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.

| Step 1 | **Login to KenyaEMR.**

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.

Authenticate entry by providing username and password on the fields and click "*Login*" Upon successful login, you will be navigated to KenyaEMR Home Page.

Successful login will direct you to the KenyaEMR Home Page where the landing page is displayed based on the user role. | | **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" |

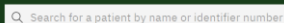| **Step 2** | **Locating the Cancer Screening Form**

- 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** |

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

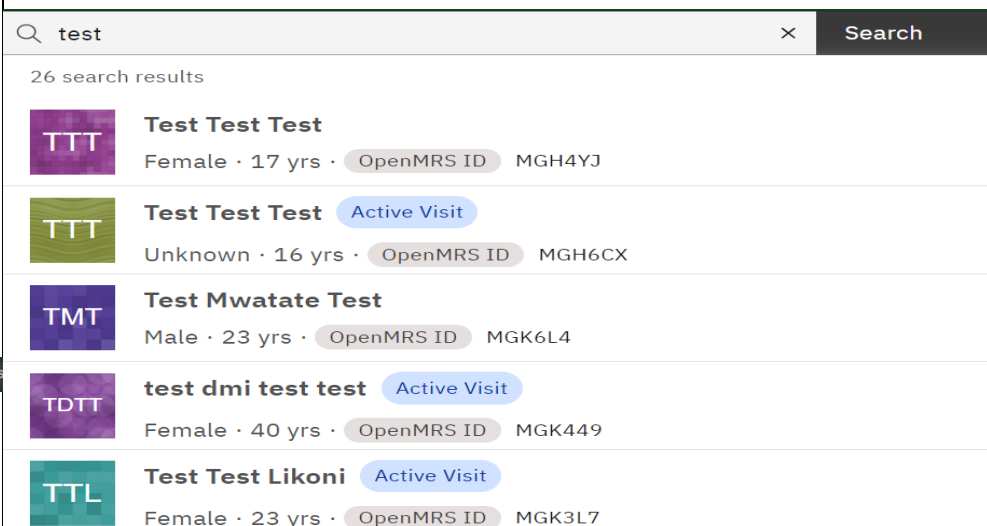| Step 3	Searching for patient to screen	
	- List of clients scheduled for the day will be listed on the screen as shown. - If the patient of interest is not listed, search for the patient. Click on the "Search button" at the top right to open the search window. - Type the name or Patient ID into the 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'** -	
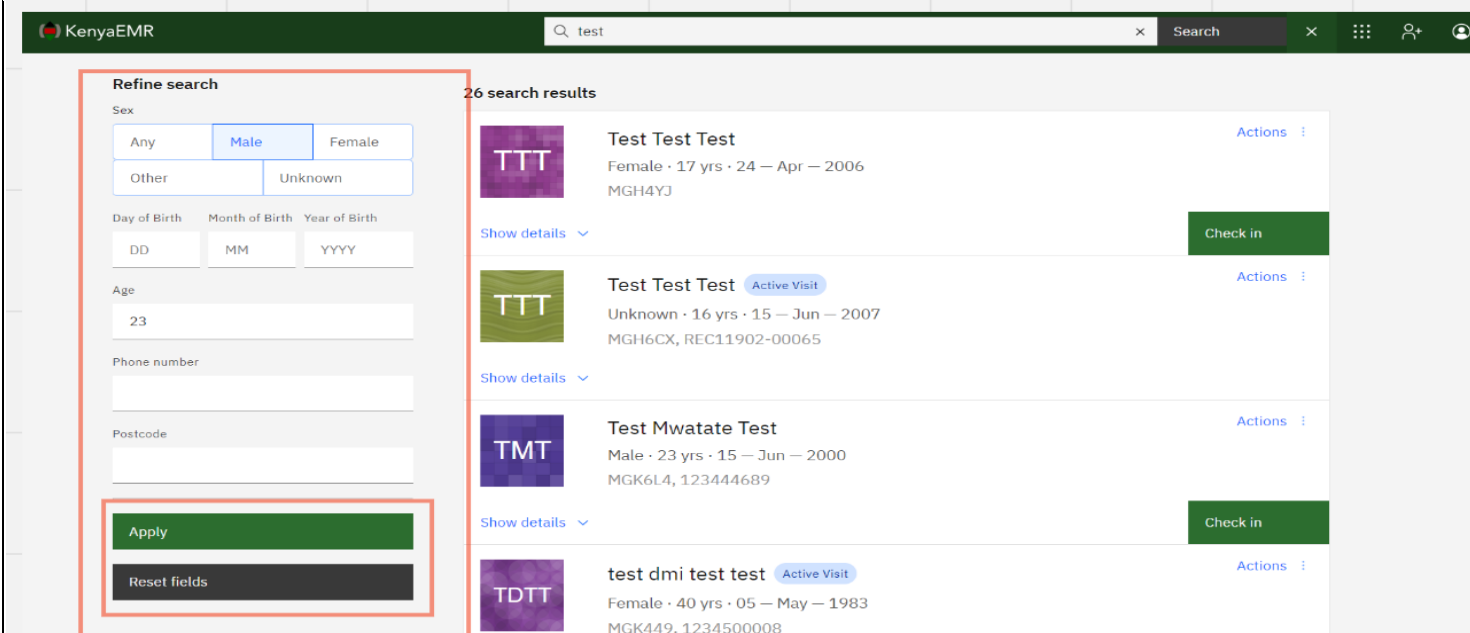
Step 4	**Check in the patient.** - If the client is eligible for Cancer Screening (CaCx), a flag to that effect will be displayed on the flag areas (see figure). The issue of flag is not shown in the figure

