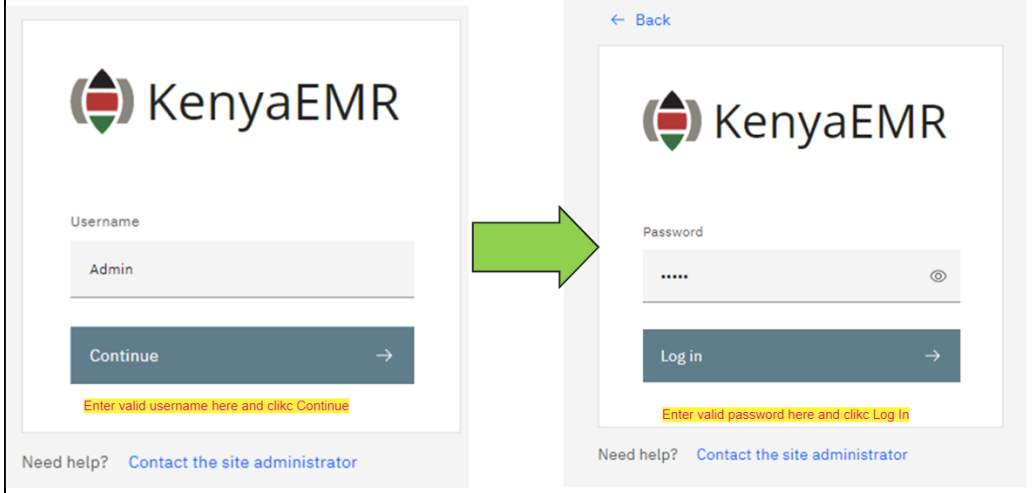
SOP: How to Document Laboratory Order Services KenyaEMR

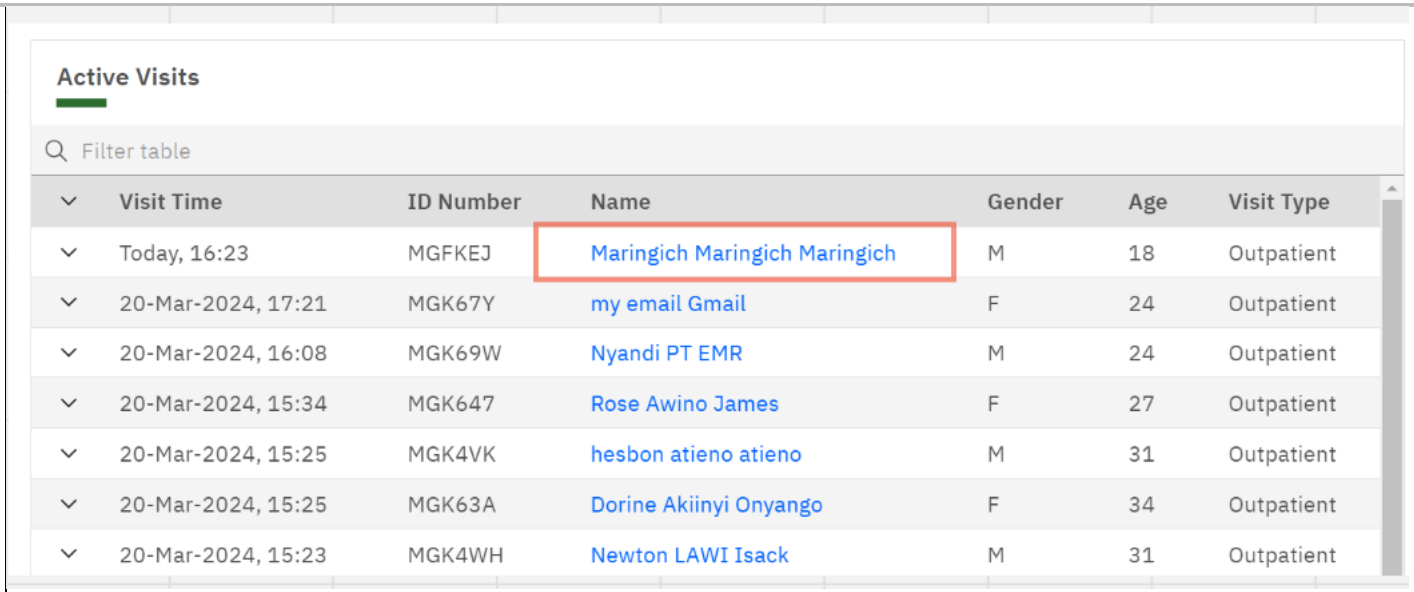
[Last updated: March 2024]

