the KenyaEMR login interface. The first screenshot shows the 'Username' field with 'Admin' entered and a 'Continue' button. A yellow tooltip below the field 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 above the field 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>NB: 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 Cancer 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.


Active Visits

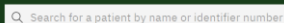
Filter table

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.

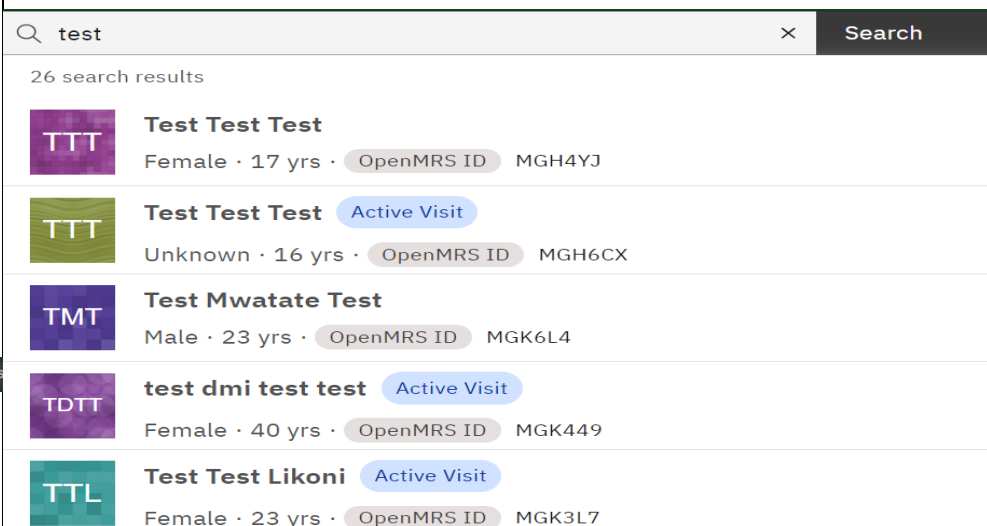
Click on the “Search button”  “at the top right to open the search window.



- 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.

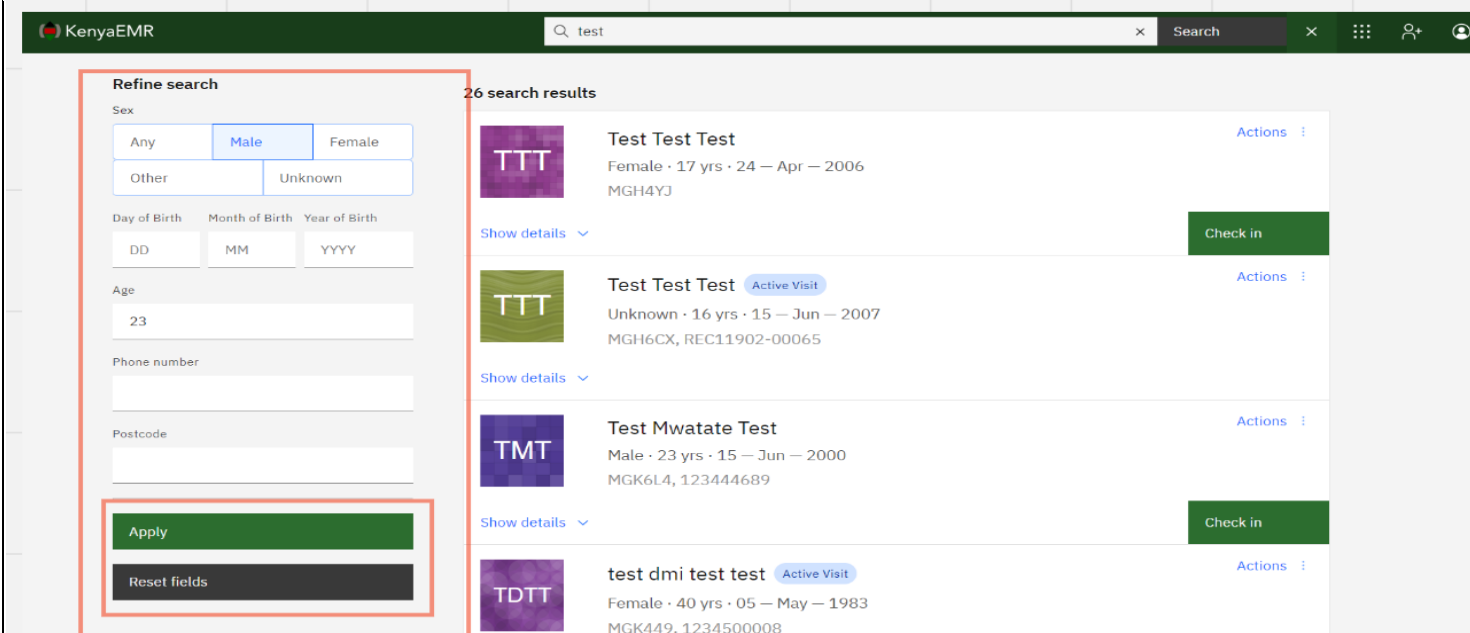
- Under refine search, specify the client sex, date of birth (if known), client age, phone number (if available) and postal code where applicable. Upon entering the details, click on ‘Apply’ or else click on ‘Reset Fields’