Start a visit

Date and time of visit

Date

07/11/2022

Specify visit date. Click here

Time

11:58   AM

Specify visit Time. Click here

Visit Location

Select a location

Specify location (Facility) from the list. Click here

10 Engineer VCT

Visit type

Recommended	All

Q Search for a visit type

Specify visit Type from the options listed here

◯ Outpatient

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

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

Payment methods

Select payment method ^

Cash

Insurance

Mobile Money

Waiver

Select the preferred mode of payment

Queue Location

Select a queue location

CCC ⌄

Select the service point

Service

Select a service

Triage service ⌄

Select the the service the client is receiving

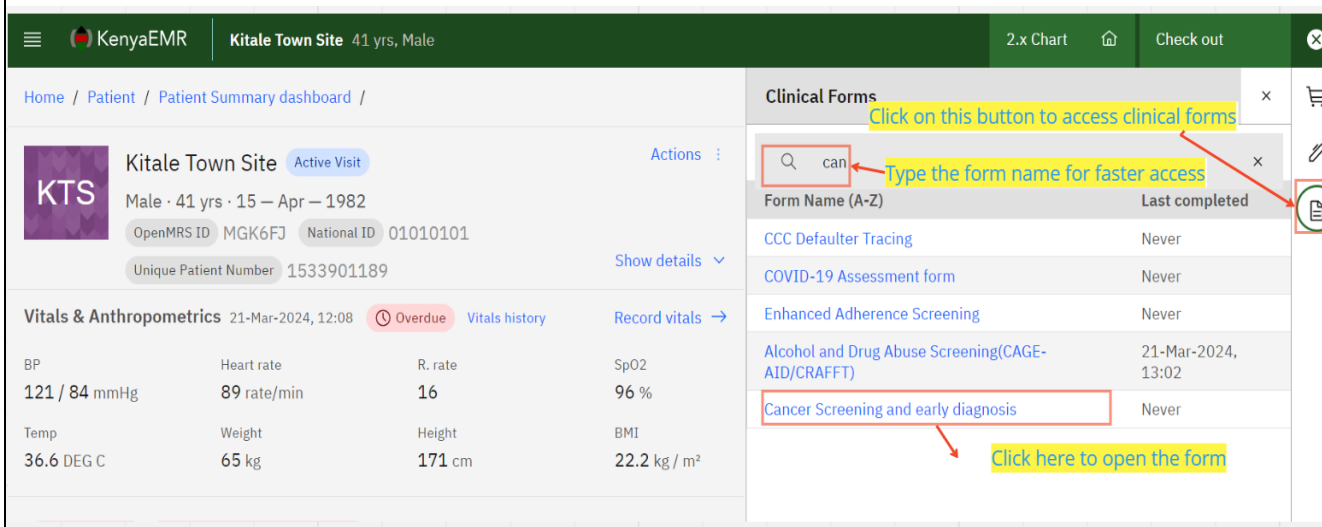**Priority**

○ Emergency ⦿ Not Urgent ○ Urgent