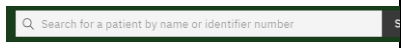
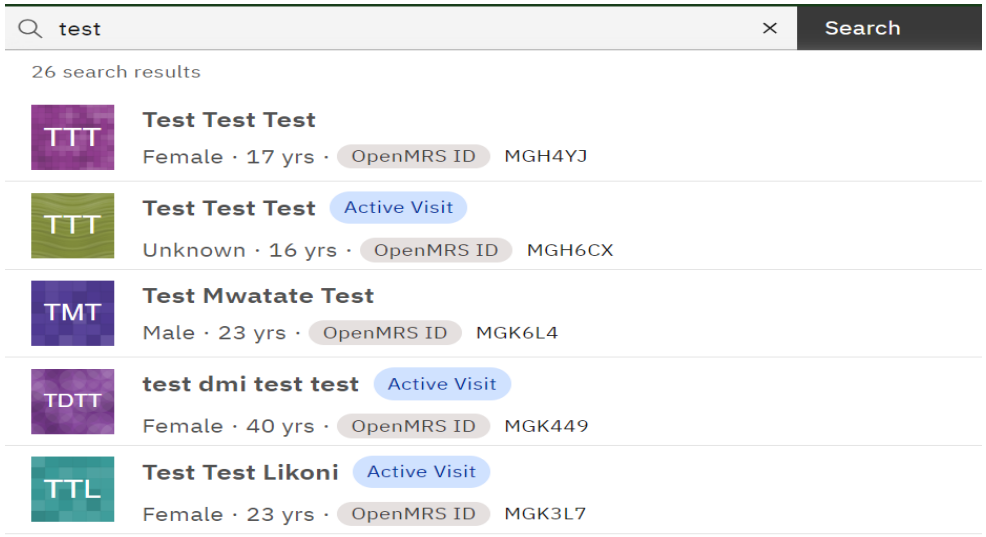
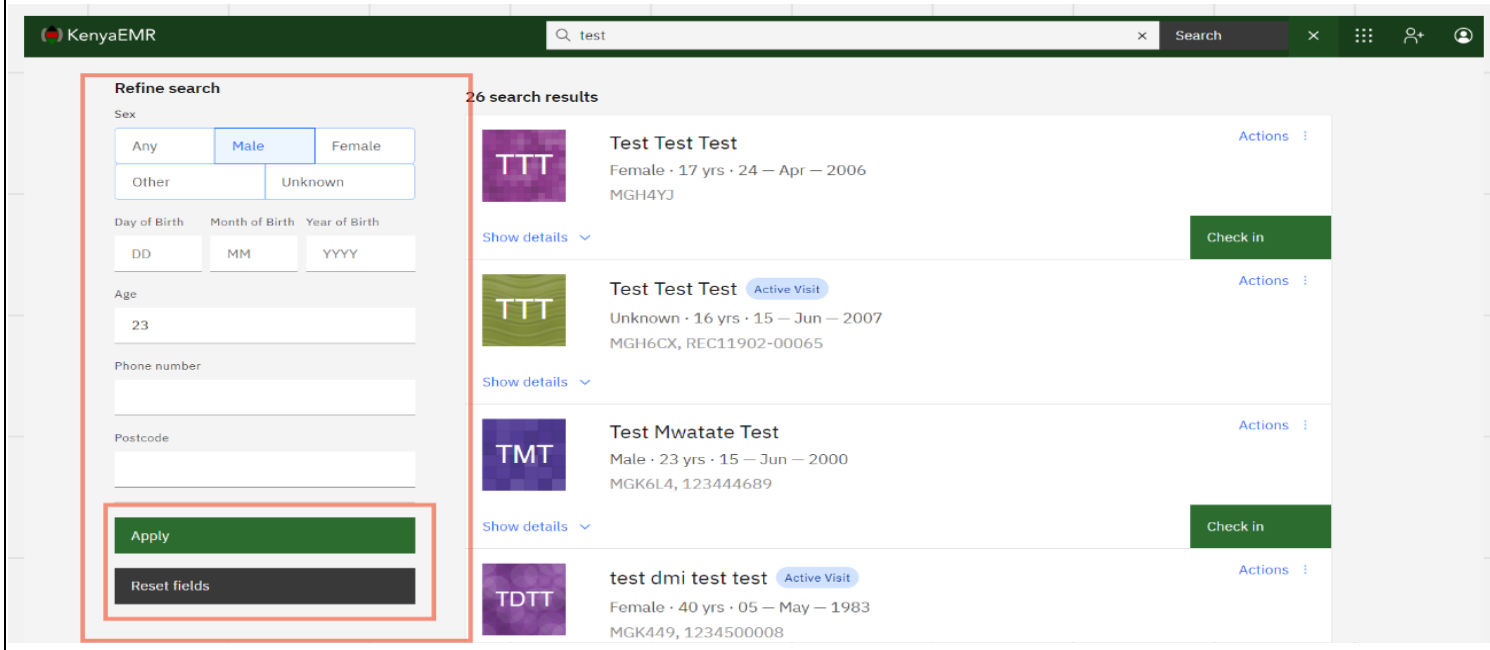
Tasks:	End-to-end documentation of the process for creating laboratory order services for clients in the KenyaEMR 3.x platform.
Objective:	Successfully Log into KenyaEMR, Create lab order services, and document the details in KenyaEMR
Who:	All facility staff responsible for conducting clinical services
Required Materials:	Username, password, computer with KenyaEMR 3.x (18.7.2) + installed, patient name, ID, and/or age

