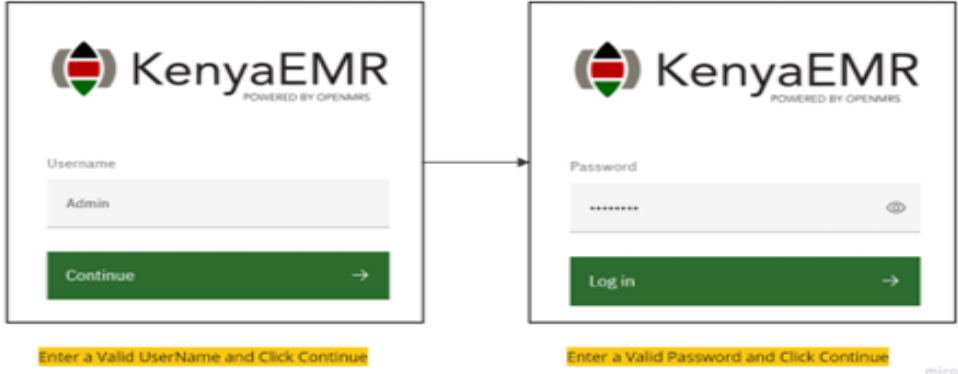


SOP: KenyaEMR 3.x Defaulter Tracing

Last update: March 2024

Objective:	To support defaulter tracing documentation in KenyaEMR 3.x
Tasks:	To complete defaulter tracing encounter
Who:	Adherence counselor /HRIO/Data clerk
Requirements:	Working KenyaEMR 3.x Instance

Instruction	Illustration
<p>Step 1:</p> <p>Enter the application server URL system i.e. "localhost:8080/openmrs" and click on the load button or Enter key from the keyboard. On successful loading, you should be navigated to the system login page.</p> <p>Step 2: Authenticate entry by proving username and password on the fields, and click "Login" Upon successful login, you shall be navigated to KenyaEMR Home Page</p>	

KenyaEMR Home page:

Once logged-in the home page will load and display the active visits.

Click the search icon and search for the client using their name or ID number.

The screenshot shows the KenyaEMR Home page. On the left is a navigation menu with items: Home, Billing, Laboratory, In Patient, Appointments, and Service queues. The main content area is titled 'Active Visits' and contains a table with columns: Visit Time, ID Number, Name, Gender, Age, and Visit Type. The table lists 12 active visits. At the bottom of the table, it shows 'Items per page: 10' and '1-10 of 1232 items'. On the right side of the table, it shows '1 of 124 pages'.

Visit Time	ID Number	Name	Gender	Age	Visit Type
25-Mar-2024, 04:12 PM	MGHNV7	John John John	F	16	Outpatient
20-Mar-2024, 04:41 PM	MHFY9E	Miriam Otieno Omollo	F	19	Outpatient
19-Mar-2024, 06:53 PM	MHFYU3	Fred Otieno	M	57	Outpatient
17-Mar-2024, 06:04 PM	MHFY6J	Jane Doe	F	30	Outpatient
15-Mar-2024, 12:49 PM	MHFY4L	Apache Indian Frankie	F	26	Outpatient
15-Mar-2024, 12:41 PM	MH9TFK	Mary Mary Mary	F	43	Inpatient
13-Mar-2024, 05:31 PM	MHFVKP	WANYAMA WANYONYI WANYAMA	M	37	Outpatient
13-Mar-2024, 08:19 AM	MHFxca	Mary Auma Otieno	F	33	Outpatient
12-Mar-2024, 05:30 PM	MHFwAE	Testing Suba	M	26	Outpatient
12-Mar-2024, 03:03 PM	MGXGWD	SPENCER SPENCER SPENCER	M	58	Outpatient

This screenshot is identical to the one above, but with a red circle highlighting the search icon in the top right corner of the header. A yellow box with the text 'Search Icon' is placed over the search icon. The table and other elements are the same as in the previous screenshot.

