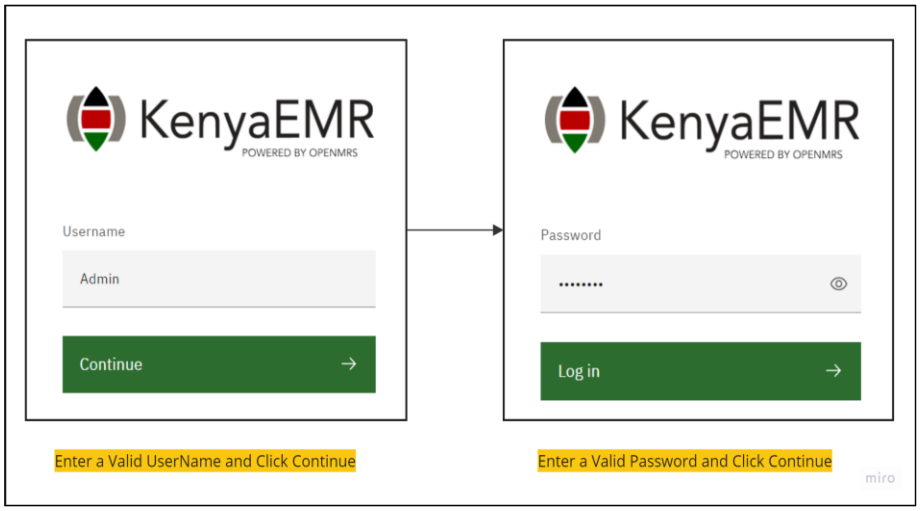
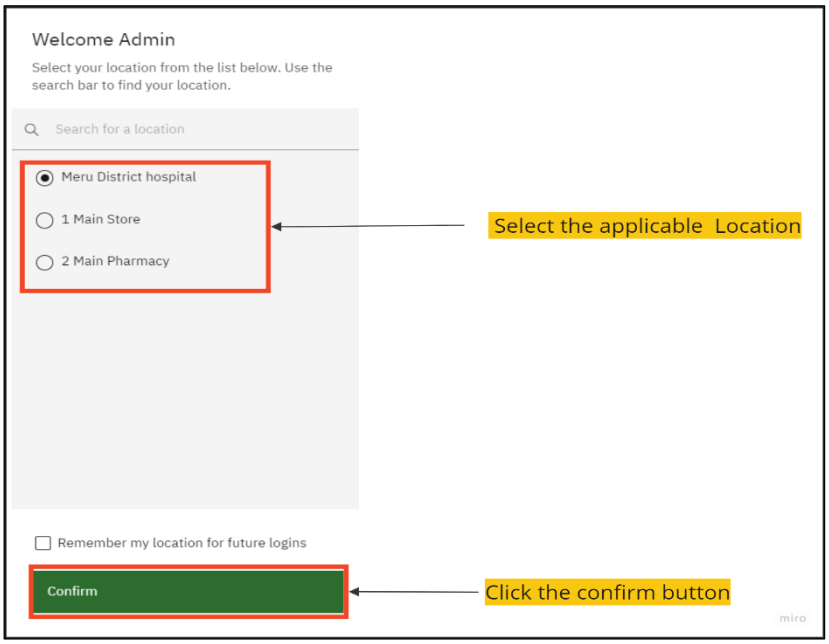
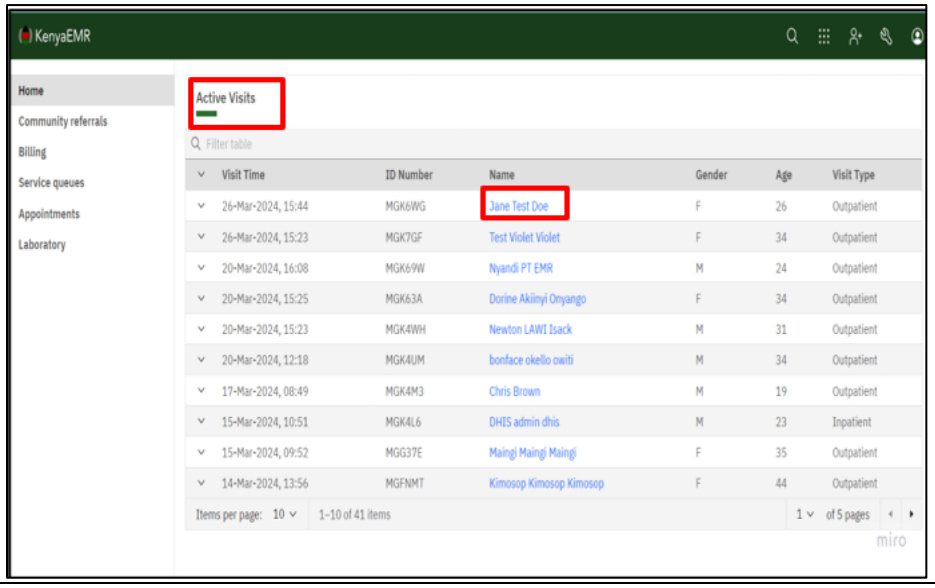
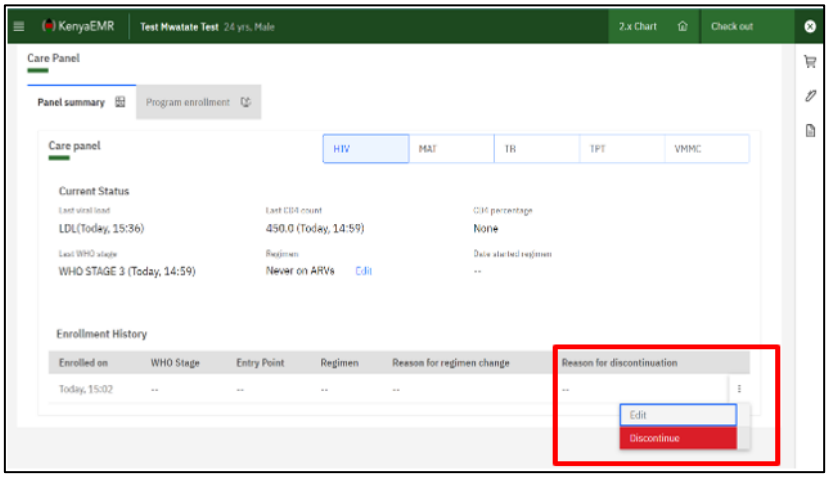