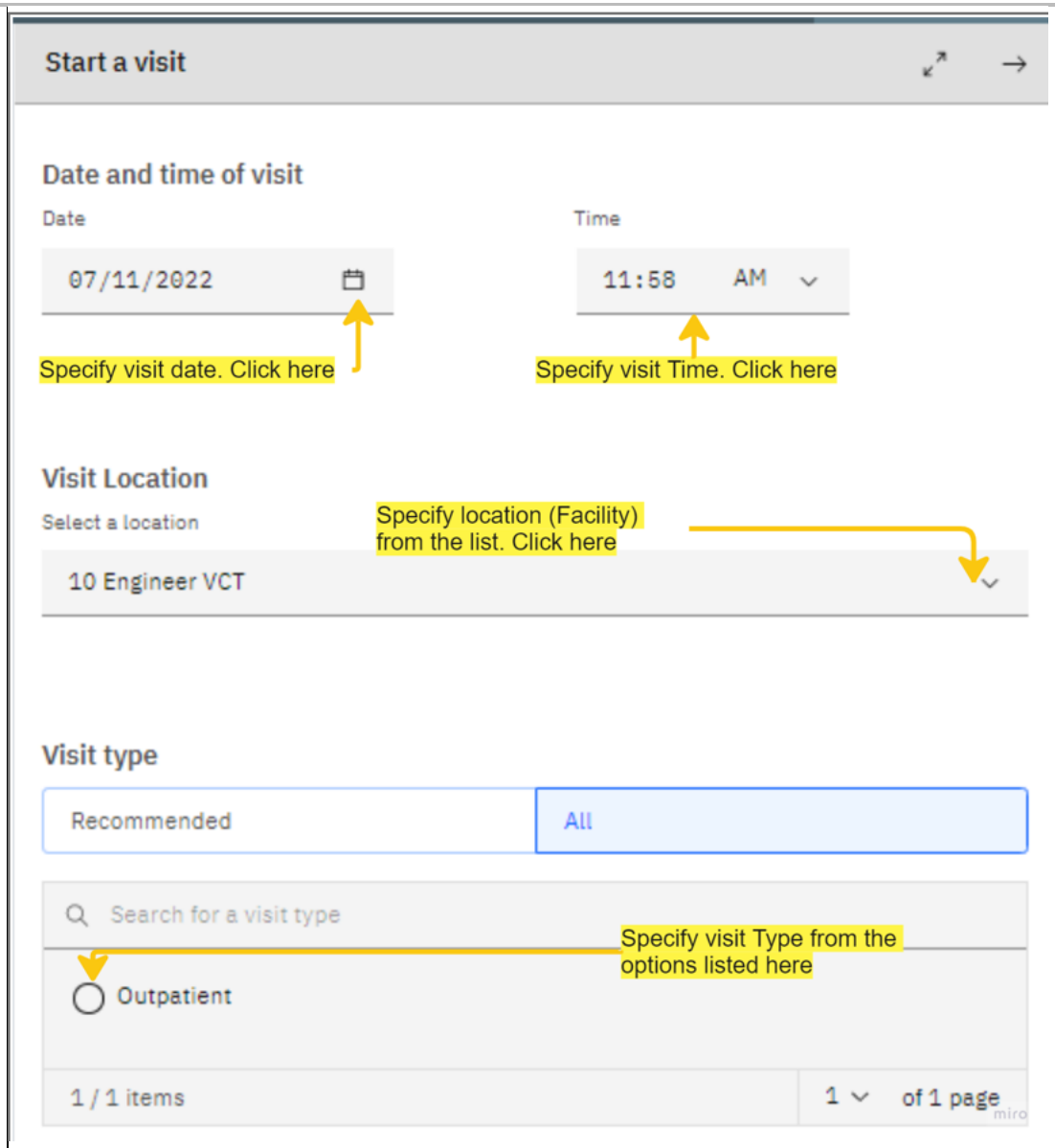
Introduction:

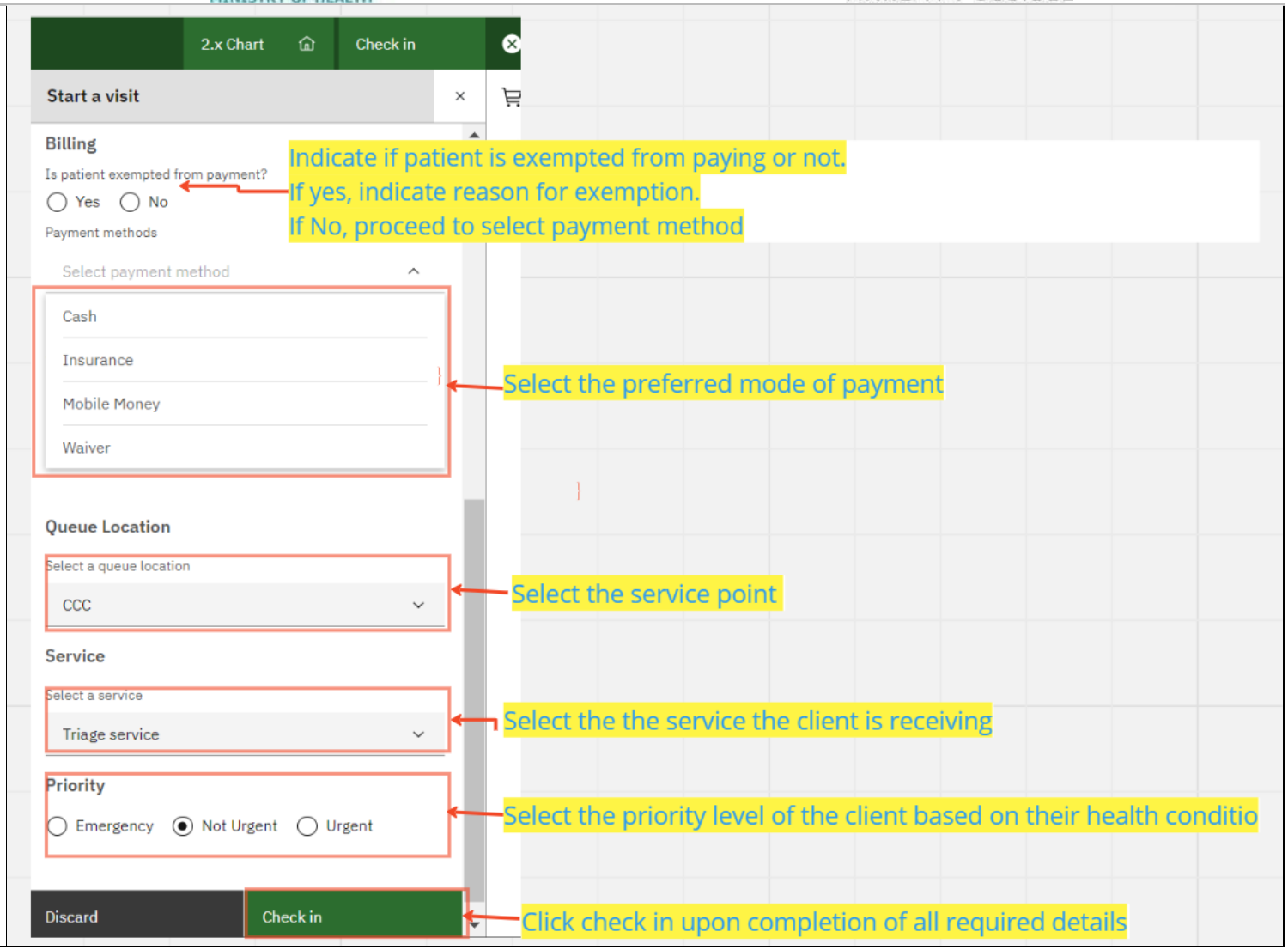
KenyaEMR has been enhanced to support comprehensive documentation of Creating laboratory order details. This guide provides step by step guide for documenting laboratory order information in KenyaEMR

