


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

Step	Action	Screen shots
<b>Introduction</b>	<p>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.</p> <p>The step-by-step guide is clustered into groups of related workflows for ease of reference.</p>	Refer to images

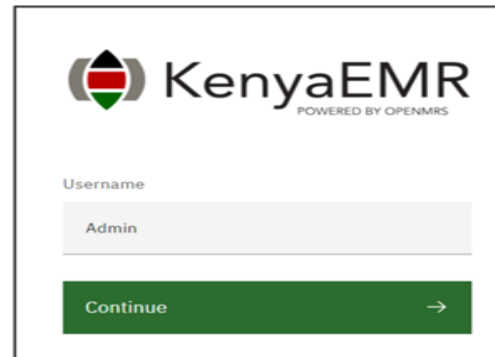
<p><b>Learning Objectives</b></p>	<p>By the end of this session, you will be able to:</p> <ul style="list-style-type: none"><li>• Successfully log into KenyaEMR</li><li>• Register a client in the EMR and records all client details</li><li>• Conduct client eligibility screening into PrEP program</li><li>• Successfully Enroll clients into PrEP program and complete all encounter forms.</li></ul>	
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### 1. Login and Registration

#### Log into KenyaEMR

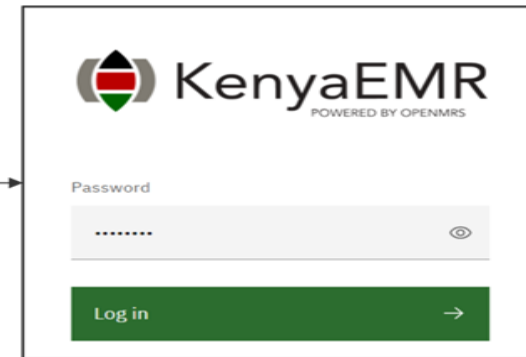
Before using PrEP module, the user is required to gain access into KenyaEMR system by supplying correct username and password.

- Enter Username
- Enter Password
- Click “Login”



The screenshot shows the KenyaEMR login interface. At the top is the KenyaEMR logo with the text 'POWERED BY OPENMRS'. Below the logo is a 'Username' label and a text input field containing the text 'Admin'. At the bottom of the form is a green button labeled 'Continue' with a right-pointing arrow.

Enter a Valid UserName and Click Continue



The screenshot shows the KenyaEMR login interface for password entry. At the top is the KenyaEMR logo with the text 'POWERED BY OPENMRS'. Below the logo is a 'Password' label and a text input field containing several dots, with an eye icon to its right. At the bottom of the form is a green button labeled 'Log in' with a right-pointing arrow.

Enter a Valid Password and Click Continue

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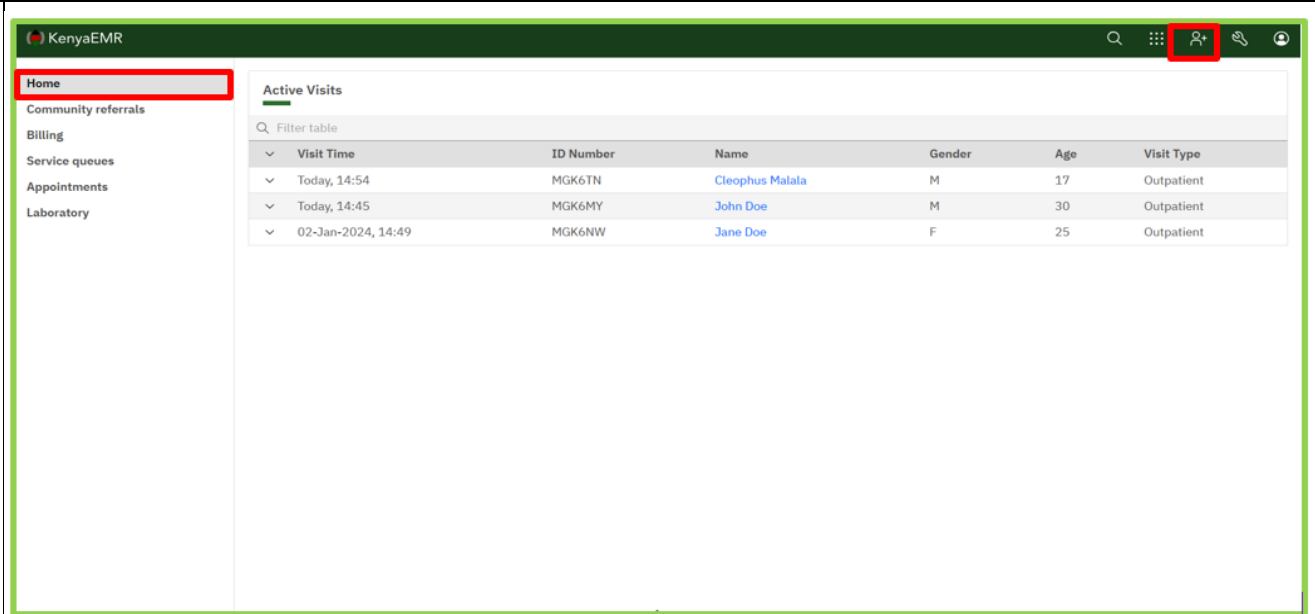
## Patient Registration