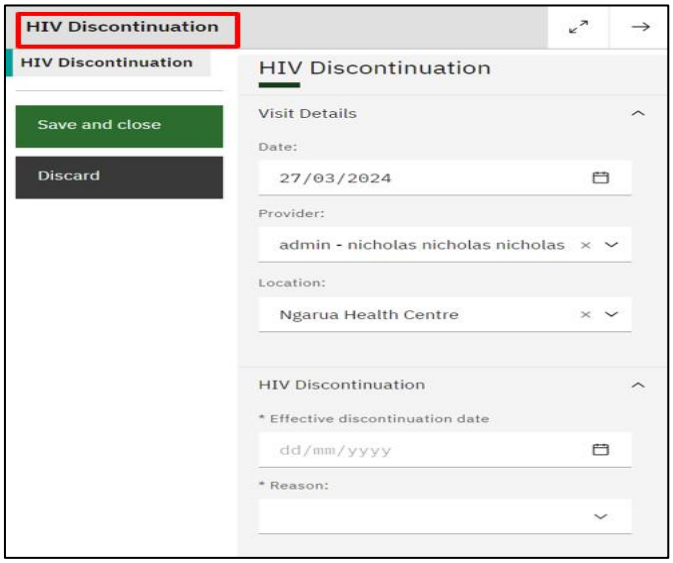
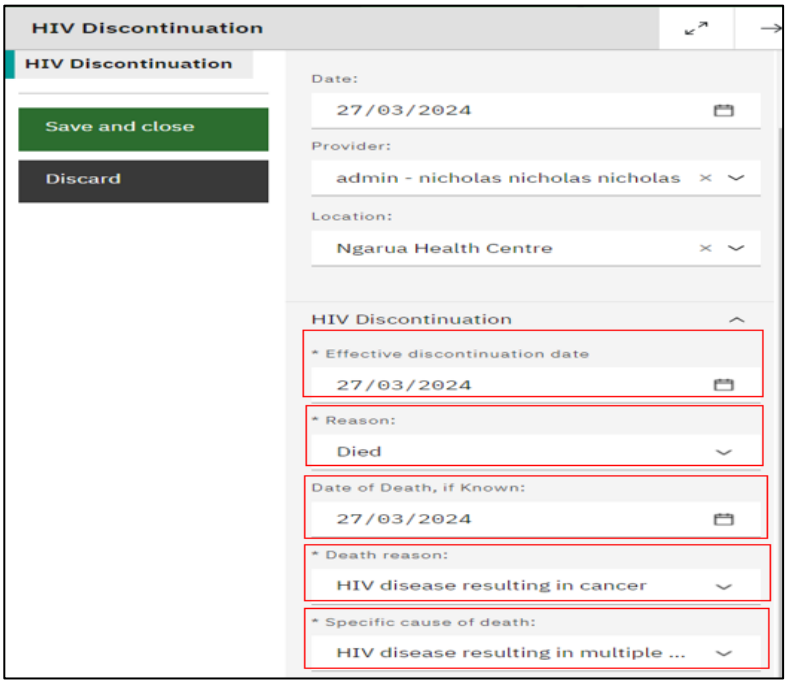
SOP: Patient Discontinuation by Death Event