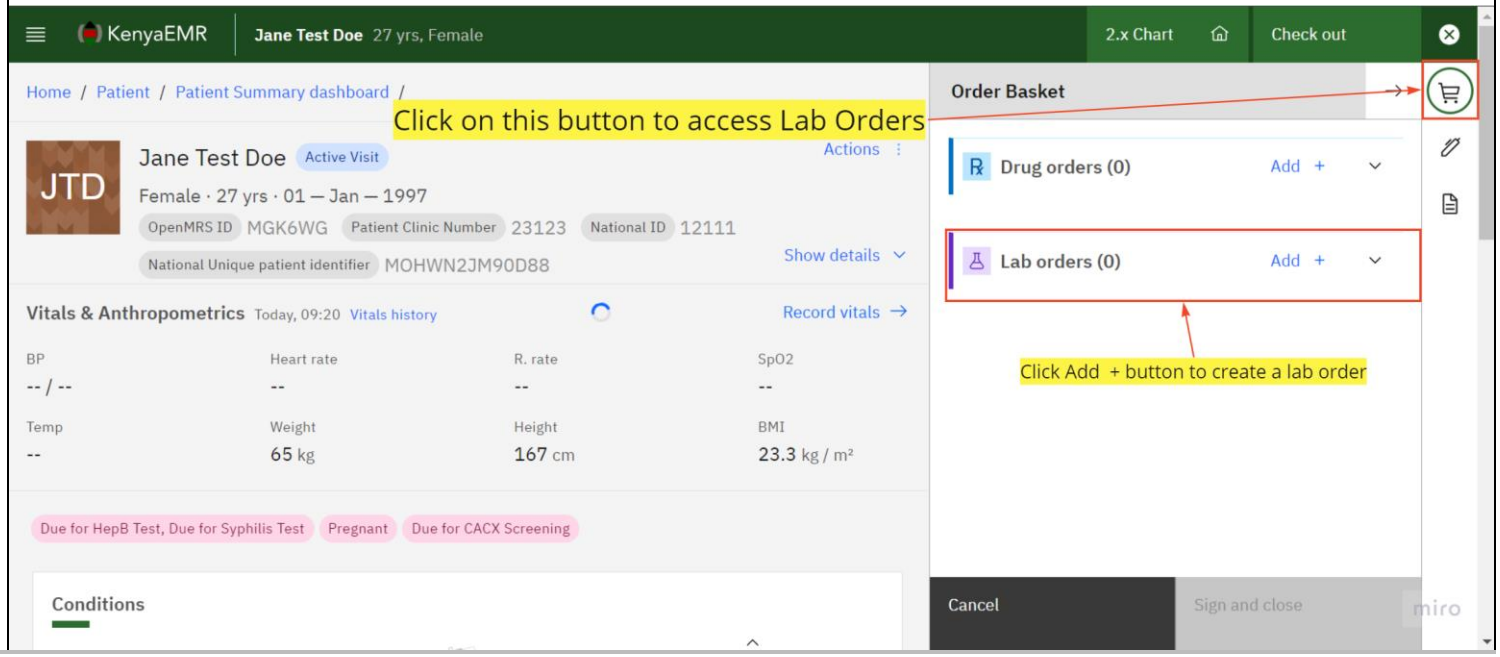
Step	Action	Illustration
Step 1	**Login to KenyaEMR.** Enter the application server URL system. ***"[ServerIpAddress:8080/openmrs]"*** and click on the load button or Enter key from the keyboard. On successful loading, you should be navigated to the system login page. Authenticate entry by providing 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"

