Tasks:	Using PrEP Module on KenyaEMR
Objective:	Provide end user guide on the use of PrEP Module on KenyaEMR
Audience:	Healthcare providers, Counselors, Peer Educators
Required Materials:	Functional KenyaEMR with PrEP module installed.
Version:	KenyaEMR 3.x Version 18.7.2 and above
Last Updated:	Mar 2024

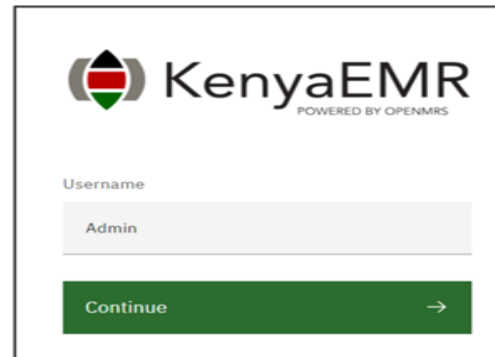| Step	Action	Screen shots
Introduction	This document provides detailed guide on the use of PrEP module on KenyaEMR system. The guide has been accompanied by relevant screenshot images for illustration purposes. The step-by-step guide is clustered into groups of related workflows for ease of reference.	Refer to images

| Learning Objectives | By the end of this session, you will be able to:
• Successfully log into KenyaEMR
• Register a client in the EMR and records all client details
• Conduct client eligibility screening into PrEP program
• Successfully Enroll clients into PrEP program and complete all encounter forms. | |