- 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

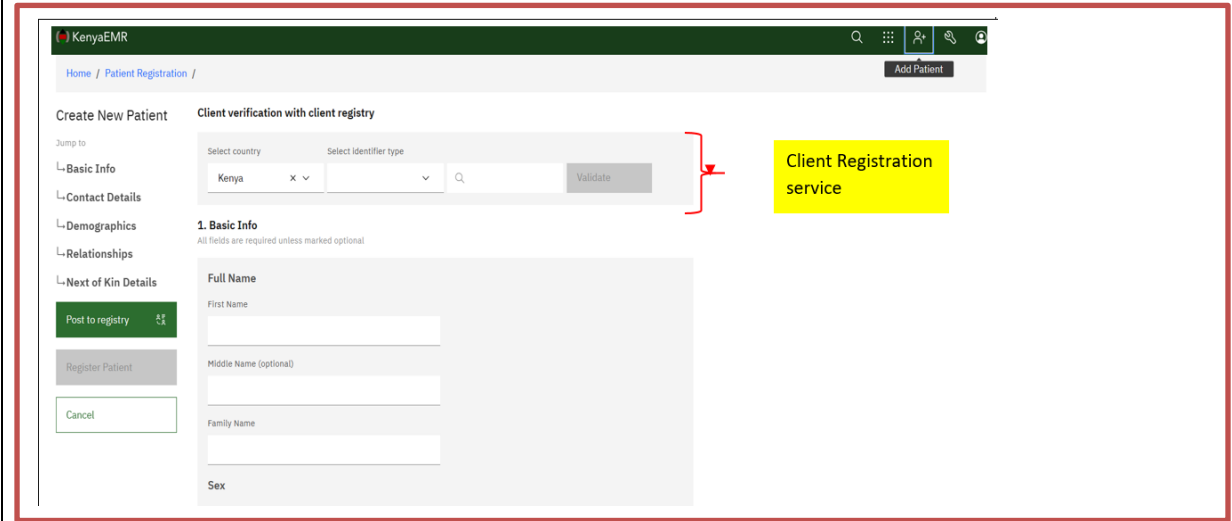


The screenshot shows the KenyaEMR dashboard. The 'Home' menu item is highlighted with a red box. The main content area displays 'Active Visits' with a table of patient visits.

Visit Time	ID Number	Name	Gender	Age	Visit Type
Today, 14:54	MGK6TN	Cleophus Malala	M	17	Outpatient
Today, 14:45	MGK6MY	John Doe	M	30	Outpatient
02-Jan-2024, 14:49	MGK6NW	Jane Doe	F	25	Outpatient

**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.

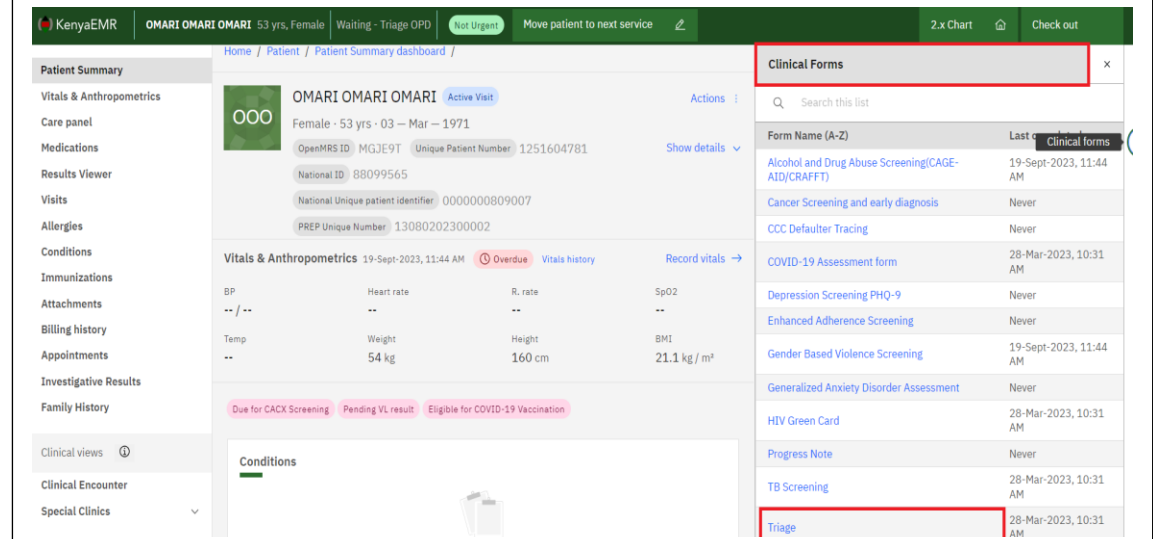


The screenshot shows the 'Create New Patient' form in KenyaEMR. A red box highlights the 'Client verification with client registry' section, which includes a dropdown for 'Select country' (set to Kenya) and a 'Validate' button. A yellow box on the right is labeled 'Client Registration service'. Below the verification section is the '1. Basic Info' section with fields for Full Name (First, Middle, Family), and Sex. A 'Post to registry' button is visible on the left side of the form.