(Revised March 2024)

Tasks:	End to end KenyaEMR Discontinuation for a Death workflow
Objective:	To acquire knowledge on Discontinuation procedure from a Death event
Who:	EMR user
Required Materials:	Applies to KenyaEMR 3.x Version

STEP	ACTION	Screenshot
1.	**Login to KenyaEMR** On successful KenyaEMR system access, you should be navigated to the login page. Authenticate entry by proving a valid username and password on the fields, then click the "***Continue***" button.	
2.	**KenyaEMR 3.x Landing page** Upon successful login, you shall be navigated to system Landing Page. Select the appropriate location and click Confirm.	

3.	**KenyaEMR Homepage** From KenyaEMR homepage, a user can access the Active visits lists, displaying all patients scheduled for a visit in a particular day.	
4.	**Accessing Programs a patient is enrolled in.** From the left side bar navigation, select **"Care Panel"** to access the Program Summary Tab. Program Summary allows a user to access all Services a patient has been enrolled in as applicable according to *Age, Gender, and Eligibility status.*	
5.	**Discontinuing a Patient from a service** **Step 1:** Select the service to discontinue patient from **Step 2:** Access the Enrollment form. **Step 3:** Select Action at the end of the enrollment details entry, under Reason for discontinuation. **Step 4:** Select Discontinuation to Load the discontinuation form.	

6.	**Discontinuation form** Once a user selects the discontinue option, the system will load the discontinuation form from the selected service program. *Example Selected service is HIV program.* *Selecting Discontinue option loads the HIV discontinuation form.* Add the Date discontinued and select discontinuation reason as applicable per service program.	
7.	**Discontinuing a Patient from a Death event** Example, A patient enrolled in HIV Service Program Discontinuation by a death event. **Step 1** Select the Effective discontinuation date. **Step 2:** Select the Reason for discontinuation as Died. **Step 3:** Select the date the patient died. **Step 4:** Select the exact reason for death. **Step 5:** Select the specific cause of death as appropriate. Save and close the form, the system will give an alert that the form has been saved successfully and the patient has been discontinued from that service successfully.