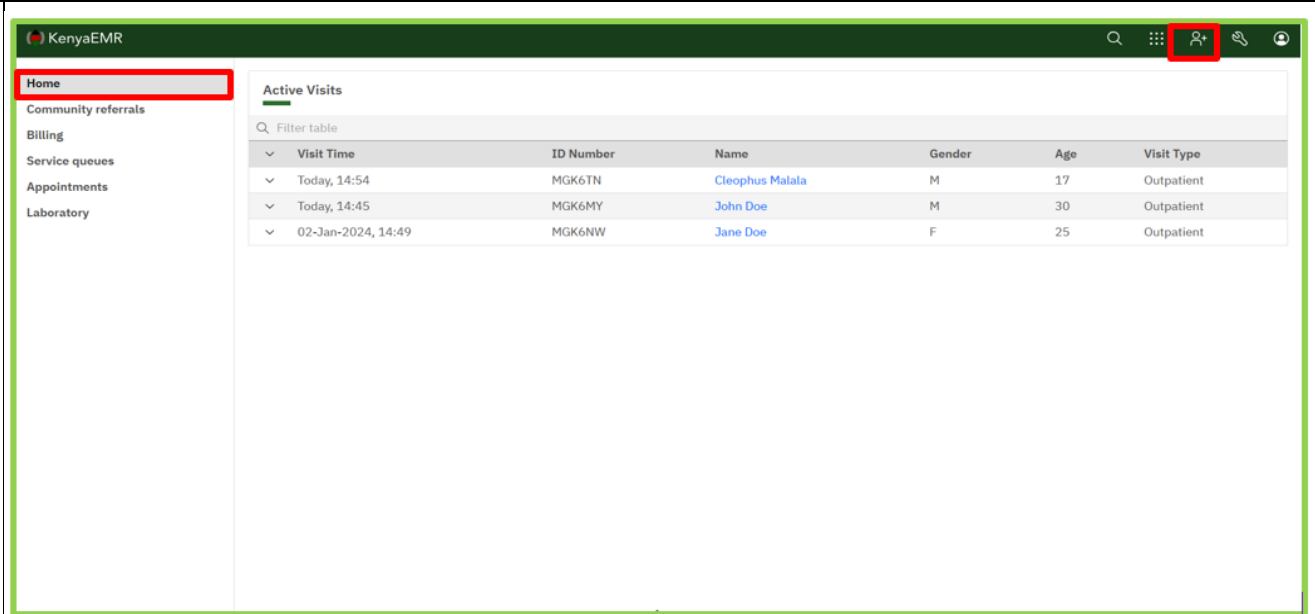| 1. Login and Registration		
Log into KenyaEMR	Before using PrEP module, the user is required to gain access into KenyaEMR system by supplying correct username and password. - Enter Username - Enter Password - Click "**Login**"	
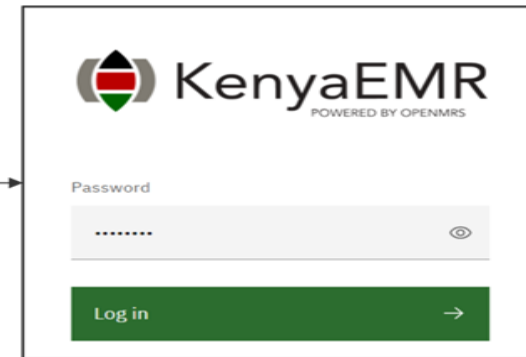
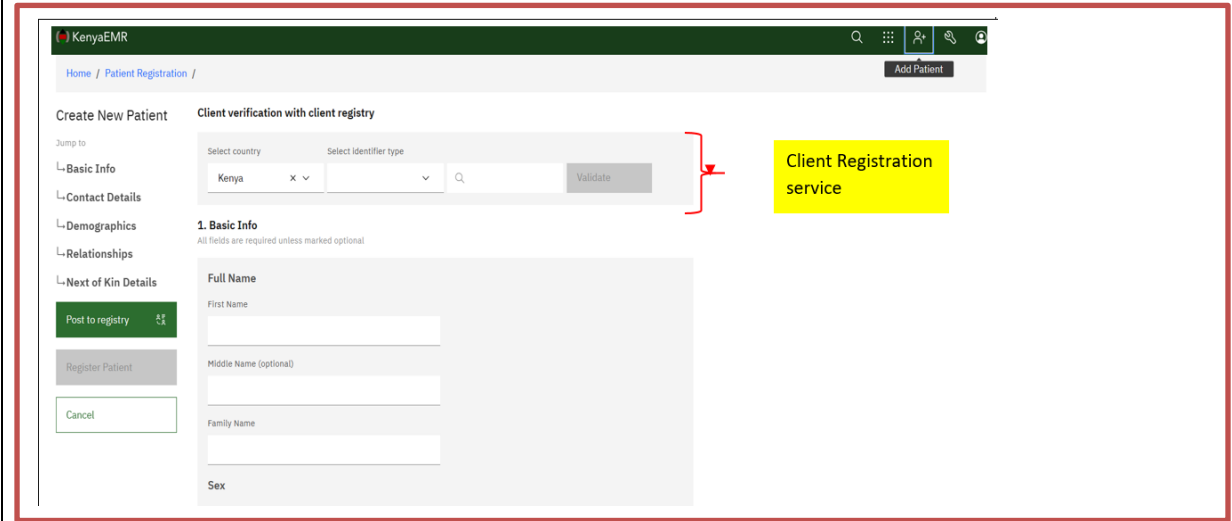|		
Patient Registration	• After a successful login, the KenyaEMR landing page (Dashboard) will be opened. A user is expected to register the client's demographic information as follows: **Step 1** • Click "Home" to search for revisit patients and to register new patients • Click on "Registration" to open tasks NB: For new patients see below	