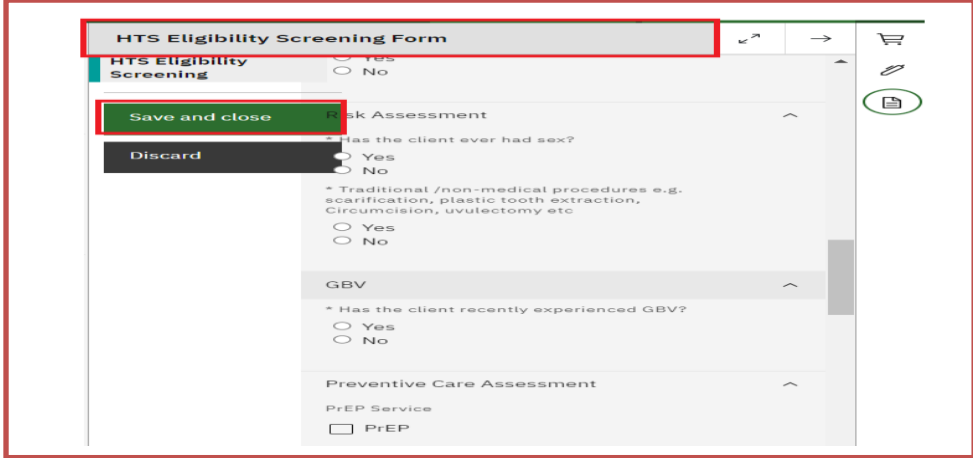
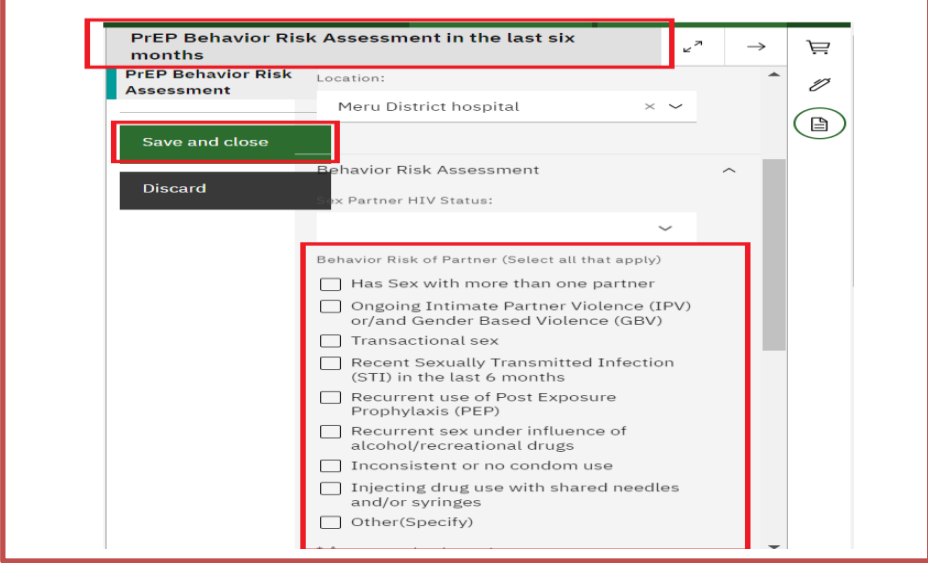
**2. Triageing and Eligibility Screening**