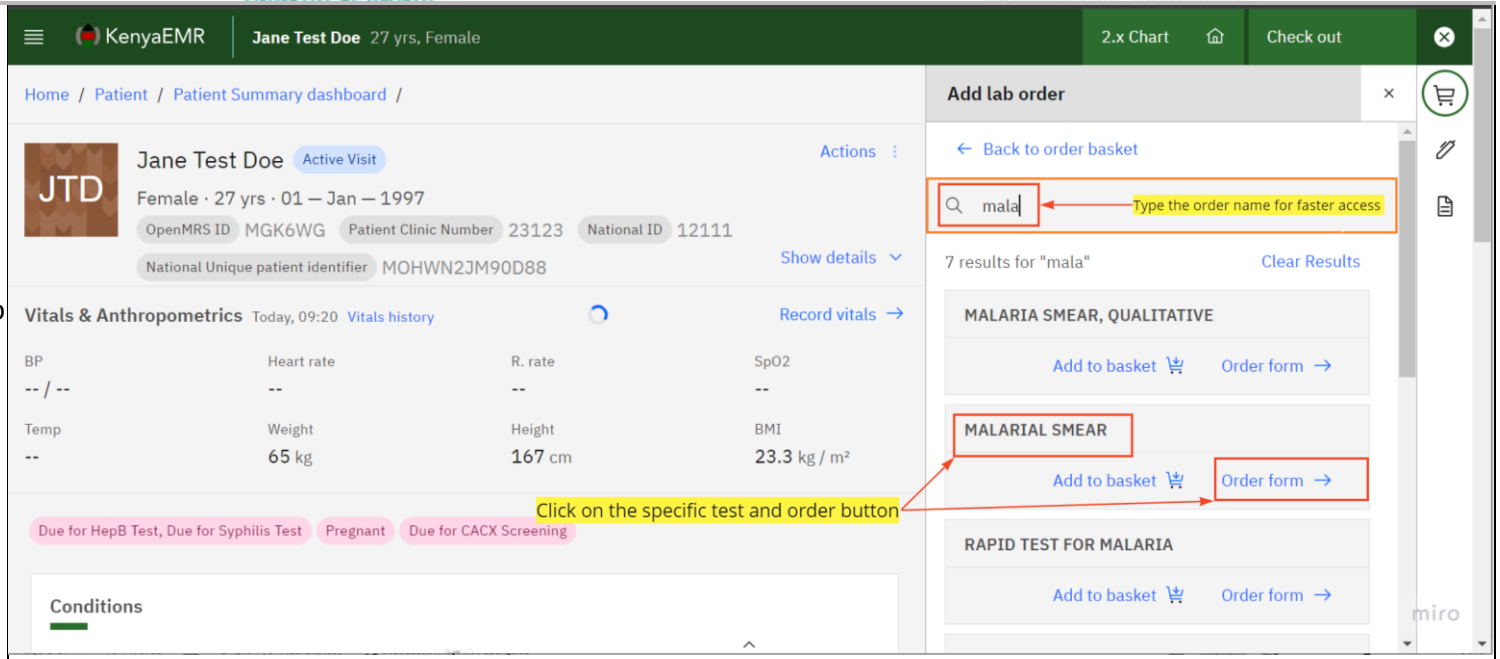
Step 2	**Locating the Laboratory Order Form** - From the landing page, select the client of interest from the active line list. - If a client is not available on the active line list, proceed to search for a client.	