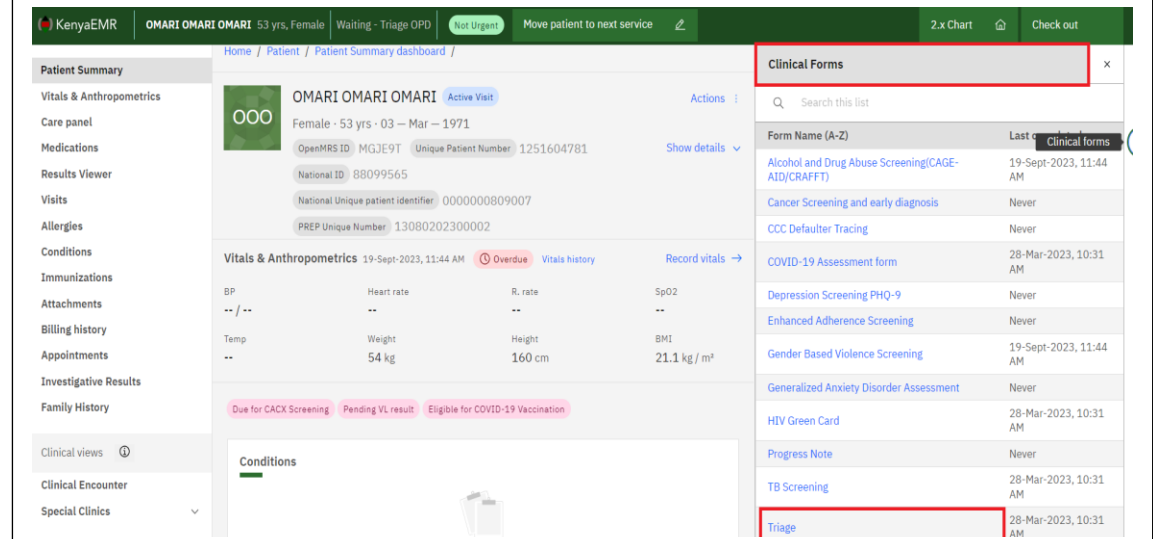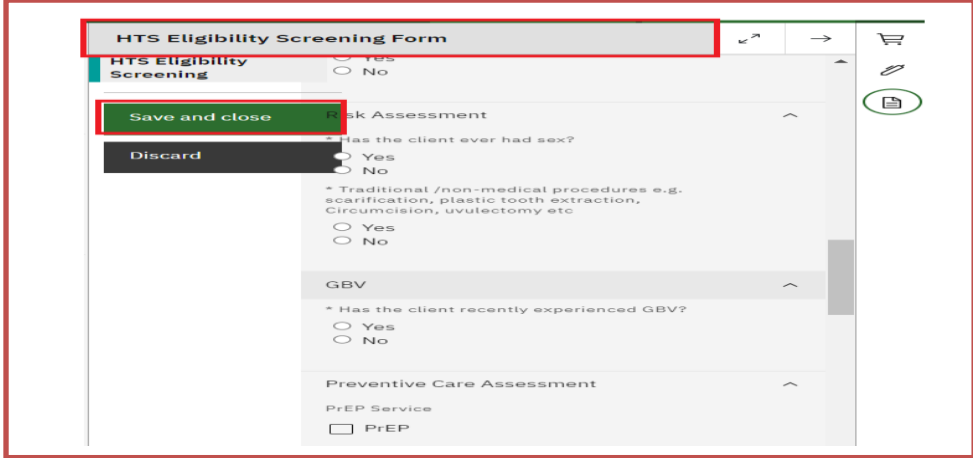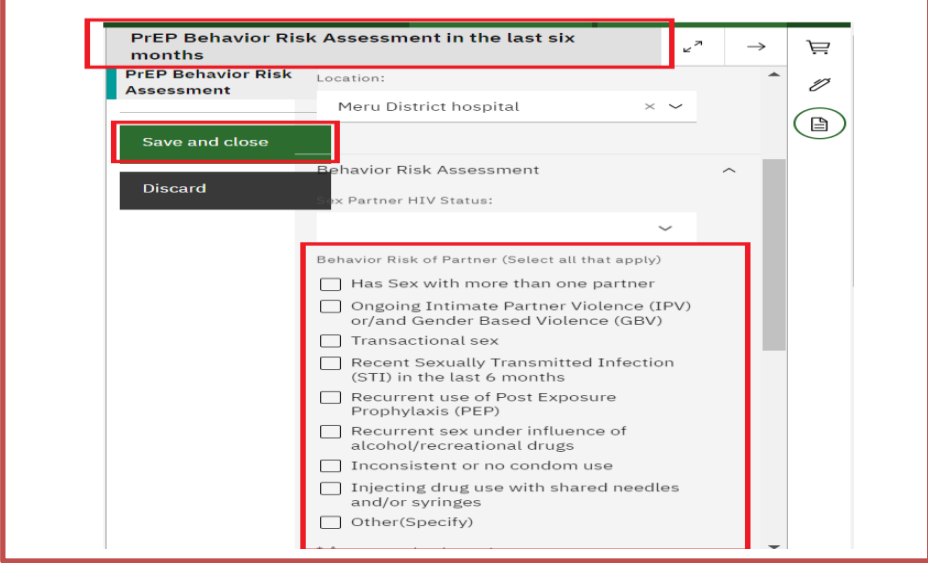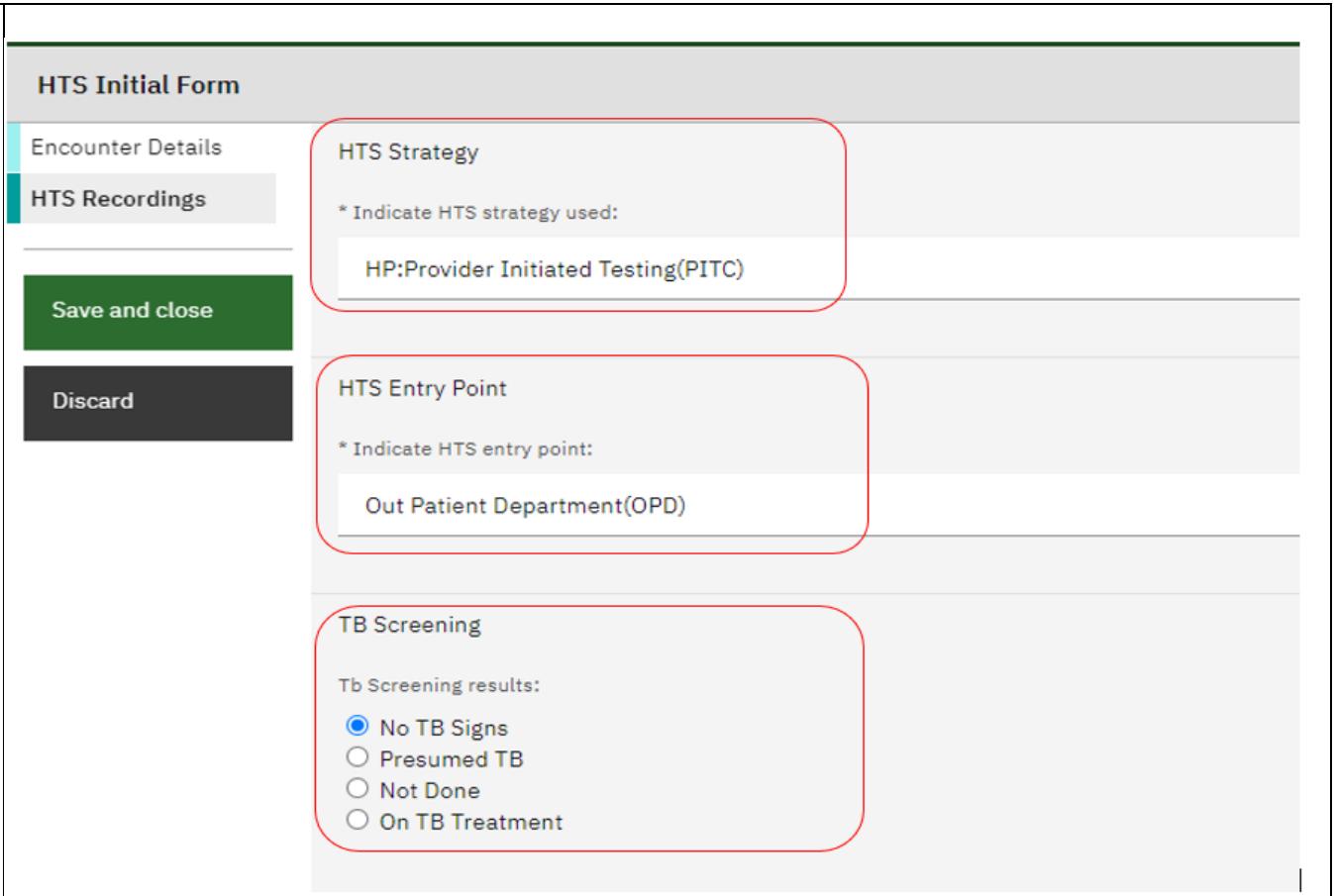|	**Step 2:** On the registration form, enter as much as information as possible on the form shown; Once done, click "Post to the registry, to generate the NUPI number, and this will activate the Register patient button below, click "Register patient" to submit the form.	
	2. Triaging and Eligibility Screening	