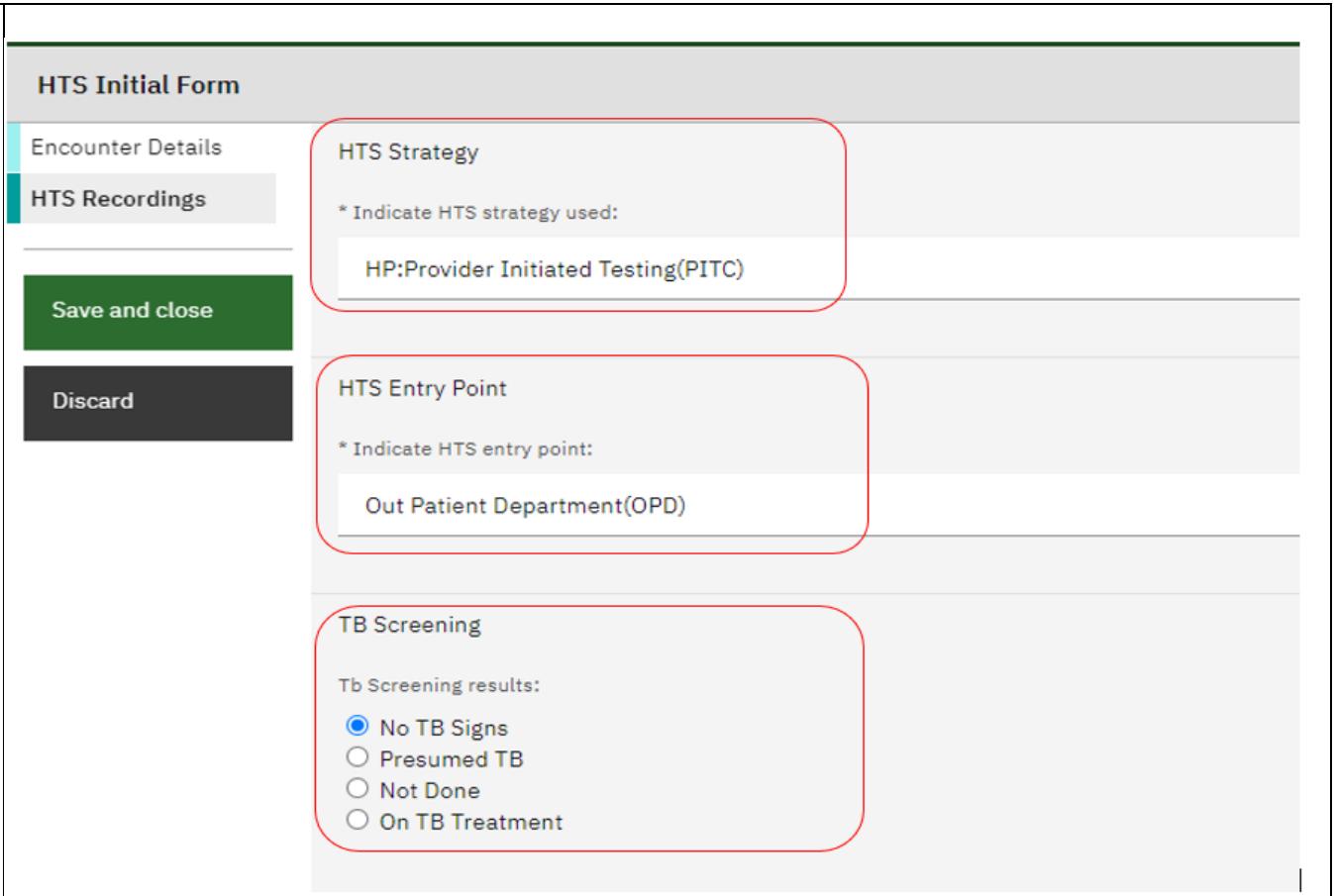
**Triage**

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



The screenshot shows the 'Patient Summary dashboard' for a patient named OMARI OMARI OMARI. The patient is 53 years old, female, and currently in 'Waiting - Triage OPD' status. The dashboard includes sections for Patient Summary, Vitals & Anthropometrics, and Clinical Forms. A red box highlights the 'Clinical Forms' section, which lists various forms such as 'Alcohol and Drug Abuse Screening', 'Cancer Screening', 'COVID-19 Assessment form', and 'Triage'. The 'Triage' form is highlighted with a red box at the bottom of the list.

<p><b>HTS Screening</b></p>	<p>Go to “Home” and click “PrEP” to load the module.</p> <ul style="list-style-type: none"> <li>• Under the “Available Forms”, click and open “HTS Eligibility Screening Form”</li> <li>• Complete all the eligibility questions including risk score.</li> <li>• Click “save and close” when done to save the details</li> </ul>	
<p><b>Behavior Risk Assessment Screening</b></p>	<ul style="list-style-type: none"> <li>• Under the available form, click on “prep Behavior Risk Assessment” form             <ul style="list-style-type: none"> <li>○ Specify Partner HIV Status from the drop-down list</li> <li>○ Tick all applicable risk behavior(s) that apply</li> <li>○ Assessment outcome will be selected automatically</li> <li>○ Complete all the necessary risk assessment details as shown</li> </ul> </li> <li>○ Confirm if client has been referred for other prevention services and document.</li> <li>○ Click “Enter Form” to save</li> </ul>	

