

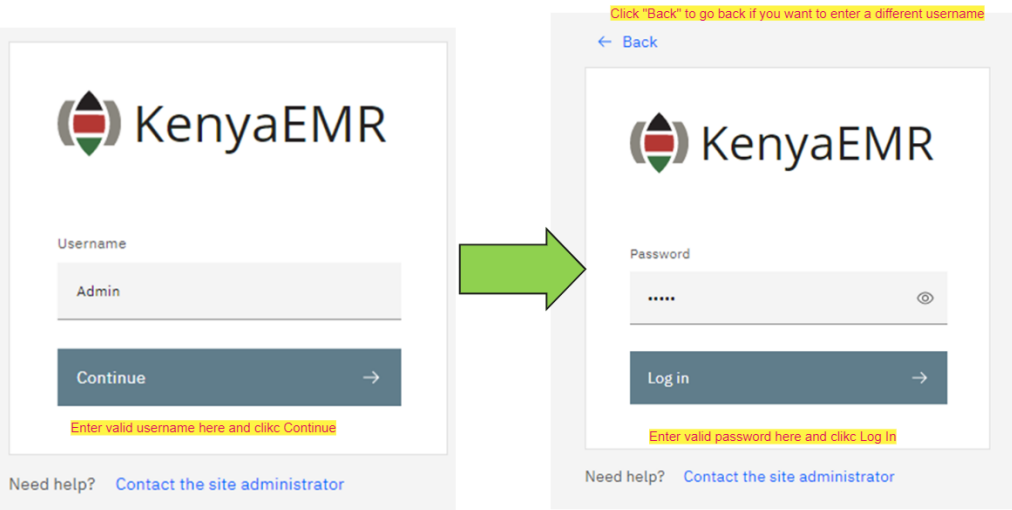
SOP: How to Document Laboratory Order Services KenyaEMR

[Last updated: March 2024]

Tasks:	End-to-end documentation of the process for creating laboratory order services for clients in the KenyaEMR 3.x platform.
Objective:	Successfully Log into KenyaEMR, Create lab order services, and document the details in KenyaEMR
Who:	All facility staff responsible for conducting clinical services
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 Creating laboratory order details. This guide provides step by step guide for documenting laboratory order information in KenyaEMR

Step	Action	Illustration
<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 should 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>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 Laboratory Order 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

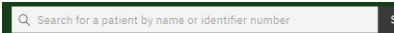
Filter table

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 create a lab order.

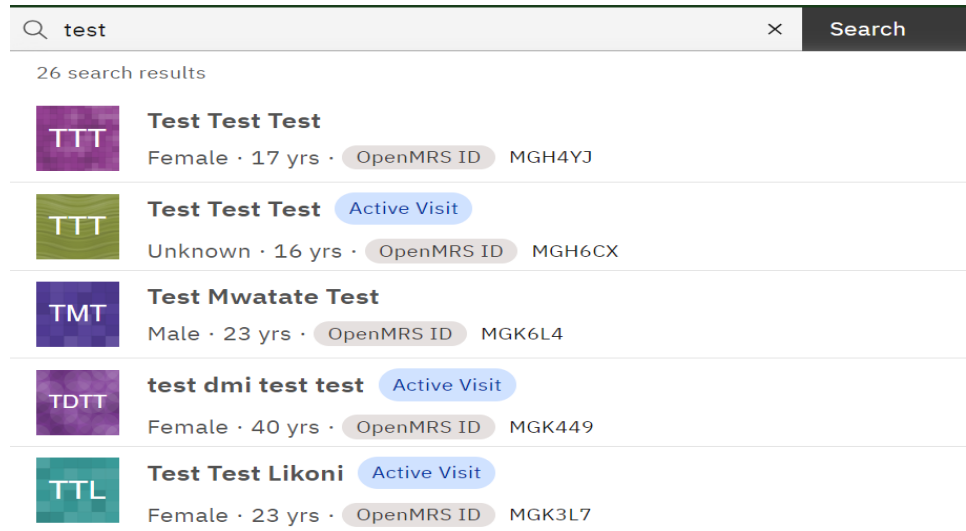
- List of clients scheduled for the day will be listed on the screen as shown.
- If the patient of interest is not listed, search for the patient.