Triage	• To capture vital information and related details, click "Home" then select "Triage".
	  o Check-in the client
	  o Enter correct check-in date and time
	  o Click "Submit" to enter form.
	• Under the "available forms" Click on "Triage" Form
	  o Enter all the vital signs and all other anthropometric information on the form Click "Enter form" to save.	

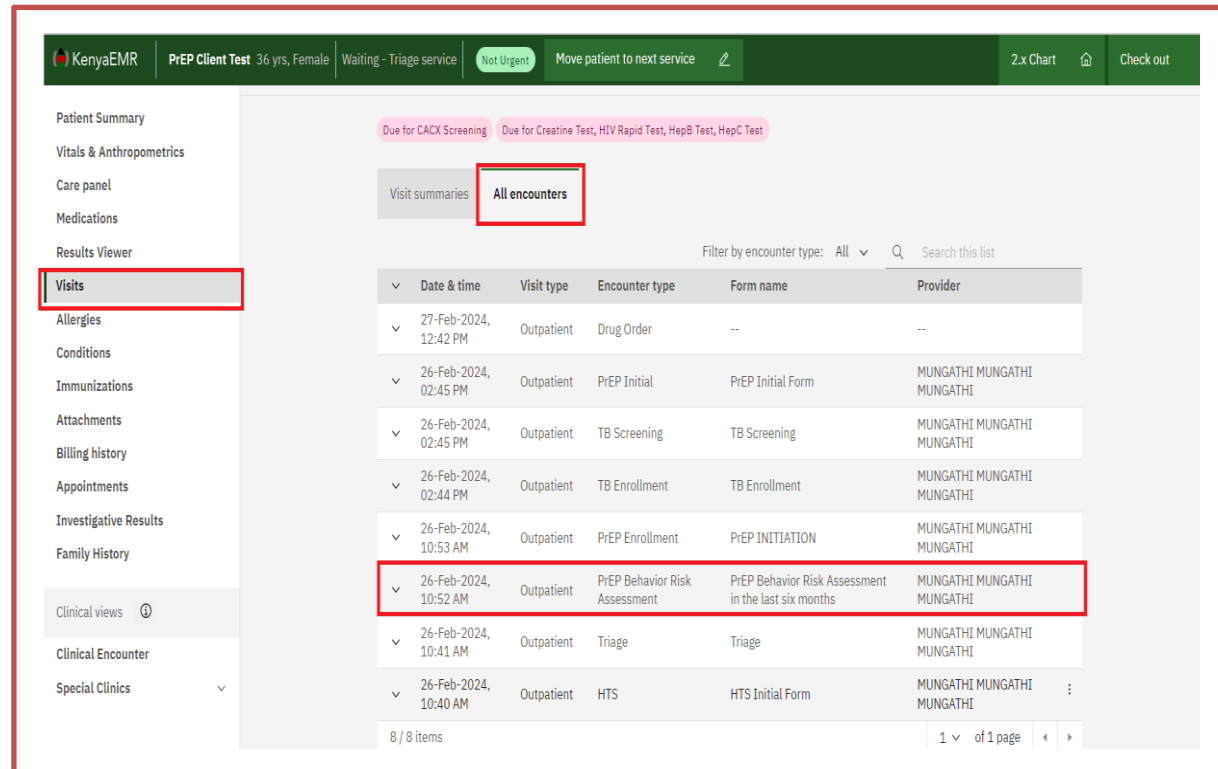|		
HTS Screening	Go to "Home" and click "PrEP" to load the module. • Under the "Available Forms", click and open "HTS Eligibility Screening Form" • Complete all the eligibility questions including risk score. • Click "save and close" when done to save the details	