Q test × Search

26 search results

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



KenyaEMR Q test × Search ×

Refine search

Sex

Any **Male** Female

Other Unknown

Day of Birth Month of Birth Year of Birth

DD MM YYYY

Age

23

Phone number

Postcode

Apply

Reset fields

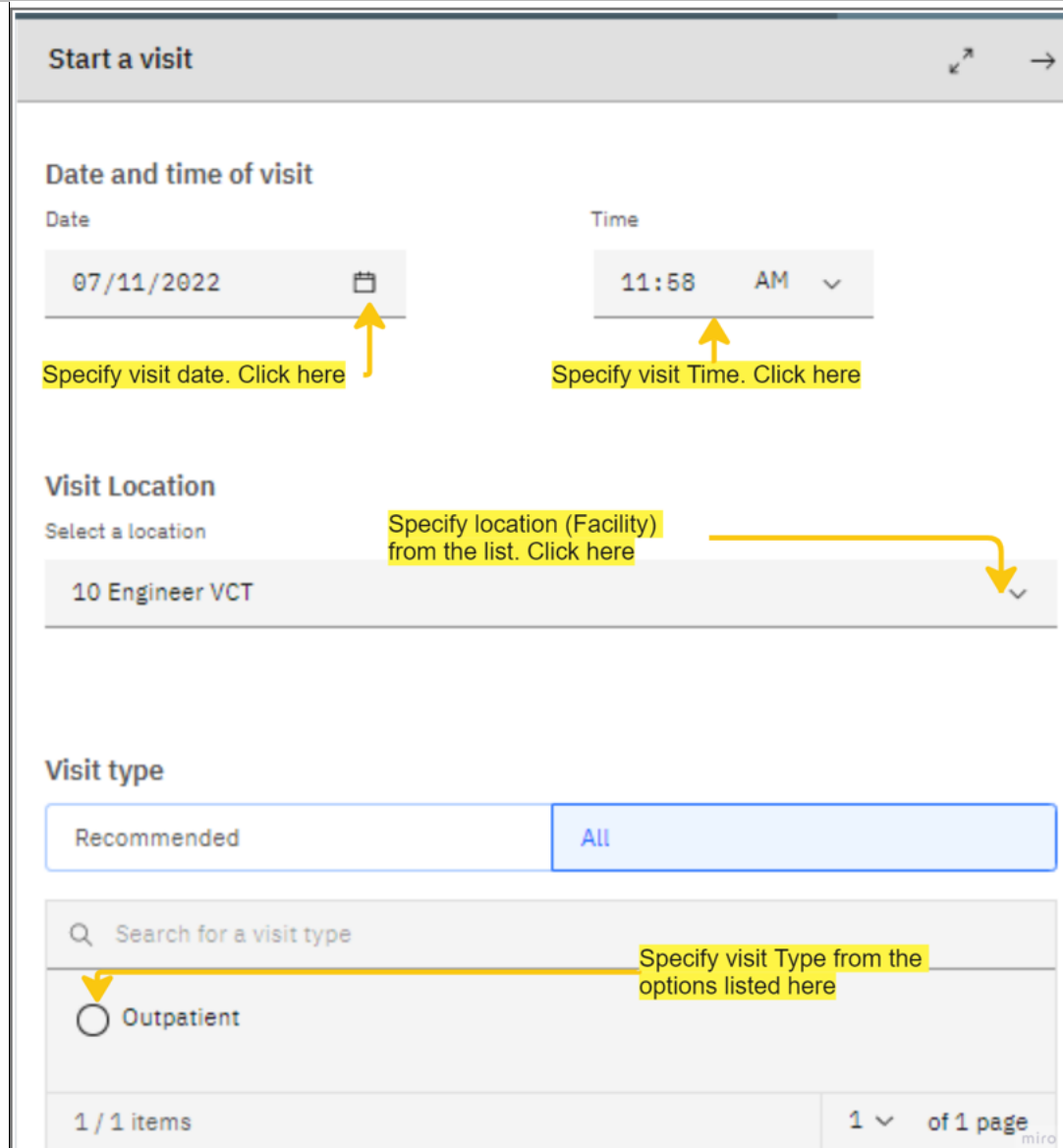
26 search results

- TTT** Test Test Test Actions : Female · 17 yrs · 24 – Apr – 2006 MGH4YJ **Check in**
- TTT** Test Test Test Active Visit Actions : Unknown · 16 yrs · 15 – Jun – 2007 MGH6CX, REC:11902-00065 **Check in**
- TMT** Test Mwatate Test Actions : Male · 23 yrs · 15 – Jun – 2000 MGK6L4, 123444689 **Check in**