Type the name or ID number of the client in the search box.

Then click the name of the client to load the patient.

Next check in the client to access clinical forms.

KenyaEMR

James Kamande Kiloo

Type name or ID of the client here

Search

Refine search

Sex

Any Male Female

Other Unknown

Day of Birth Month of Birth Year of Birth

DD MM YYYY

Age

1 search result

JJK James Kamande Kiloo

Male · 31 yrs · 15 — Jun — 1992

MCGVNL, 278990, MOH76J86E9KLY, 1413099999, REC11902-00098

Show details

Check in

Click the patient's name to load patient summary dashboard

KenyaEMR

James Kamande Kiloo 32 yrs, Male

2.x Chart

Check in

Patient Summary

Patient / Patient Summary dashboard /

JJK James Kamande Kiloo

Male · 32 yrs · 01 — Jan — 1992

OpenMRS ID MCGVNL National ID 278990 National Unique patient Identifier MOH76J86E9KLY

Unique Patient Number 1413099999 Recency Testing ID REC11902-00098

Show details

Vitals & Anthropometrics

No data has been recorded for this patient

Record vitals

Eligible for COVID-19 Vaccination Due for CD4 test

Conditions

There are no conditions to display for this patient

Record conditions

Click check in

The start visit form will load. On the check in form, the visit start date and location will be prefilled. You can back date the visit date if there is need.

Choose the visit type, outpatient or inpatient, then choose whether the client is being billed or not. If the client is being billed select the method of payment.

Once you are done click the check in button.

32 yrs, Male

2.x Chart | Check in

ent / Patient Summary dashboard /

James Kamande Kiloo
Male - 32 yrs - 01 - Jan - 1992
OpenMRS ID: MCGVNL National ID: 278990 National Unique patient identifier: MOH763869KLY Unique Patient Number: 1413099999 Recency Testing ID: REC11902-00098 Show details

Age & Anthropometrics No data has been recorded for this patient Record vitals

Eligible for COVID-19 Vaccination Due for CD4 test

Conditions
There are no conditions to display for this patient
Record conditions

Active Medications
There are no active medications to display for this patient
Record active medications

Immunizations
There are no immunizations to display for this patient
Record immunizations

Start a visit

Visit Type
Search for a visit type
 Outpatient
 Inpatient
2 / 2 items 1 of 1 page

Billing
Is patient exempted from payment?
 Yes No
Payment methods
Select payment method

Billing
Search services

Queue Location
Select a queue location
Out Patient Department

Service
Select a service
Triage

Priority
 Emergency Not Urgent Urgent

Discard Check in

Click check in once you fill in the form.

Upon successfully check in the client, green pop-up alerts will appear indicating that a visit has started

Allergies
There are no allergy intolerances to display for this patient
Record allergy intolerances

Visit started
Outpatient started successfully

Visit started
Patient has been added to the queue successfully.

Pop up alerts indicating successful visit started.

Click the **clinical forms** icon and then click the hyperlink “**CCC defaulter tracing**” to load the defaulter tracing form.

On the defaulter tracing form, visit details, provider, and location will be prefilled automatically.

The screenshot shows the KenyaEMR interface for a patient named James Kamande Kiloo. The 'Clinical Forms' panel is open, displaying a list of forms. A yellow box labeled 'Clinical form' points to the list icon in the top right. A red circle highlights the list icon, and a red arrow points to the 'CCC Defaulter Tracing' form, which is highlighted with a red box. A yellow box labeled 'Link to defaulter tracing form' points to this form. The table below shows the list of forms:

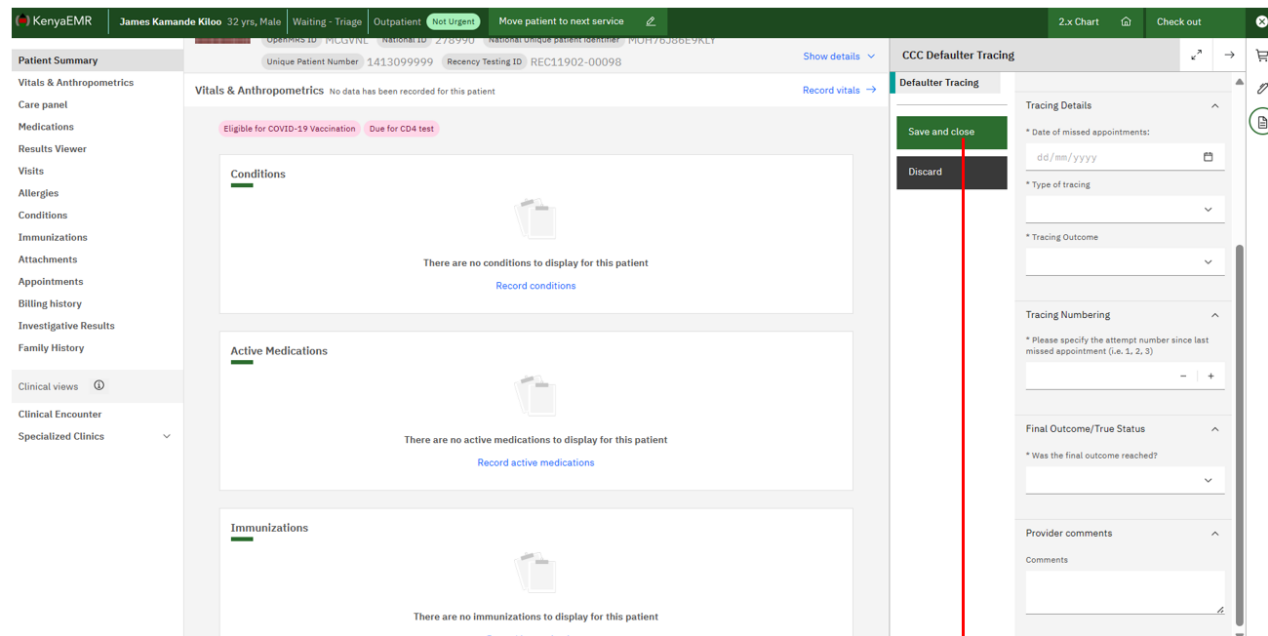
Form Name (A-Z)	Last completed
Alcohol and Drug Abuse Screening(CAGE-AID/CRAFFT)	Never
Cancer Screening and early diagnosis	Never
CCC Defaulter Tracing	Never
COVID-19 Assessment form	Never
Depression Screening PHQ-9	Never
Enhanced Adherence Screening	Never
Gender Based Violence Screening	Never
Generalized Anxiety Disorder Assessment	Never
HIV Green Card	Never
HTS Linkage Form	Never
MAT Cessation form	Never
MAT Clinical eligibility assessment	Never
MAT Clinical form	Never
MAT Psychiatric intake and followup form	Never
MAT Psychosocial intake and followup form	Never
MAT Transit/Referral form	Never
MAT Treatment form	Never
Progress Note	Never
Triage	Never

The screenshot shows the 'CCC Defaulter Tracing' form. The 'Visit Details' section is prefilled with the following information:

- Date: 3/26/2024
- Provider: admin - Rashid Onwang Soi
- Location: Suba Sub County Hospital

A yellow box labeled 'Prefilled fields' points to these fields. The 'Tracing Details' section is also visible, with fields for 'Date of missed appointments', 'Type of tracing', and 'Tracing Outcome'.

Fill in the tracing details such as the missed appointment dates, type of tracing, out come of the tracing, the tracing numbering, and the outcome of the tracing.



Click "Save and Close" once you are done filling in the form.

Save and close button

Important Reminders

- For further support, contact KenyaHMIS service desk through the toll-free number **0800722440**.

THE END