Behavior Risk Assessment Screening	• Under the available form, click on "prep Behavior Risk Assessment" form
	   o Specify Partner HIV Status from the drop-down list
	   o Tick all applicable risk behavior(s) that apply
	   o Assessment outcome will be selected automatically
	   o Complete all the necessary risk assessment details as shown
	
	   o Confirm if client has been referred for other prevention services and document.
	   o Click "Enter Form" to save	

HTS Initial HIV Test	Under the "Available forms" section, click and open "HTS Initial Form" • Fill in all the HIV testing information including test date, results and all other related test outcomes as shown. • Click "Enter Forms" to submit. **Note**: This form is only completed once at the point of initiation to PrEP. PrEP follow up form should be used in the subsequent client visits including possible PrEP restarts.	**HTS Initial Form** Encounter Details HTS Recordings [Save and close] [Discard] **HTS Strategy** * Indicate HTS strategy used: HP:Provider Initiated Testing(PITC) **HTS Entry Point** * Indicate HTS entry point: Out Patient Department(OPD) **TB Screening** Tb Screening results: ◉ No TB Signs ○ Presumed TB ○ Not Done ○ On TB Treatment

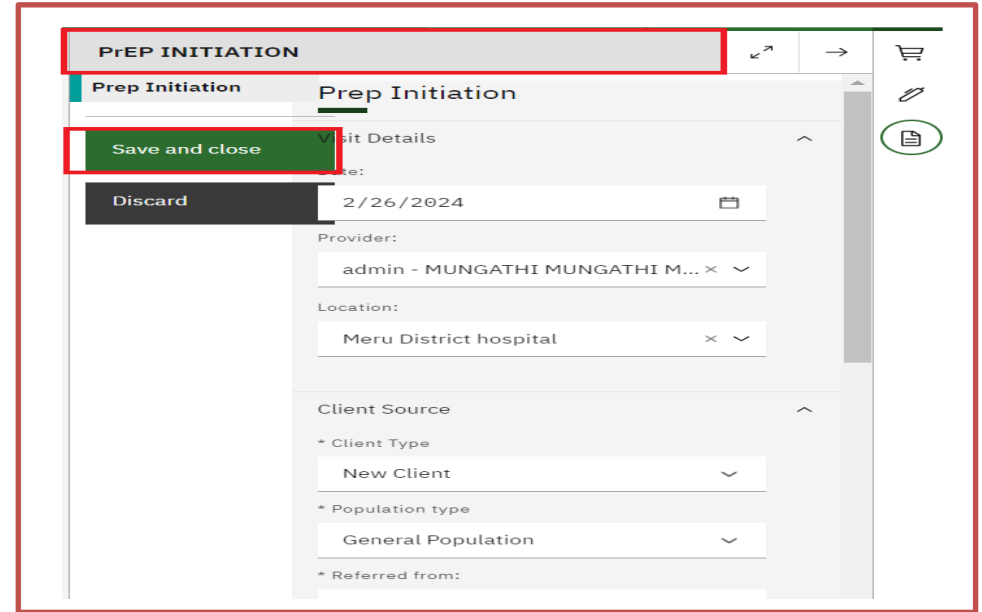|		
PrEP Eligibility Summary	The system will automatically determine the eligibility of the client based on all the information captured above. These include • HIV status (Client must be HIV-Negative) • Age – (Client must be aged above 14 years) • Weight- (Clients current weight must be above 35kgs) • Willingness to start PrEP – (Client must have consented to PrEP and this documented in the Risk assessment Tool RAST). • Creatinine test result – (Where a creatinine test has been done, the results must be $> or = 50mL/Min.$) The final eligibility summary should look as shown before enrolment int PrEP service, otherwise Enrolment service will be unavailable.	