- TDTT** test dmi test test Active Visit Actions : Female · 40 yrs · 05 – May – 1983 MGK449, 1234500008

Step 4

Check in the patient.

- If the client is eligible for Cancer Screening (CaCx), a flag to that effect will be displayed on the flag areas (see figure). [The issue of flag is not 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

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

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

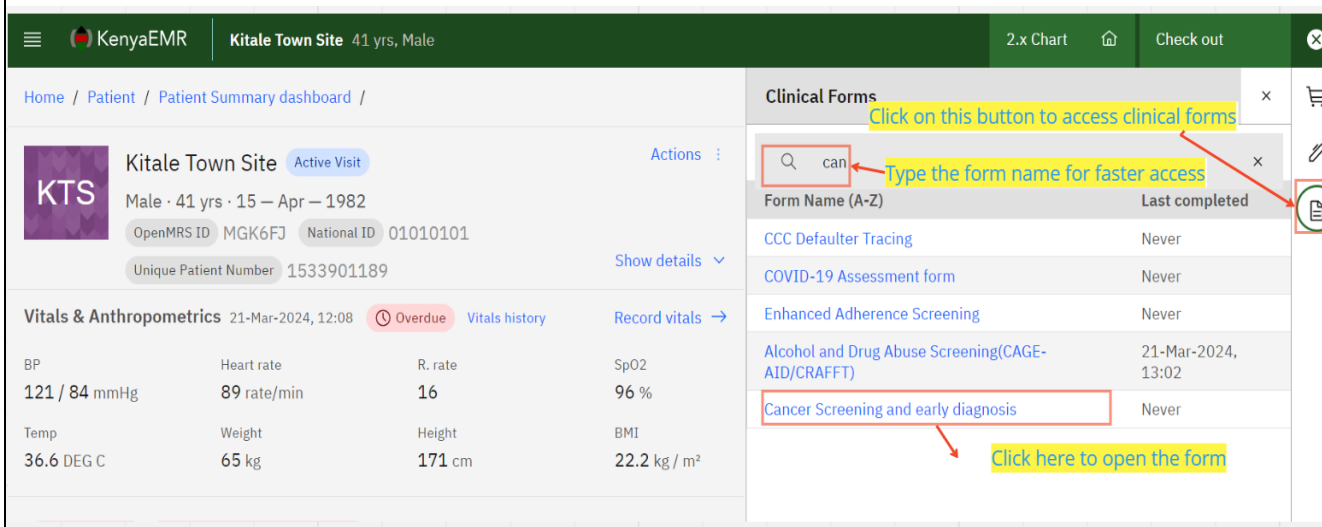
Select the priority level of the client based on their health conditio