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.

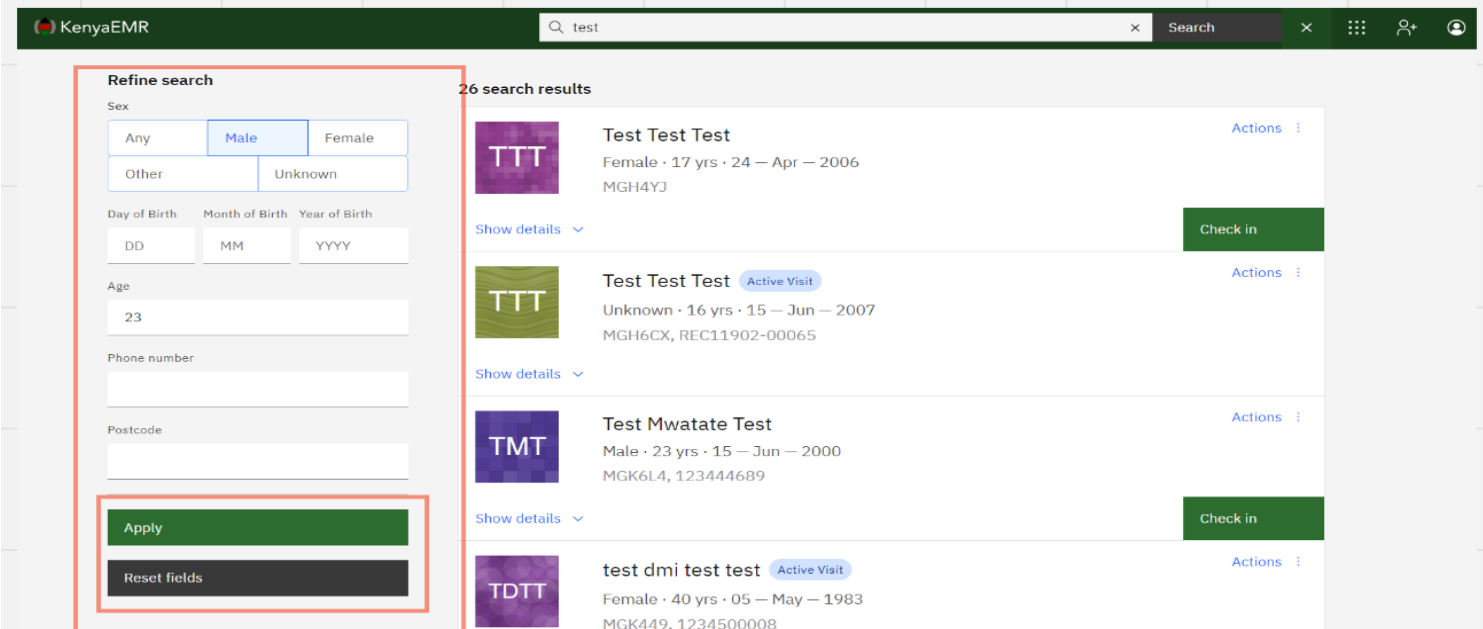
- To conduct a refined search, input the patient’s name on the search bar then press the “ENTER” key to initiate the search.
- Under refine search, specify the client sex, date of birth (if known), client age, phone number (if available) and postal code where applicable. Upon entering the details, click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