3. Client Enrollment into PrEP Service		
PrEP Enrolment	On the clinical forms, click on "PreP Initial" to begin the client enrolment into PrEP service. • On the PrEP initiation form, fill in all the enrolment information. Note that all the fields marked with asterisk (*) are mandatory. • Click on "Save and Close" to submit	
Laboratory Order for Creatinine	Go to "Basket" and click on "Lab orders" tab and click add (+) to open a search bar, • Type "Serum" Category • Pick the right serum test as shown • Under the TESTS, tick Serum Creatinine box. • Click Order form as shown with the arrow • Open lab form, next. Showing the test picked fill in lab reference number • Click save order.	

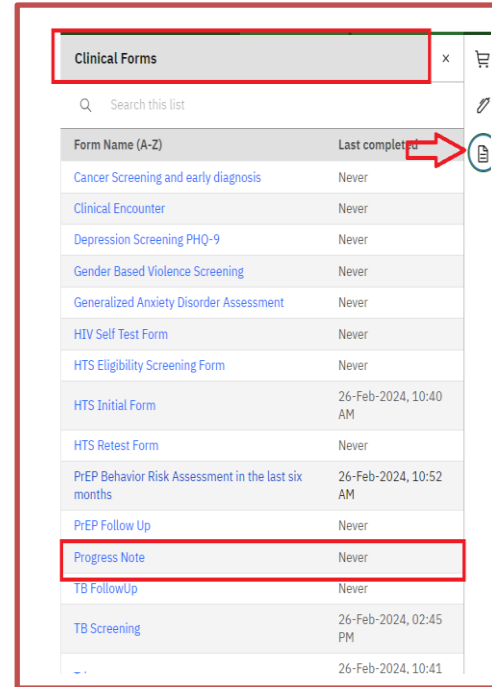|	
Completing PrEP Initial Form	PrEP initial form will only be shown after successful client enrolment into the service. • Under "Clinical forms" click PrEP Initial form. • Complete all required details on the form required. • **NB**: All fields marked with asterisk are mandatory. • Click on "Save and Close" to submit
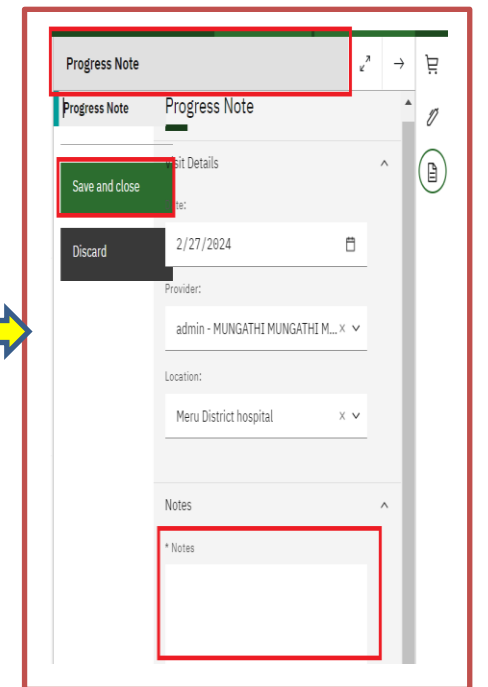
PrEP Progress Notes	PrEP progress notes can be captured in the system using the progress notes form. • On the clinical forms, Click the PrEP progress notes as shown • Click on progress note, to open the progress note form. • Complete all required details on the Notes area. • Click on "Save and Close" to submit