Click check in upon completion of all required details

Step 5

Open Cancer screening Encounter Form

- After the client has checked in, click on the **'Forms'** icon located on the right-hand side of the navigation panel. This will allow you to locate the **Cancer Screening and Early Diagnosis form** (as highlighted). Simply click on the form to open it.



KenyaEMR | Kitale Town Site | 41 yrs, Male | 2.x Chart | Check out

Home / Patient / Patient Summary dashboard /

Kitale Town Site Active Visit Actions

Male · 41 yrs · 15 – Apr – 1982

OpenMRS ID MGK6FJ National ID 01010101

Unique Patient Number 1533901189 Show details

Vitals & Anthropometrics 21-Mar-2024, 12:08 Overdue Vitals history Record vitals

BP	Heart rate	R. rate	SpO2
121 / 84 mmHg	89 rate/min	16	96 %
Temp	Weight	Height	BMI
36.6 DEG C	65 kg	171 cm	22.2 kg / m ²

Clinical Forms

Click on this button to access clinical forms

Type the form name for faster access

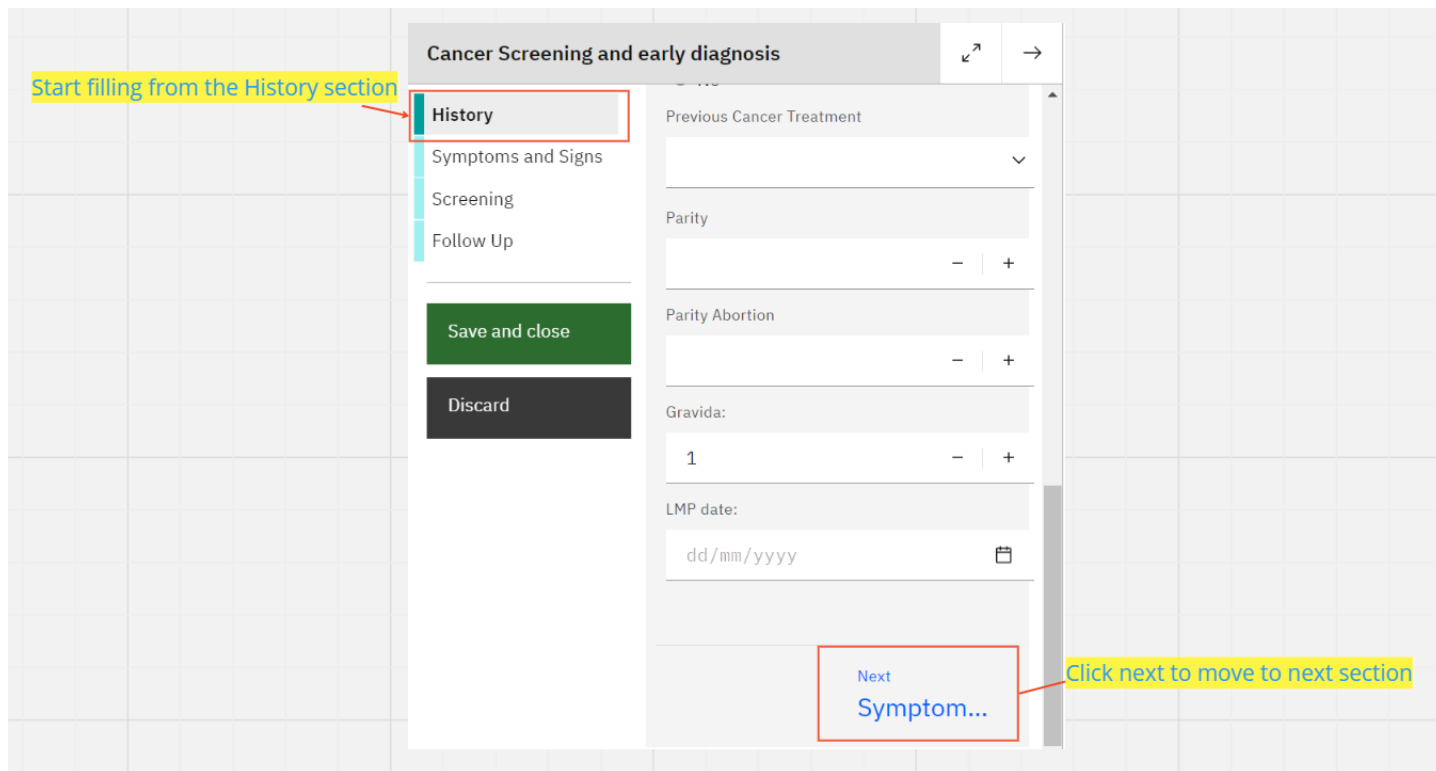
Form Name (A-Z)	Last completed
CCC Defaulter Tracing	Never
COVID-19 Assessment form	Never
Enhanced Adherence Screening	Never
Alcohol and Drug Abuse Screening(CAGE-AID/CRAFFT)	21-Mar-2024, 13:02
Cancer Screening and early diagnosis	Never