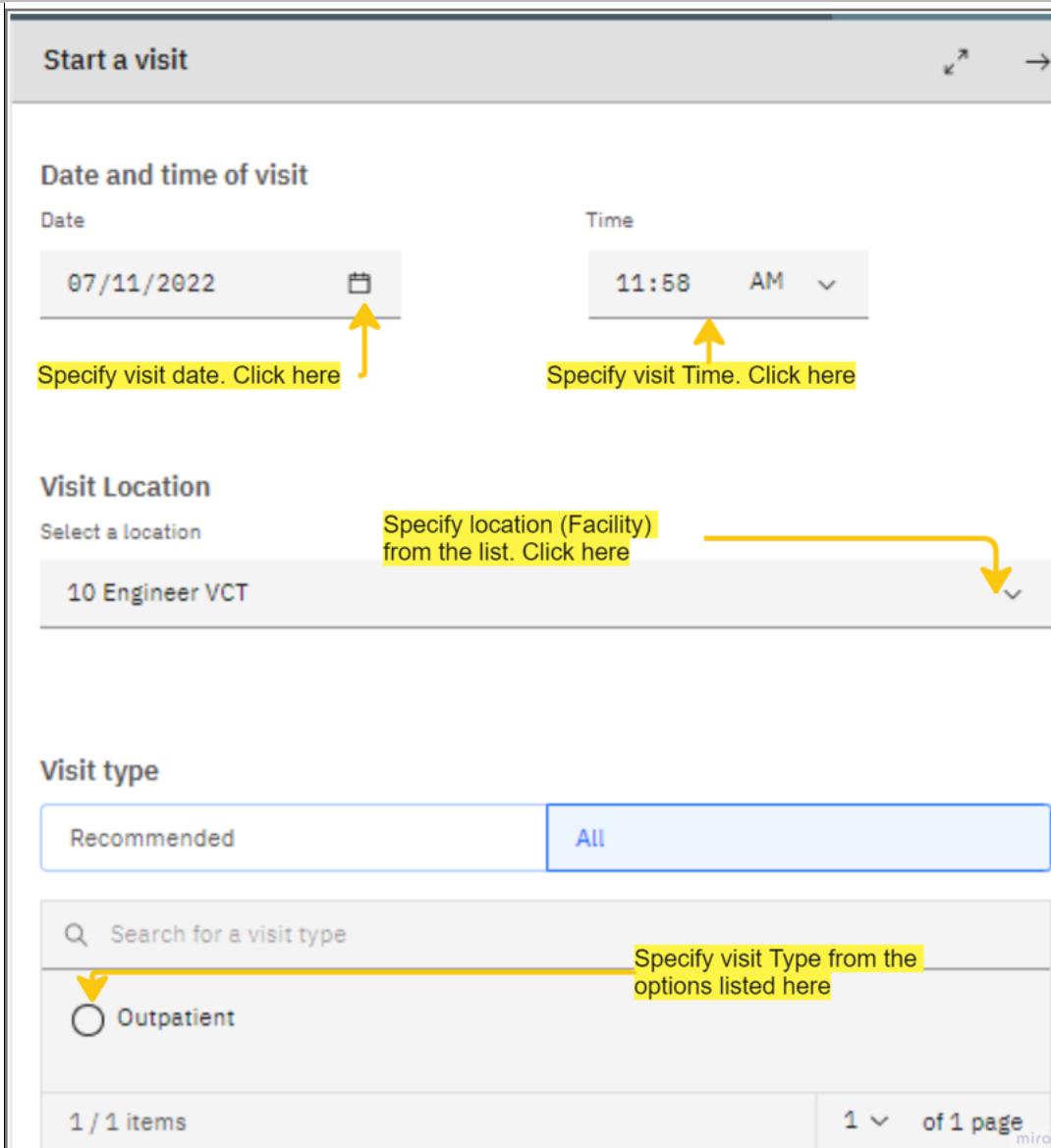
26 search results

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

Step 4

Check in the patient.

- To start the process of creating a Lab Order, you need to Check-in the client by clicking the checking button as shown.



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

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 condition

Click check in upon completion of all required details

Step 5

Open the Order Cart

- Once the client has been checked in, click on the **'Order Basket'** icon on the right navigation panel to locate the Lab Order (as highlighted). Click the **'Lab Order'** icon to open it.