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

Discard | Check in

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. | |

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	

![KeHMIS logo] ![Ministry of Health] ![Palladium logo]
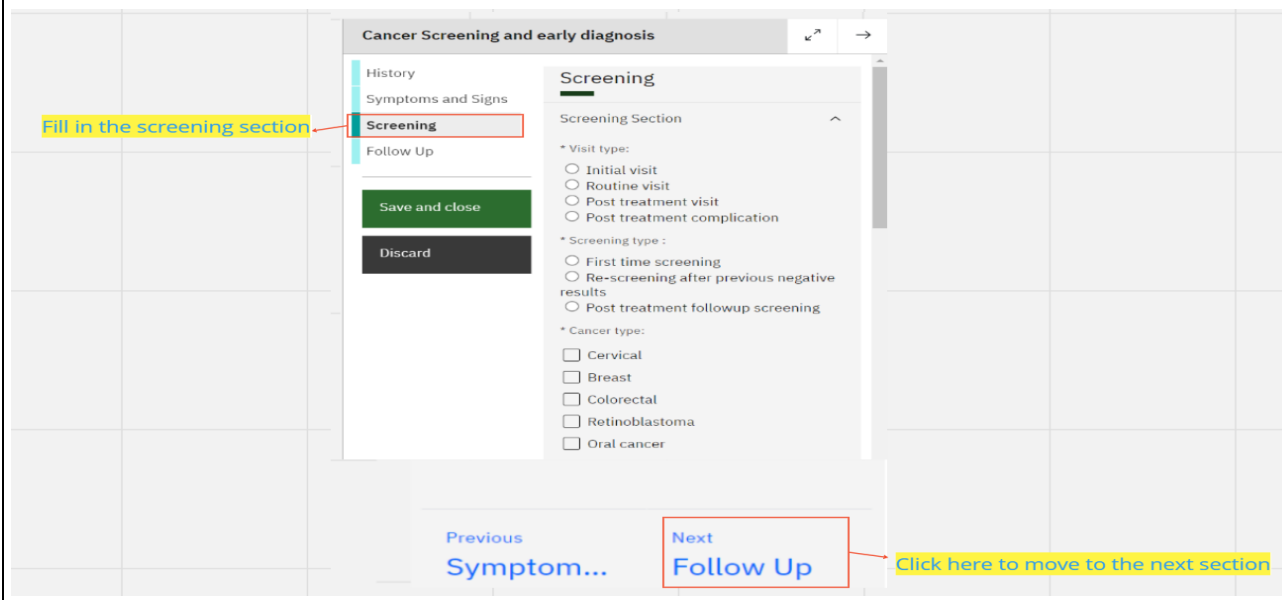
Step 7	**Record the symptoms(2)** - Complete the common signs and Symptoms section (section 2) by ticking each sign/ symptom as applicable. - Where "Other" is selected, remember to specify. - Click Next to move to next section	
Step 8	**Document the screening Section (3)** - Specify the Visit type, Screening type and the Cancer Type to be screened for.	

NB: The Cancer Type Section will be availed 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
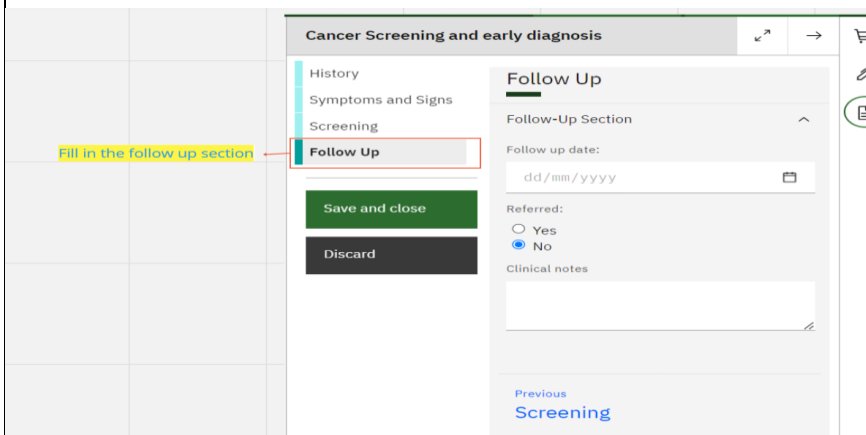
○ Negative
○ Positive
○ Suspicious for Cancer
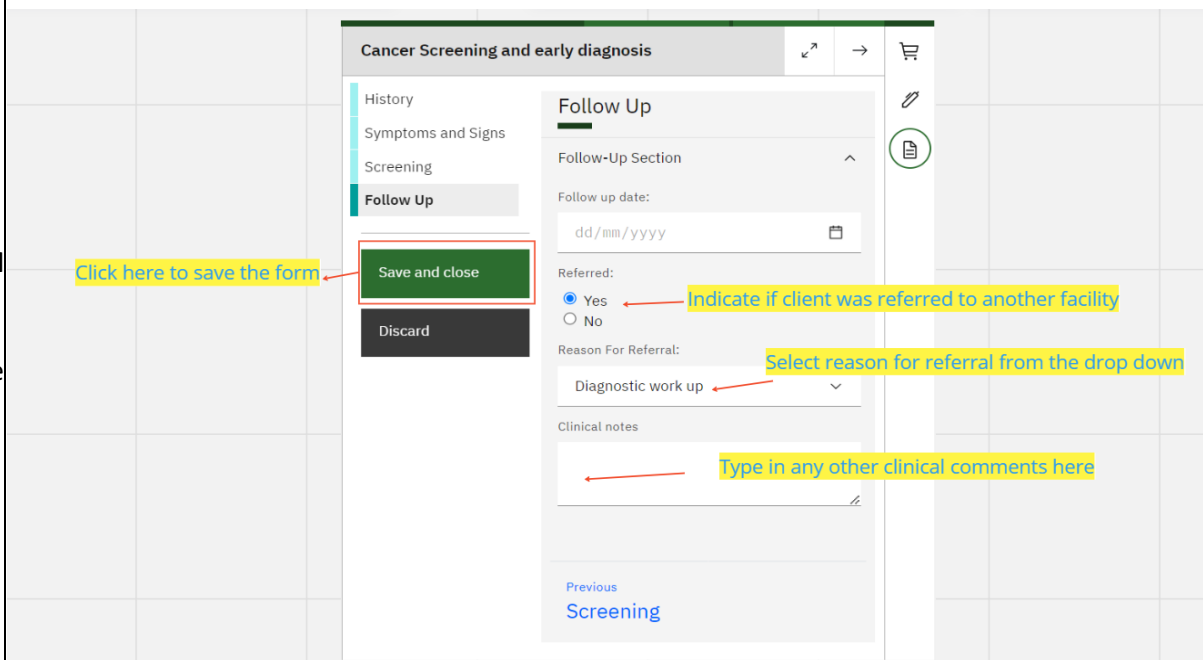
Pap Smear Screening Method