Click here to open the form

Step 6

Documenting Cancer screening Services

- The Cancer screening form has four (4) sections i.e., History, Symptoms, Screening and Follow up.
- Start documenting the details from History by completing all the fields provided.
- Click next to move to the next section



Cancer Screening and early diagnosis

Start filling from the History section

History

Symptoms and Signs

Screening

Follow Up

Save and close

Discard

Previous Cancer Treatment

Parity

Parity Abortion

Gravida:

1

LMP date:

dd/mm/yyyy

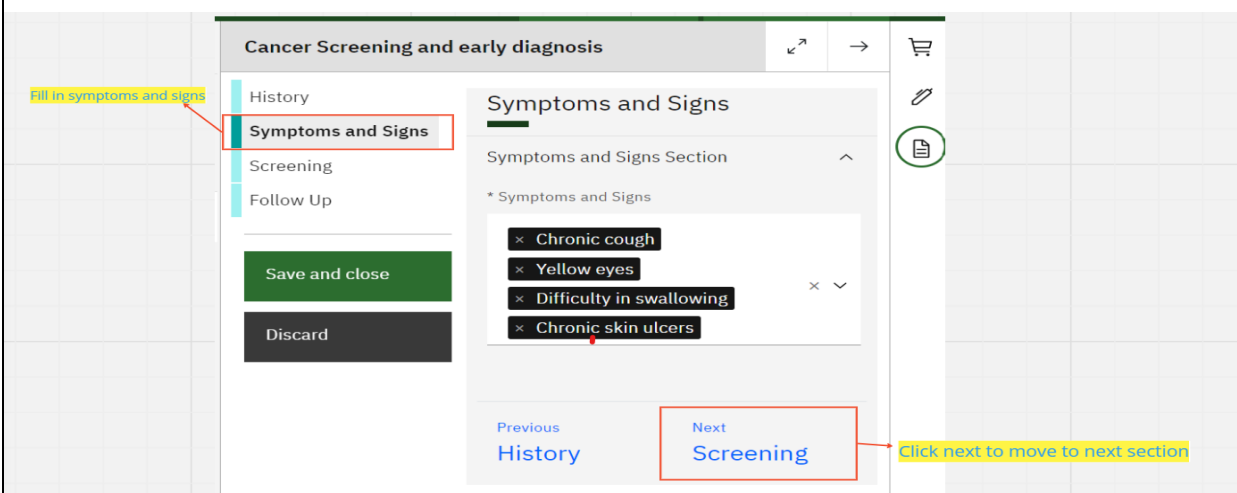
Next Symptom...