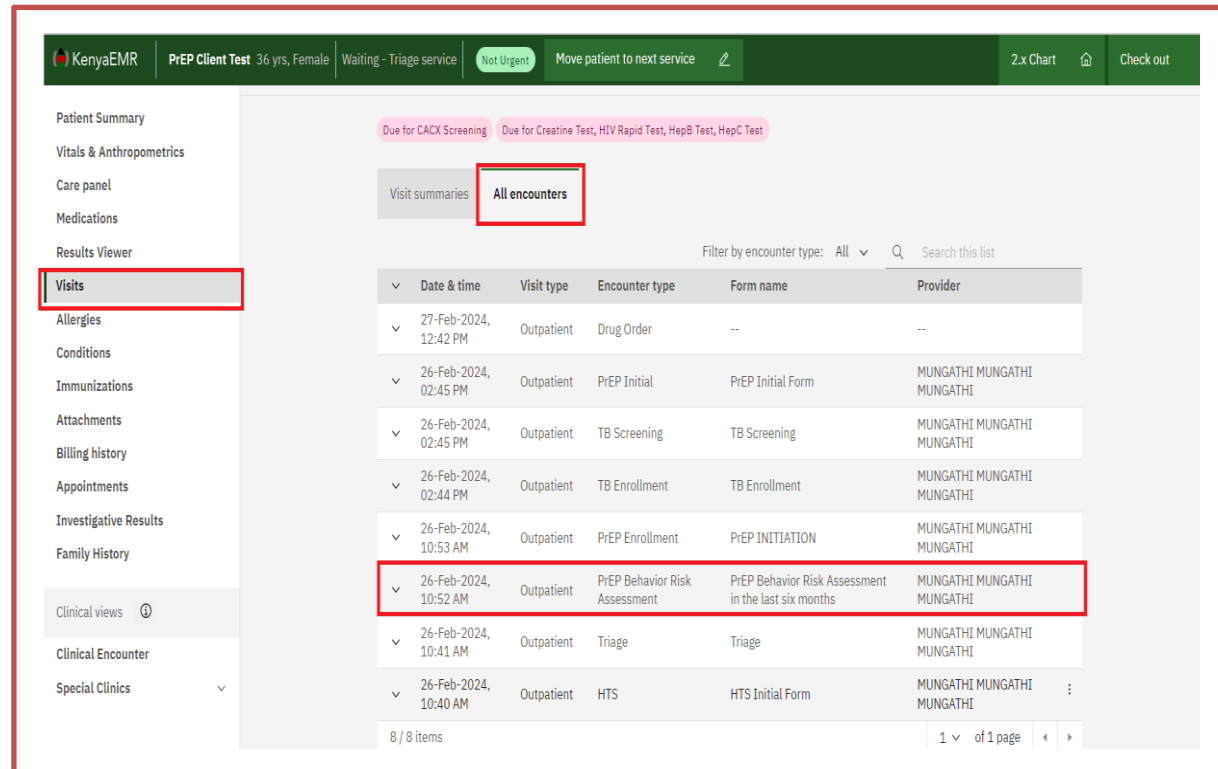
<p><b>HTS Initial HIV Test</b></p>	<p>Under the “Available forms” section, click and open “HTS Initial Form”</p> <ul style="list-style-type: none"> <li>• Fill in all the HIV testing information including test date, results and all other related test outcomes as shown.</li> <li>• Click “Enter Forms” to submit.</li> </ul> <p><b>Note:</b> 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.</p>	 <p>The screenshot shows the 'HTS Initial Form' interface. On the left, there are two buttons: 'Save and close' (green) and 'Discard' (dark grey). The main form area has three sections highlighted with red rounded rectangles:</p> <ul style="list-style-type: none"> <li><b>HTS Strategy:</b> Labeled 'HTS Strategy' with a sub-label '* Indicate HTS strategy used:'. The selected value is 'HP:Provider Initiated Testing(PITC)'.</li> <li><b>HTS Entry Point:</b> Labeled 'HTS Entry Point' with a sub-label '* Indicate HTS entry point:'. The selected value is 'Out Patient Department(OPD)'.</li> <li><b>TB Screening:</b> Labeled 'TB Screening' with a sub-label 'Tb Screening results:'. It contains four radio button options: 'No TB Signs' (selected), 'Presumed TB', 'Not Done', and 'On TB Treatment'.</li> </ul>
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### 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.

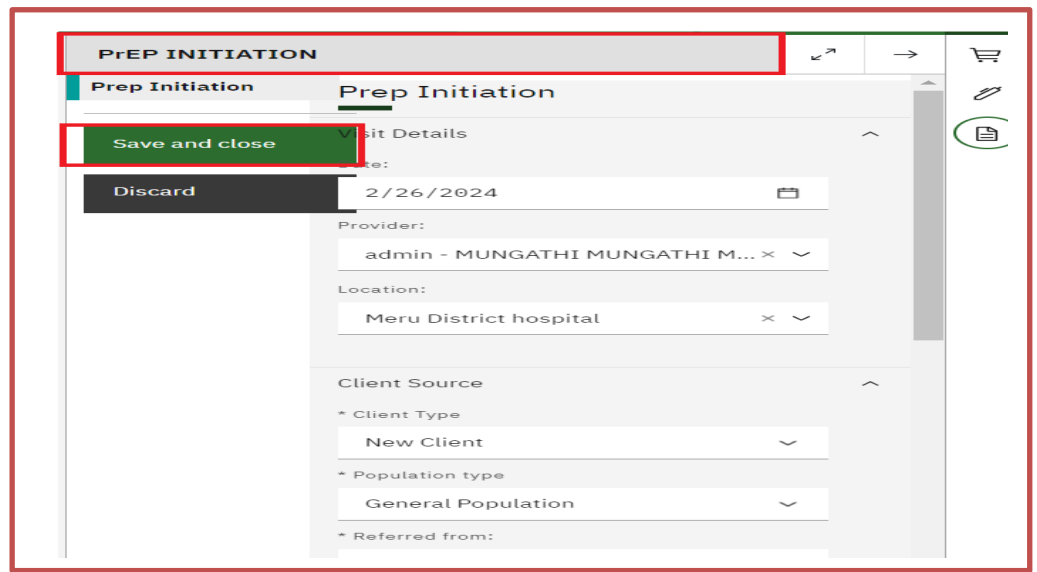
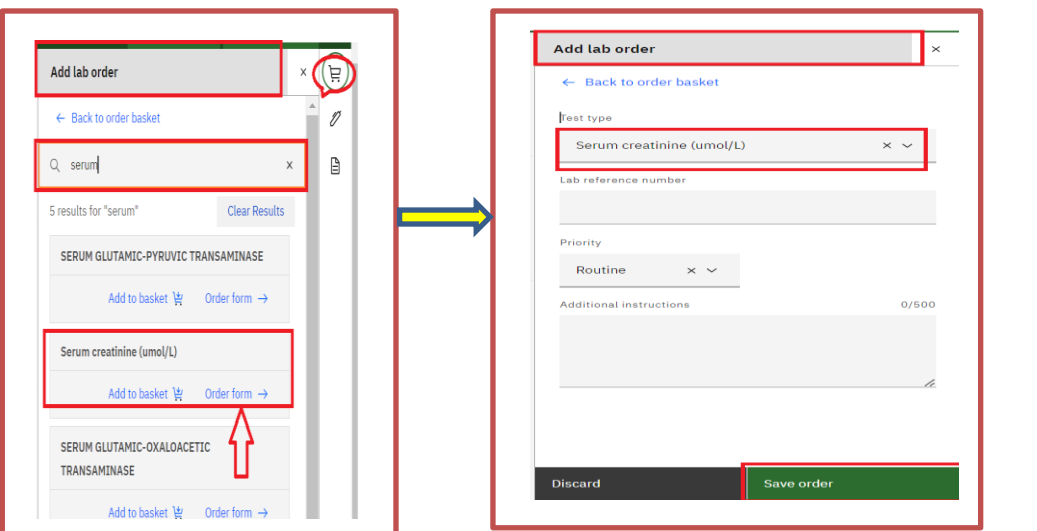