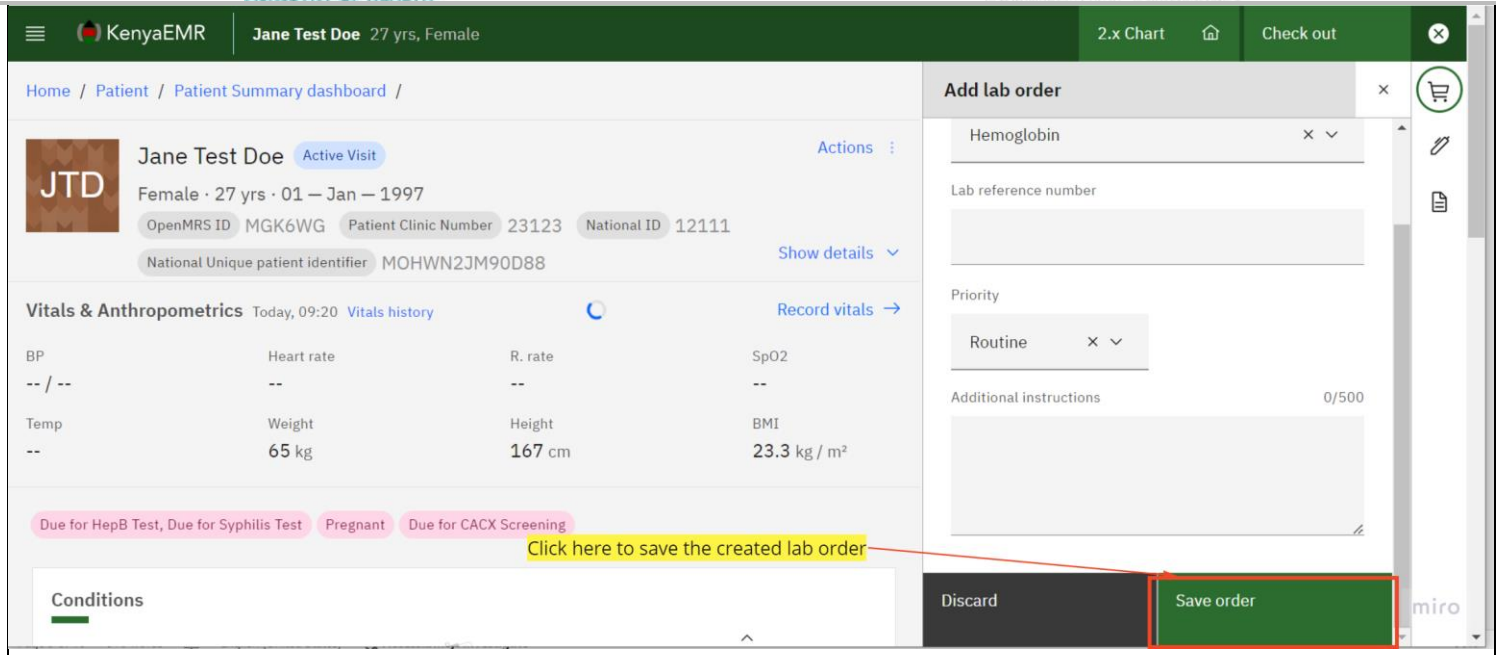
Step 3	**Searching for patient to create a lab order.** - List of clients scheduled for the day will be listed on the screen as shown. - If the patient of interest is not listed, search for the patient. Click on the "Search button " at the top right to open the search window.  - Type the name or Patient 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'** -	 

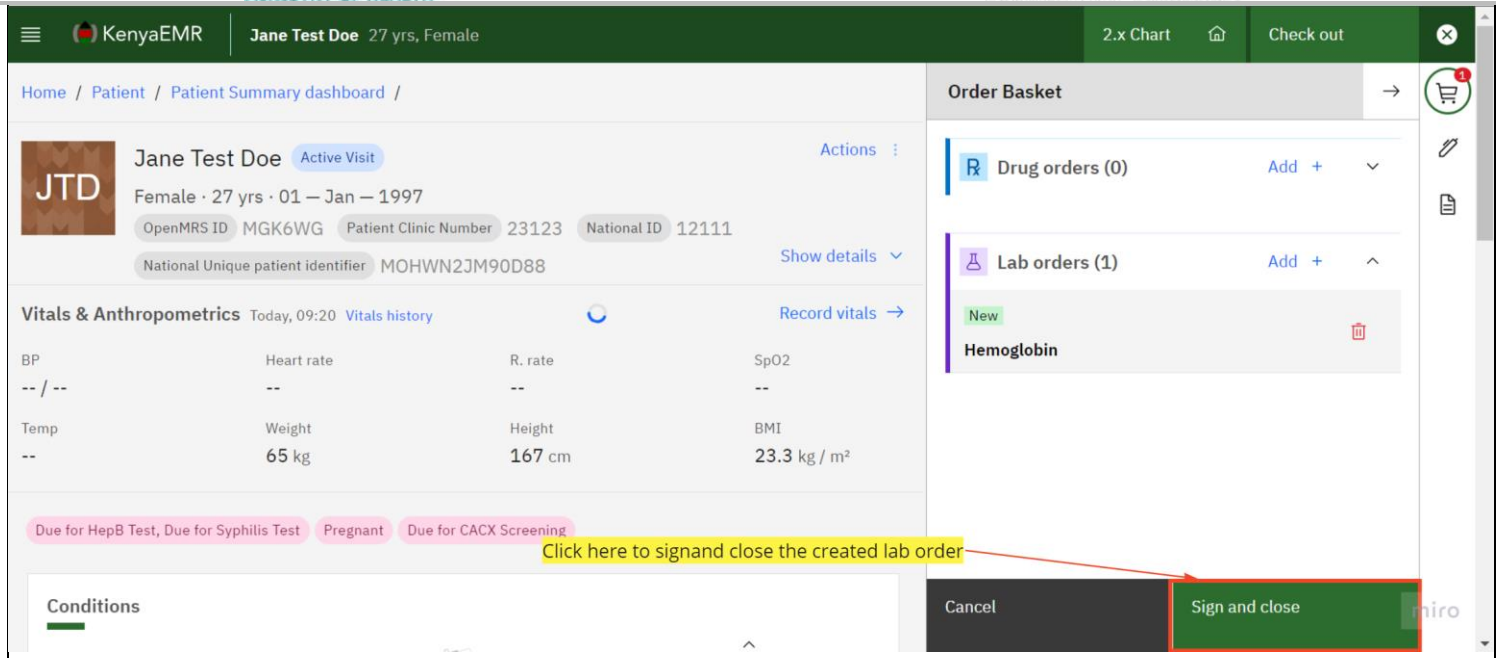
Step 4	**Check in the patient.** - To start the process of creating a Lab Order, you need to Check-in the client by clicking the checking button as shown.	