Click next to move to next section

Step 7

Record the symptoms(2)

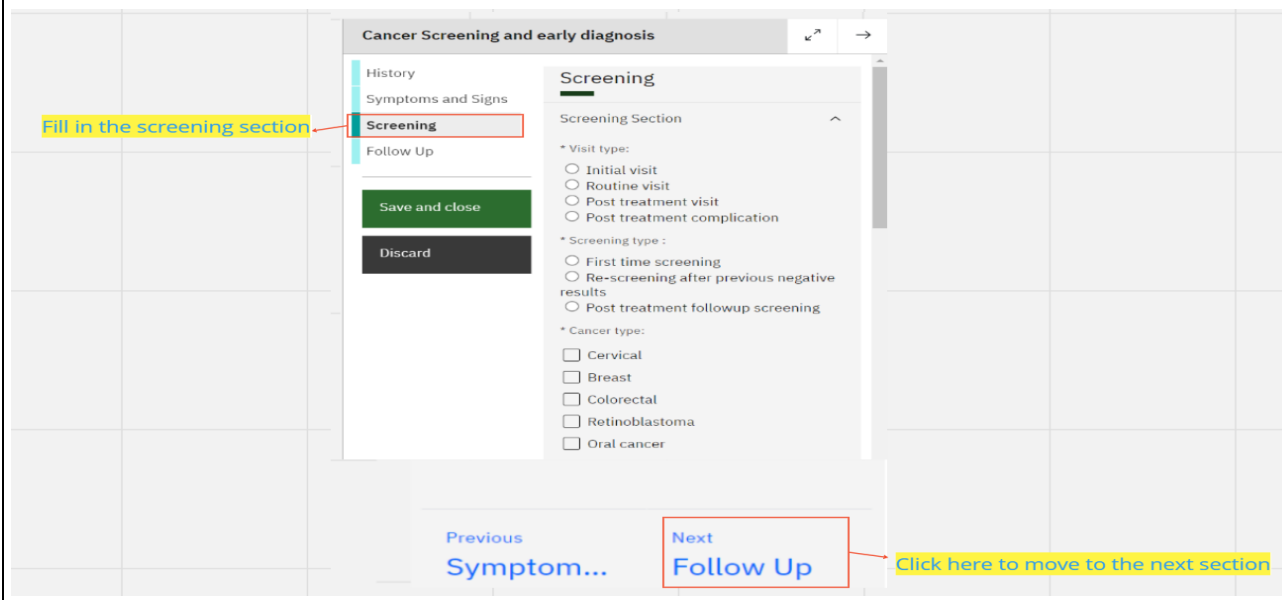
- Complete the common signs and Symptoms section (section 2) by ticking each sign/ symptom as applicable.
- Where "Other" is selected, remember to specify.
- Click Next to move to next section



Step 8

Document the screening Section (3)

- Specify the Visit type, Screening type and the Cancer Type to be screened for.



NB: The Cancer Type Section will be available based on the Cancer type selected above.

- For instance, on the figure shown, Breast Cancer is selected. This displays only Screening tests that are related to Breast Cancer.
- Where two or more cancer types are to be screened, tick all of them under Cancer Type.

Document each screening test, findings, and Treatment/ Action as appropriate for each screening.