The screenshot displays the KenyaEMR interface for a patient named Jane Test Doe. The top navigation bar includes 'KenyaEMR', the patient name 'Jane Test Doe 27 yrs, Female', and utility buttons like '2.x Chart', 'Check out', and a close icon. The main content area shows the patient's summary, including their name, age, gender, and various identification numbers. Below this, there are sections for 'Vitals & Anthropometrics' and 'Conditions'. On the right side, an 'Order Basket' panel is open, showing 'Drug orders (0)' and 'Lab orders (0)'. A red box highlights the 'Lab orders (0)' section, and a yellow callout points to the 'Add +' button next to it. Another red box highlights the shopping cart icon in the top right corner, with a yellow callout pointing to it. The bottom of the screen shows 'Cancel' and 'Sign and close' buttons.

Click on this button to access Lab Orders

Click Add + button to create a lab order

Step 6

Adding a lab order

- Once Lab Order icon opens clicking the add buttons dropdown of the lab test should populate. The user can either search or scroll down the listed orders to choose the specific Lab test they are ordering.
- After choosing the test click on the Order form button to fill the fields provided

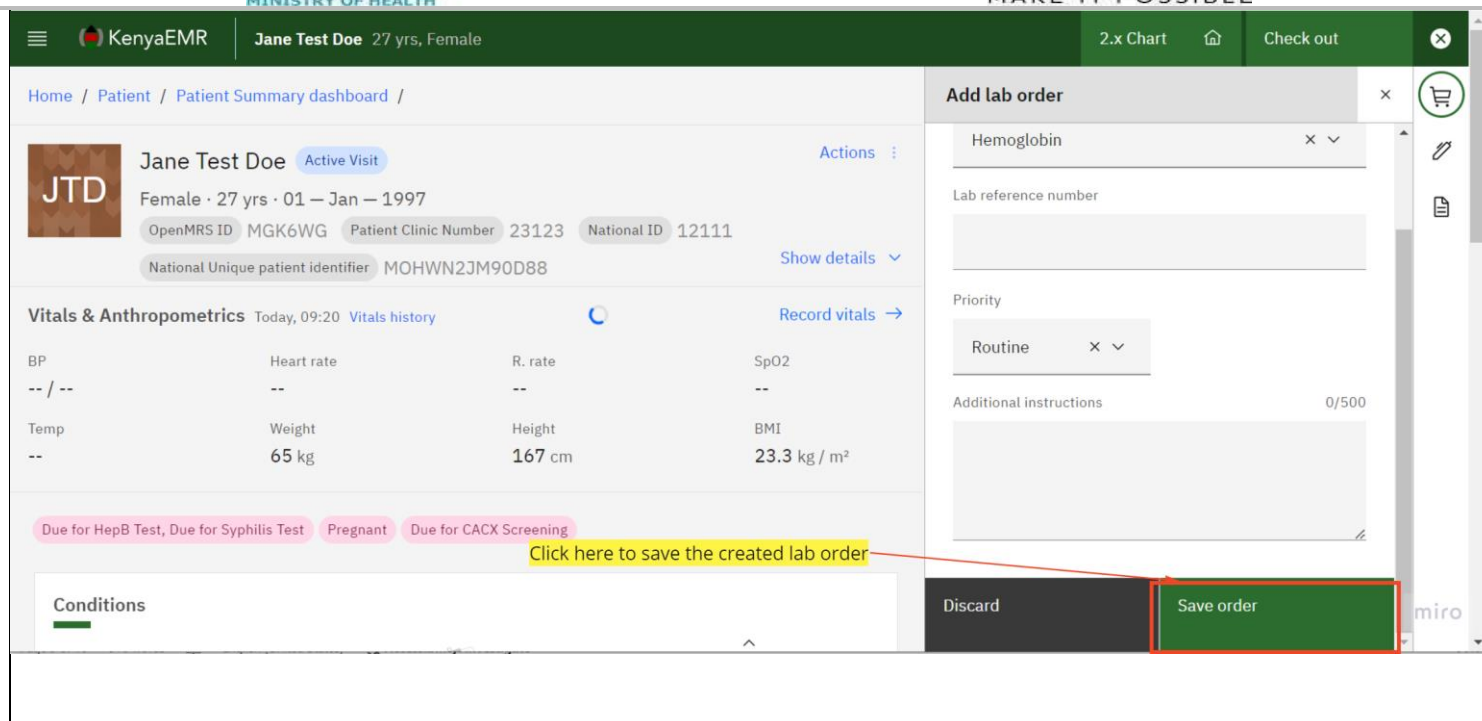
The screenshot displays the KenyaEMR interface for a patient named Jane Test Doe. The top navigation bar shows 'KenyaEMR' and 'Jane Test Doe 27 yrs, Female'. The main content area is divided into several sections:

- Patient Summary:** Includes a profile card for Jane Test Doe (Active Visit), her demographic information (Female, 27 yrs, 01 - Jan - 1997), and identifiers (OpenMRS ID: MGK6WG, Patient Clinic Number: 23123, National ID: 12111, National Unique patient identifier: MOHWN2JM90D88).
- Vitals & Anthropometrics:** Shows vital signs (BP, Heart rate, R. rate, SpO2) and anthropometric data (Weight: 65 kg, Height: 167 cm, BMI: 23.3 kg / m²) for today at 09:20.
- Conditions:** Lists upcoming tests: 'Due for HepB Test', 'Due for Syphilis Test', 'Pregnant', and 'Due for CACX Screening'.
- Add lab order Panel:** A search bar contains 'mala', with a note 'Type the order name for faster access'. Below the search bar, it shows '7 results for "mala"'. The first result is 'MALARIAL SMEAR', which is highlighted with a red box. Below it, the 'Order form' button is also highlighted with a red box. A red arrow points from the text 'Click on the specific test and order button' to this button.

Step 7

Saving Lab Order

- After adding the needed lab test, add the lab reference number and also the test priority and any additional instructions if any then click on the **'save order'** button.



The screenshot displays the KenyaEMR interface for a patient named Jane Test Doe. The patient's details include gender (Female), age (27 yrs), and date of birth (01 - Jan - 1997). The interface shows a 'Vitals & Anthropometrics' section with fields for BP, Heart rate, R. rate, SpO2, Temp, Weight (65 kg), Height (167 cm), and BMI (23.3 kg / m²). A 'Conditions' section is partially visible. On the right, an 'Add lab order' form is open, showing a dropdown for 'Hemoglobin', a text field for 'Lab reference number', a dropdown for 'Priority' (set to 'Routine'), and a text area for 'Additional instructions' (0/500). At the bottom of the form, there are two buttons: 'Discard' and 'Save order'. A red box highlights the 'Save order' button, and a yellow callout points to it with the text 'Click here to save the created lab order'.

Step 8

Sign and close the order.

- After successfully saving the order, the user should click the 'sign and close' button. This will send the lab request to the Laboratory dashboard for processing.