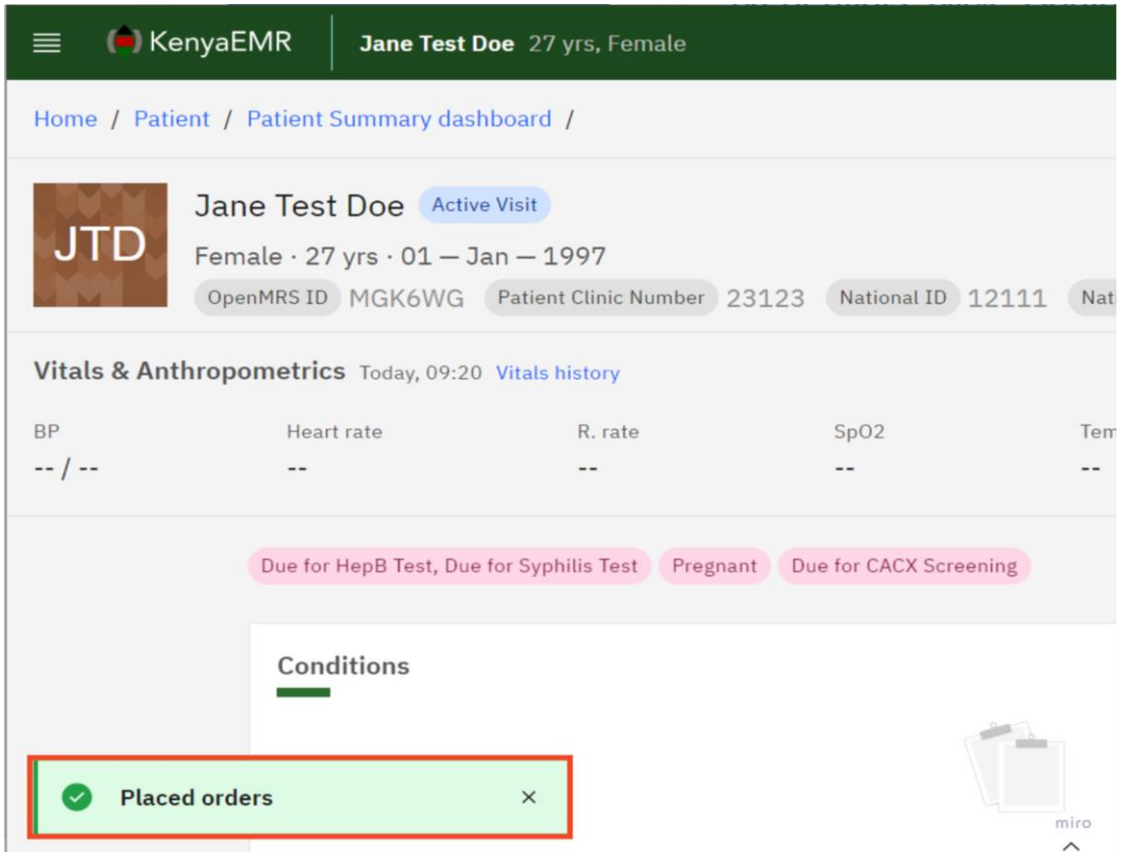

2.x Chart
Check in
Start a visit
Billing
Is patient exempted from payment?
Yes
No
Payment methods
Select payment method
Cash
Insurance
Mobile Money
Waiver
Queue Location
Select a queue location
CCC
Service
Select a service
Triage service
Priority
Emergency
Not Urgent
Urgent
Discard
Check in
Indicate 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 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.	

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	

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.	

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.	

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.	

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