The screenshot shows the KenyaEMR interface for a PrEP Client Test. The patient is a 36-year-old female, currently in a 'Waiting - Triage service' and is 'Not Urgent'. The interface includes a navigation menu on the left with 'Visits' highlighted. The main area displays a table of visit summaries, with the 'All encounters' tab selected. A specific visit on 26-Feb-2024 at 10:52 AM is highlighted, showing a 'PrEP Behavior Risk Assessment' performed by MUNGATHI MUNGATHI.

Date & time	Visit type	Encounter type	Form name	Provider
27-Feb-2024, 12:42 PM	Outpatient	Drug Order	--	--
26-Feb-2024, 02:45 PM	Outpatient	PrEP Initial	PrEP Initial Form	MUNGATHI MUNGATHI MUNGATHI
26-Feb-2024, 02:45 PM	Outpatient	TB Screening	TB Screening	MUNGATHI MUNGATHI MUNGATHI
26-Feb-2024, 02:44 PM	Outpatient	TB Enrollment	TB Enrollment	MUNGATHI MUNGATHI MUNGATHI
26-Feb-2024, 10:53 AM	Outpatient	PrEP Enrollment	PrEP INITIATION	MUNGATHI MUNGATHI MUNGATHI
26-Feb-2024, 10:52 AM	Outpatient	PrEP Behavior Risk Assessment	PrEP Behavior Risk Assessment in the last six months	MUNGATHI MUNGATHI MUNGATHI
26-Feb-2024, 10:41 AM	Outpatient	Triage	Triage	MUNGATHI MUNGATHI MUNGATHI
26-Feb-2024, 10:40 AM	Outpatient	HTS	HTS Initial Form	MUNGATHI MUNGATHI MUNGATHI



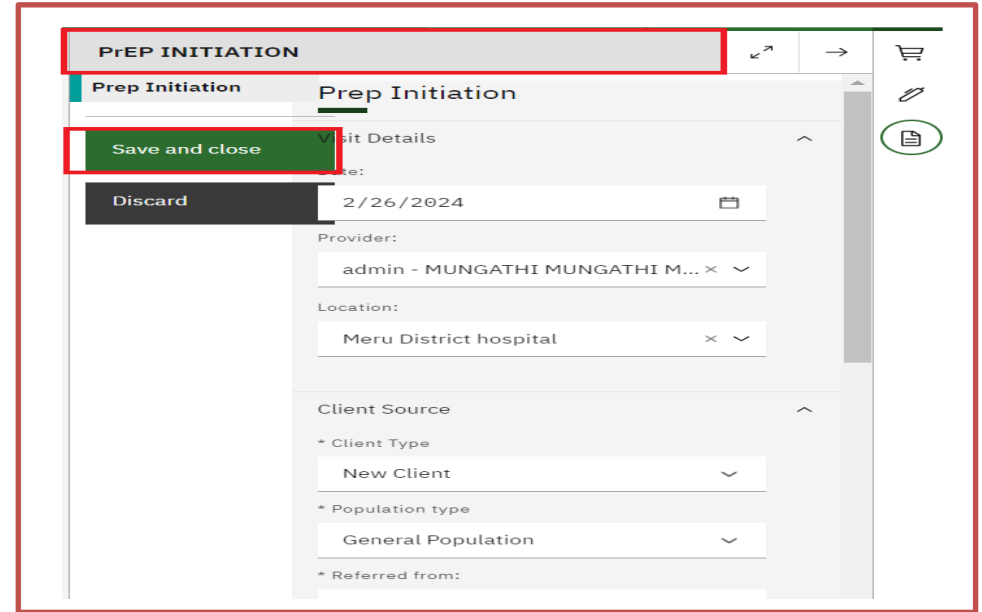
### 3. Client Enrollment into PrEP Service