Click **Next** when done

Cancer Screening and early diagnosis ↶ → 🛒

History

Symptoms and Signs

Screening

Follow Up

Save and close

Discard

Results

Post treatment followup screening

* Cancer type:

Cervical

Breast

Colorectal

Retinoblastoma

Oral cancer

HPV Screening

HPV

HPV Findings

Negative

Positive

Suspicious for Cancer

VIA/VILI Screening Method

VIA/VILI

VIA/VILI Findings

Negative

Positive

Suspicious for Cancer

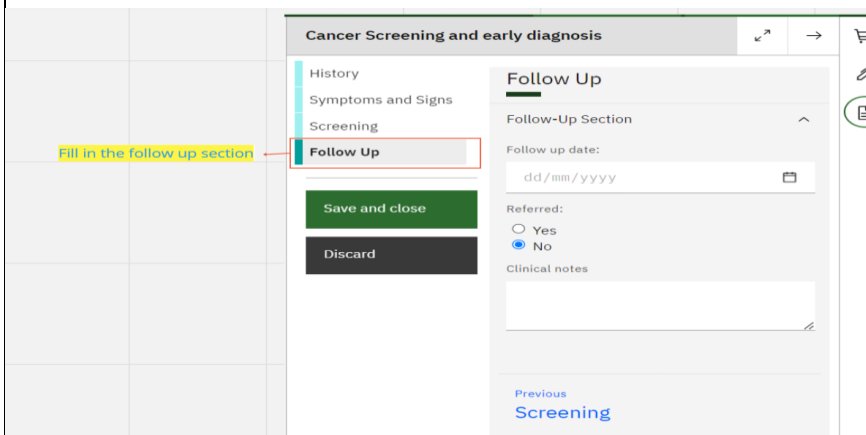
Pap Smear Screening Method

Pap Smear

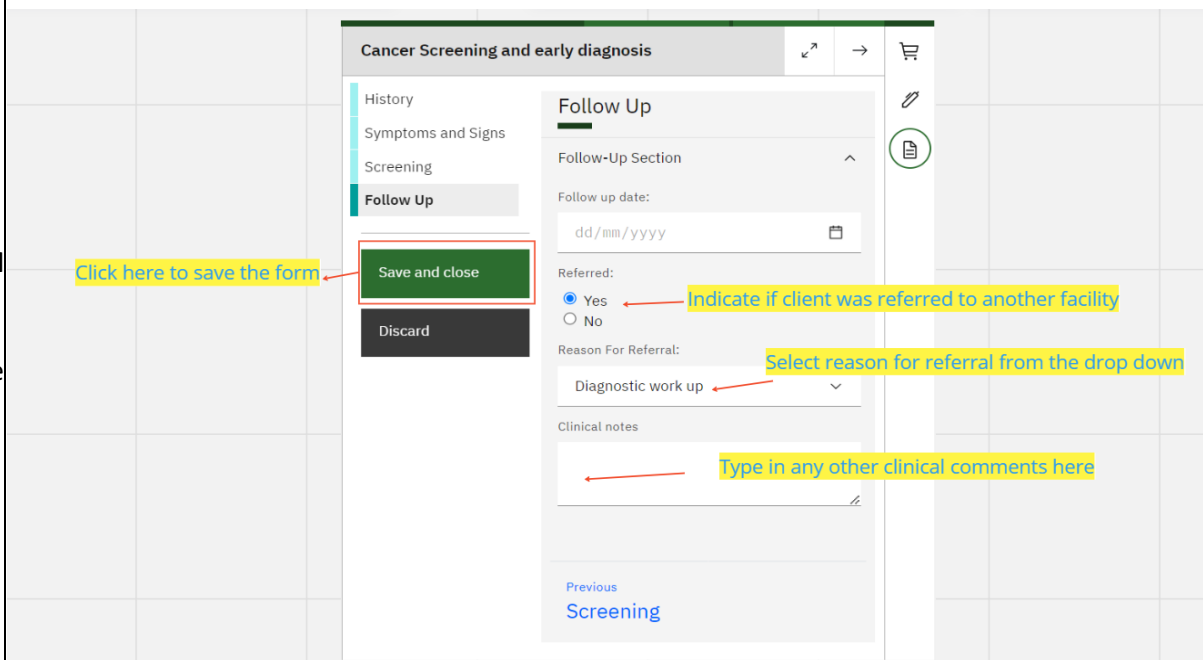
📄

Step 9
a. Document Follow up information (4)