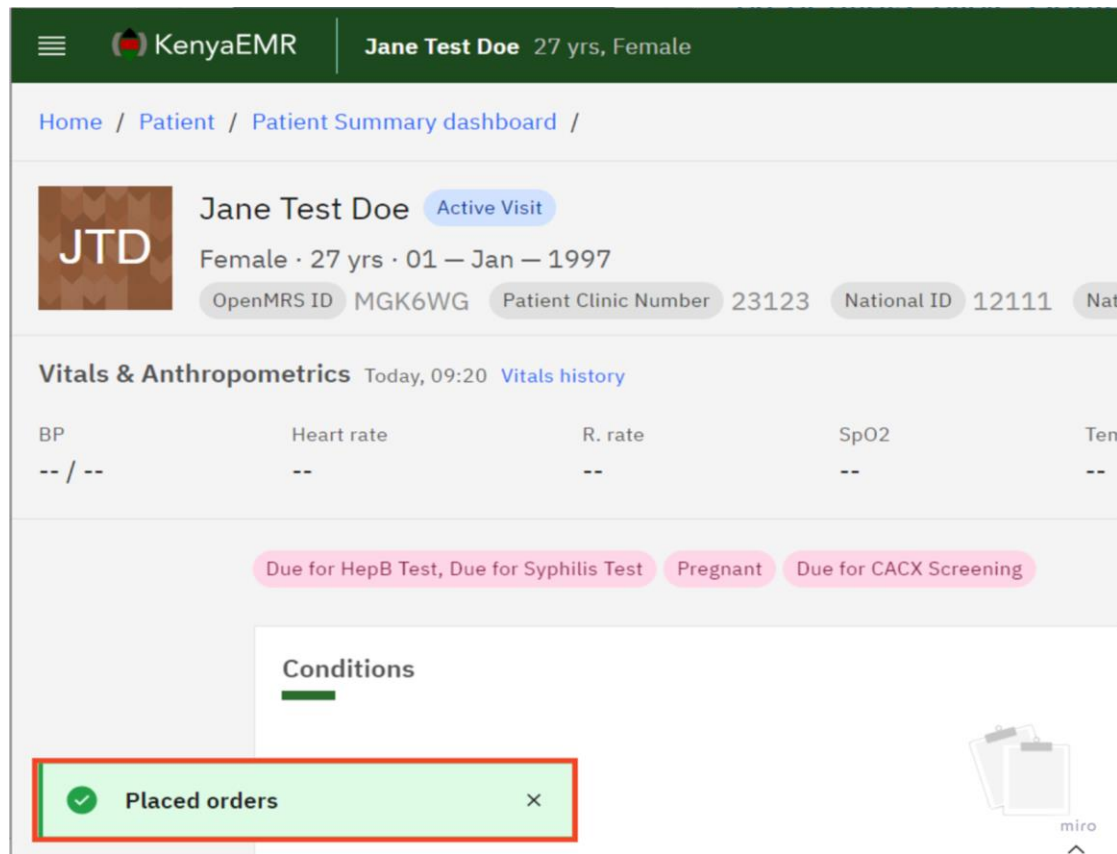
The screenshot displays the KenyaEMR interface for a patient named Jane Test Doe. The top navigation bar includes 'KenyaEMR', the patient's name and age (Jane Test Doe, 27 yrs, Female), and utility buttons like '2.x Chart', 'Check out', and a close icon. The main content area shows the patient's profile with a photo, name, and various identifiers (OpenMRS ID, Patient Clinic Number, National ID, and National Unique patient identifier). Below this is a 'Vitals & Anthropometrics' section with a table of vital signs.

Vitals & Anthropometrics Today, 09:20			
	Heart rate	R. rate	SpO2
BP	--	--	--
Temp	65 kg	167 cm	23.3 kg / m ²

The right-hand 'Order Basket' panel shows 'Drug orders (0)' and 'Lab orders (1)'. The lab order is for 'Hemoglobin'. At the bottom of the order basket, there are two buttons: 'Cancel' and 'Sign and close'. A yellow callout box with the text 'Click here to sign and close the created lab order' points to the 'Sign and close' button.

Step 9
Successful Lab order

- After successfully placing a lab order the system notifies the user that the order was placed successfully
- The order successfully transitions to the Laboratory module.



The screenshot shows the KenyaEMR interface for a patient named Jane Test Doe. The header includes the KenyaEMR logo and the patient's name and age (27 yrs, Female). The breadcrumb trail is Home / Patient / Patient Summary dashboard. The patient's profile shows a photo with initials 'JTD', an 'Active Visit' status, and demographic information: Female, 27 yrs, 01 Jan 1997. Identification numbers include OpenMRS ID MGK6WG, Patient Clinic Number 23123, and National ID 12111. The 'Vitals & Anthropometrics' section shows data for Today, 09:20, with fields for BP, Heart rate, R. rate, SpO2, and Temperature, all currently blank. Below this, there are pink notification buttons for 'Due for HepB Test', 'Due for Syphilis Test', 'Pregnant', and 'Due for CACX Screening'. A 'Conditions' section is partially visible. A green notification box at the bottom left, highlighted with a red border, contains a checkmark icon and the text 'Placed orders' with a close button (X). A 'miro' logo is visible in the bottom right corner of the interface.

THE END