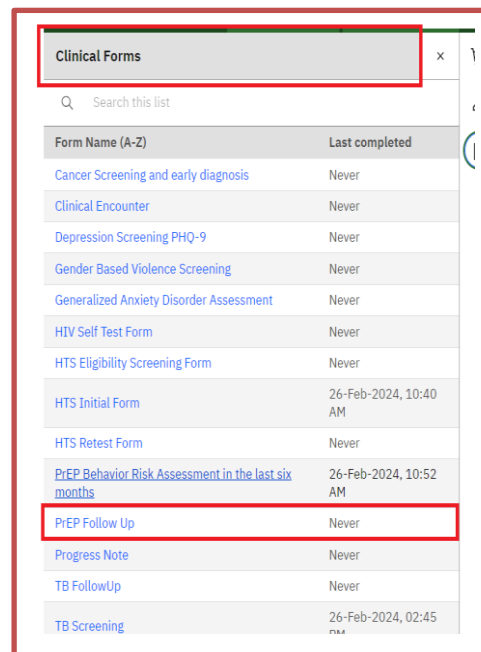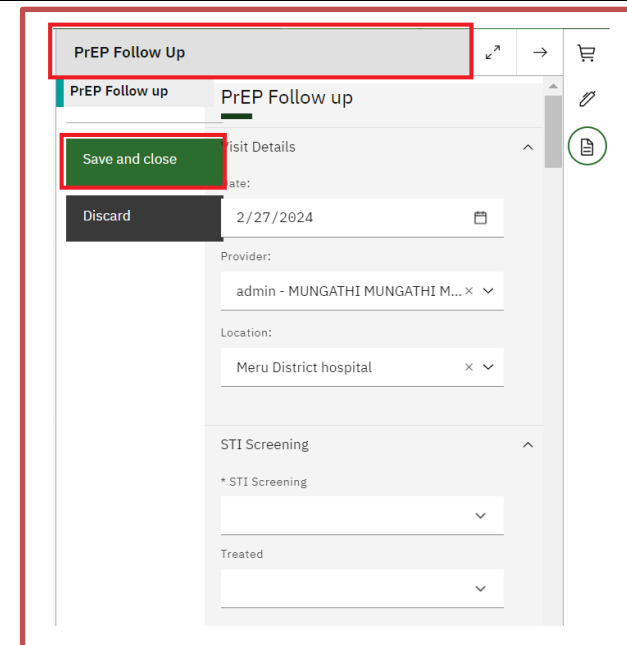|			
4. Capturing PrEP Follow Up and Refill form			
PrEP follow-up form	PrEP follow-up is completed during the client's subsequent encounter visits. Check-in in client for the visit - Under "Clinical forms" click and open the PrEP Follow-up form. - Complete all required details on the form required. **NB**: All fields marked with asterisk are mandatory. - The figure shows only a section of the form. User must complete all the sections of the forms and Click on "Save and Close" to submit		

5. PrEP Report generation

PrEP Reports	There is One PrEP Indicator Report in EMR. • **MOH 731 B** There are four follow-up PrEP Reports. • **PrEP Register** • **Currently on PrEP** • **Ever Enrolled on PREP line list** • **Missed Appointments** To generate the above reports. • Click on the **Reports** Icon • Under **PrEP**, select your desired report • Specify the reporting period (start date and end date) then **Request** • Once the report is done, choose available options for displaying the report (i.e., **View, CSV, or Excel**)	**Indicator** MOH 731B Report-PrEP MOH 731B Report for PrEP **Patient Follow-Up Reports** PrEP Register PrEP Register Clients currently on PrEP Clients currently on PrEP Ever Enrolled on PrEP Clients Line list A comprehensive line list of clients ever enrolled on PrEP program Missed Appointments Missed Appointments