- Document the follow up plan including Follow up date, specify if referred or not. If not referred, click **No**
- Where referred, please see **9b** below.
- Include clinical notes (if any)
- Review the details for accuracy.
- **Click Submit once done.**

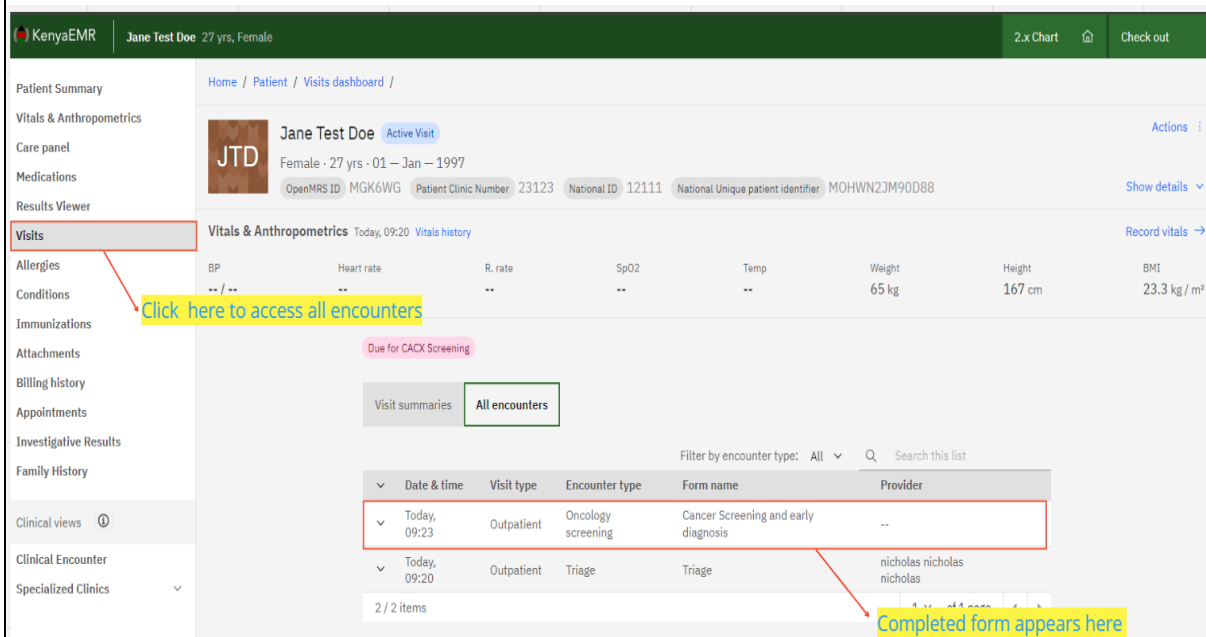

b. Patient Referral function to another facility

- Select the fourth Tab (Follow Up)
- Specify the **follow up date** and select the referral to **Yes**
- Select the **reason for referral** from the drop down list
- Type in any clinical notes
- Click **Save and close** to save the form.



Step 10

- To access the completed form, navigate to patient summary on the left navigation panel and then click on visits. Click on all encounters to access the completed forms.
- If cervical cancer screening flag was available, you will notice that the flag has disappeared once the form is filled



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

Home / Patient / Visits 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

Visits 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 / m³

Due for CACX Screening

Visit summaries All encounters

Filter by encounter type: All Search this list

Date & time	Visit type	Encounter type	Form name	Provider
Today, 09:23	Outpatient	Oncology screening	Cancer Screening and early diagnosis	--
Today, 09:20	Outpatient	Triage	Triage	nicholas nicholas nicholas

2 / 2 items

Completed form appears here

THE END