<p><b>PrEP Enrolment</b></p>	<p>On the clinical forms, click on “PreP Initial” to begin the client enrolment into PrEP service.</p> <ul style="list-style-type: none"> <li>On the PrEP initiation form, fill in all the enrolment information. Note that all the fields marked with asterisk (*) are mandatory.</li> <li>Click on “Save and Close” to submit</li> </ul>	
<p><b>Laboratory Order for Creatinine</b></p>	<p>Go to “Basket” and click on “Lab orders” tab and click add (+) to open a search bar,</p> <ul style="list-style-type: none"> <li>Type “Serum” Category</li> <li>Pick the right serum test as shown</li> <li>Under the TESTS, tick Serum Creatinine box.</li> <li>Click Order form as shown with the arrow</li> <li>Open lab form, next. Showing the test picked fill in lab reference number</li> <li>Click save order.</li> </ul>	

**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



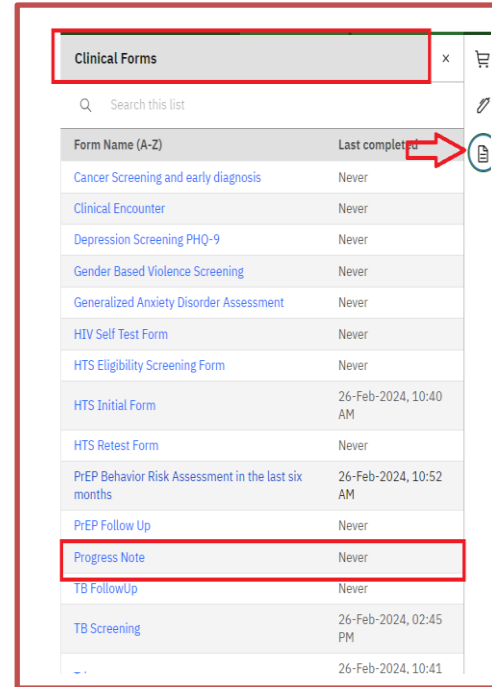
The screenshot displays the 'PrEP INITIATION' form interface. At the top, there is a navigation bar with 'PrEP INITIATION' and a shopping cart icon. Below this, the form title 'PrEP INITIATION' is repeated. A 'Save and close' button is highlighted in green, and a 'Discard' button is visible below it. The form fields include:

- Date:** 2/26/2024
- Provider:** admin - MUNGATHI MUNGATHI M... (dropdown menu)
- Location:** Meru District hospital (dropdown menu)
- Client Source:**
  - \* Client Type: New Client (dropdown menu)
  - \* Population type: General Population (dropdown menu)
  - \* Referred from:

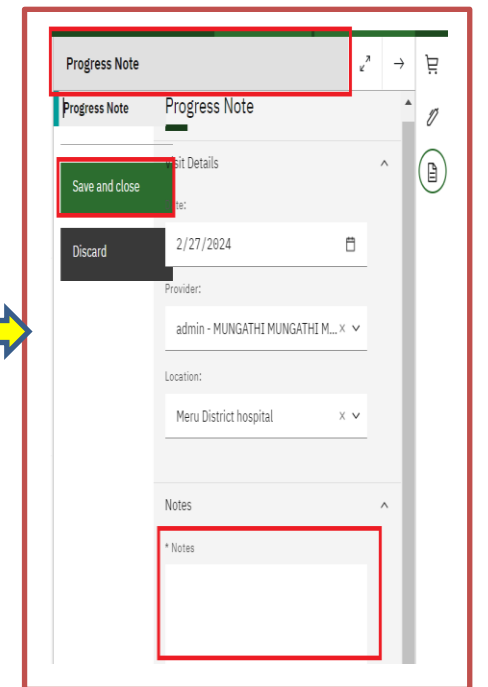
### PrEP Progress Notes

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



Form Name (A-Z)	Last completed
Cancer Screening and early diagnosis	Never
Clinical Encounter	Never
Depression Screening PHQ-9	Never
Gender Based Violence Screening	Never
Generalized Anxiety Disorder Assessment	Never
HIV Self Test Form	Never
HTS Eligibility Screening Form	Never
HTS Initial Form	26-Feb-2024, 10:40 AM
HTS Retest Form	Never
PrEP Behavior Risk Assessment in the last six months	26-Feb-2024, 10:52 AM
PrEP Follow Up	Never
Progress Note	Never
TB FollowUp	Never
TB Screening	26-Feb-2024, 02:45 PM
...	26-Feb-2024, 10:41