☐ Pap Smear

9 / 12

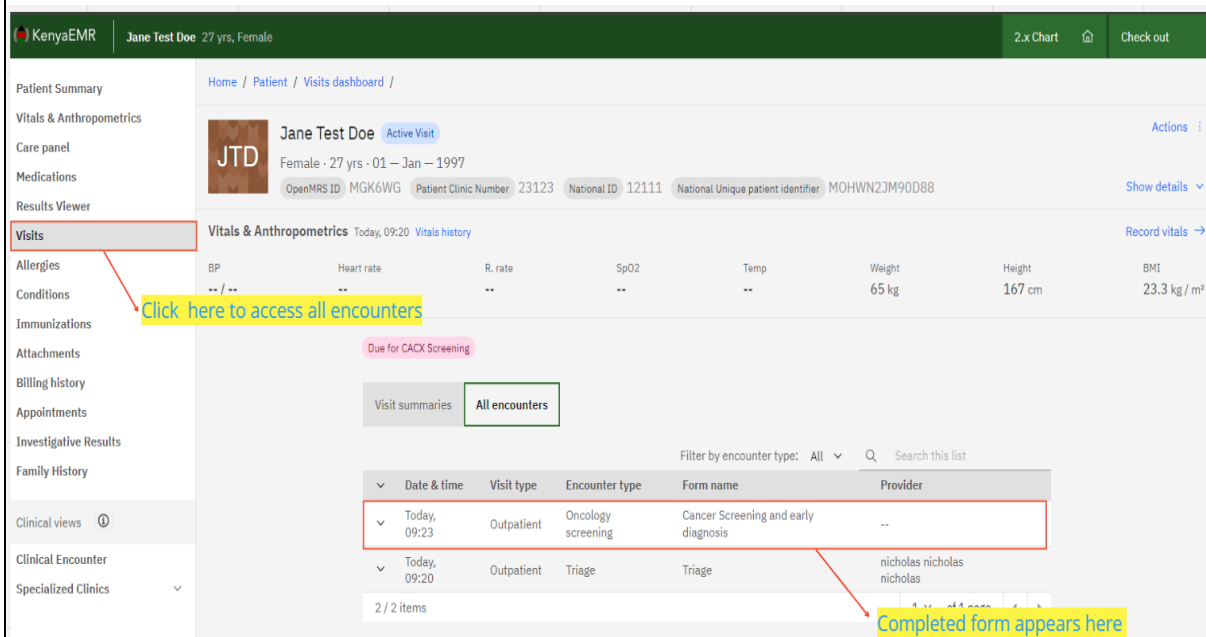| Step 9	**a. Document Follow up information (4)** - Document the follow up plan including Follow up date, specify if referred or not. If not referred, click **No** - Where referred, please see **9b** below. - Include clinical notes (if any) - Review the details for accuracy. - **Click Submit once done.**	
	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 | |

THE END