Progress Note

Save and close

Discard 2/27/2024

Provider: admin - MUNGATHI MUNGATHI M... x v

Location: Meru District hospital x v

Notes

\* Notes

#### 4. Capturing PrEP Follow Up and Refill form

##### PrEP follow-up form

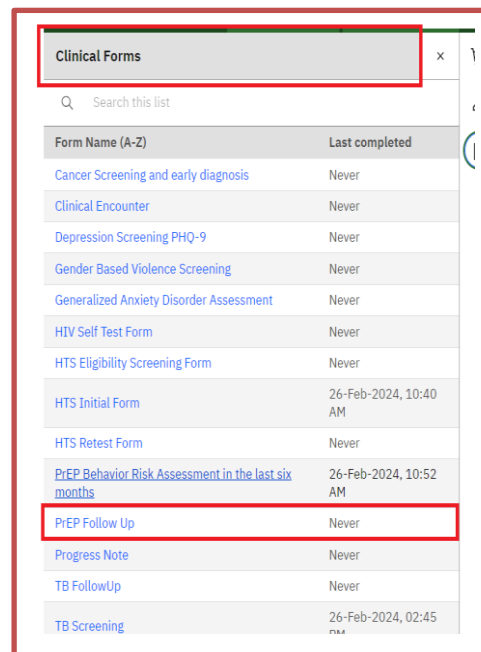
PrEP follow-up is completed during the client's subsequent encounter visits.

Check-in in client for the visit

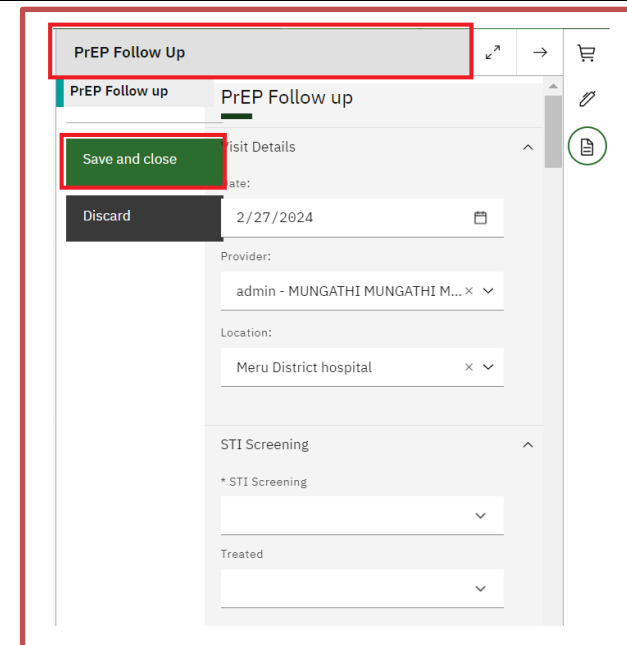
- Under "Clinical forms" click and open the PrEP Follow-up form.
- Complete all required details on the form required.

**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



Form Name (A-Z)	Last completed
<a href="#">Cancer Screening and early diagnosis</a>	Never
<a href="#">Clinical Encounter</a>	Never
<a href="#">Depression Screening PHQ-9</a>	Never
<a href="#">Gender Based Violence Screening</a>	Never
<a href="#">Generalized Anxiety Disorder Assessment</a>	Never
<a href="#">HIV Self Test Form</a>	Never
<a href="#">HTS Eligibility Screening Form</a>	Never
<a href="#">HTS Initial Form</a>	26-Feb-2024, 10:40 AM
<a href="#">HTS Retest Form</a>	Never
<a href="#">PrEP Behavior Risk Assessment in the last six months</a>	26-Feb-2024, 10:52 AM
<b>PrEP Follow Up</b>	Never
<a href="#">Progress Note</a>	Never
<a href="#">TB FollowUp</a>	Never
<a href="#">TB Screening</a>	26-Feb-2024, 02:45 PM



**PrEP Follow Up**

PrEP Follow up

Save and close

Discard

2/27/2024

Provider: admin - MUNGATHI MUNGATHI M...






Location: Meru District hospital

STI Screening

\* STI Screening

Treated

### 5. PrEP Report generation

<p><b>PrEP Reports</b></p>	<p>There is One PrEP Indicator Report in EMR.</p> <ul style="list-style-type: none"> <li>• <b>MOH 731 B</b></li> </ul> <p>There are four follow-up PrEP Reports.</p> <ul style="list-style-type: none"> <li>• <b>PrEP Register</b></li> <li>• <b>Currently on PrEP</b></li> <li>• <b>Ever Enrolled on PREP line list</b></li> <li>• <b>Missed Appointments</b></li> </ul> <p>To generate the above reports.</p> <ul style="list-style-type: none"> <li>• Click on the <b>Reports</b> Icon</li> <li>• Under <b>PrEP</b>, select your desired report</li> <li>• Specify the reporting period (start date and end date) then <b>Request</b></li> <li>• Once the report is done, choose available options for displaying the report (i.e., <b>View, CSV, or Excel</b>)</li> </ul>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #f2f2f2; text-align: center; padding: 5px; margin-bottom: 10px;"><b>Indicator</b></div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  <b>MOH 731B Report-PrEP</b> MOH 731B Report for PrEP         </div> <div style="background-color: #f2f2f2; text-align: center; padding: 5px; margin-bottom: 10px;"><b>Patient Follow-Up Reports</b></div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  <b>PrEP Register</b> PrEP Register         </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  <b>Clients currently on PrEP</b> Clients currently on PrEP         </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  <b>Ever Enrolled on PrEP Clients Line list</b> A comprehensive line list of clients ever enrolled on PrEP program         </div> <div style="border: 1px solid #ccc; padding: 5px;">  <b>Missed Appointments</b> Missed Appointments         </div> </div>
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