

SOP: Adding New User in KenyaEMR

(Last update: April 2024)

TASK:	Add a User in KenyaEMR
OBJECTIVE:	Successfully add a user in KenyaEMR
WHO:	Facility System Admin, Partner supporting site HIS staff
REQUIRED MATERIALS:	Functional KenyaEMR, User with Administrative privileges

Background:

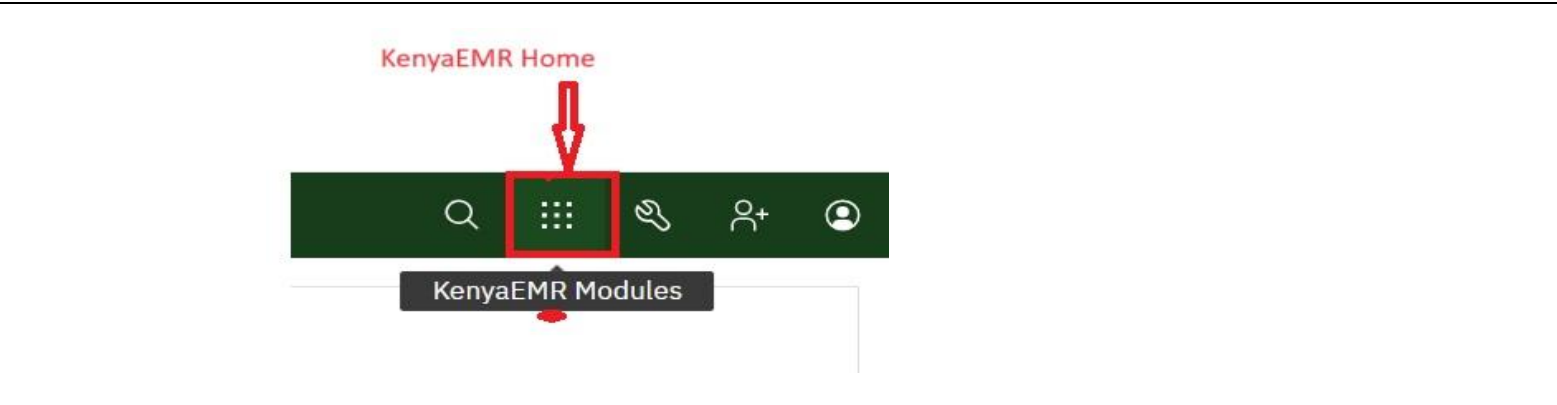
KenyaEMR uses privileges and roles to control access to data within the system. Privileges define what can or cannot be done in the system (e.g., Edit Patients or Add Users) while roles are used to group privileges into more manageable groupings. User account allows you to access KenyaEMR and should have limited permissions based only on a user's role and responsibilities.

Objective:

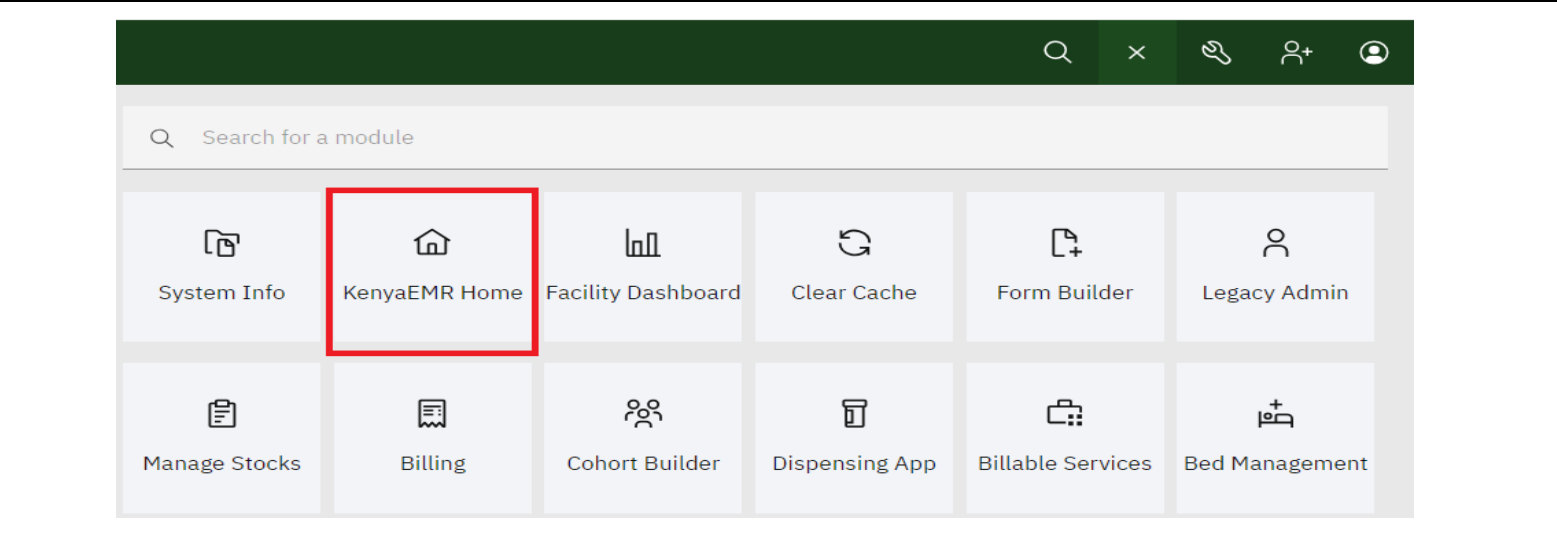
Anyone who wants access to the KenyaEMR MUST have a username and password for authorisation purposes. This document takes you through a step-by-step process of adding a new user in KenyaEMR. Please note that this is an Admin task.

SECTION 1: User Roles

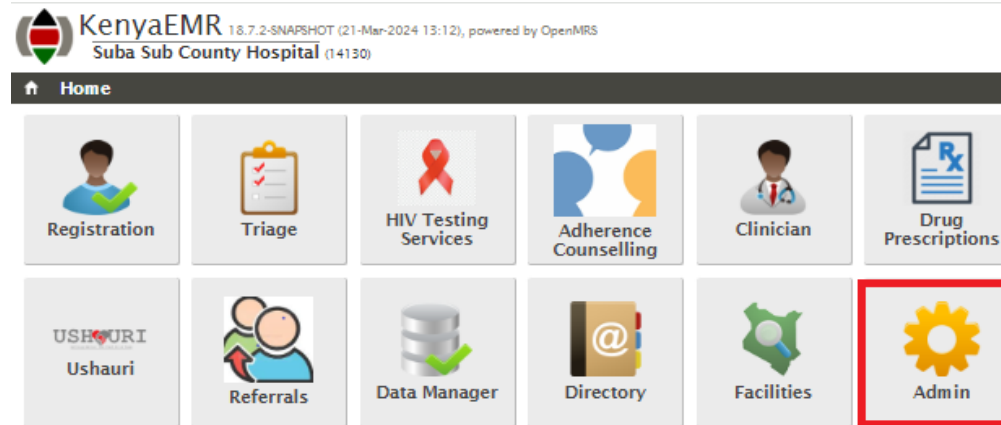
i. Navigate to KenyaEMR Modules
- On Click you should see the modules.



ii. Navigate to Patient Home
On click it should take you to Legacy home



iii. Click on the **Admin** module which will take you to the administration page



iv. Navigate to the admin panel. And click on 'Manage accounts' to search for users.



v. Use the search feature to check if the user you want to add is existing to avoid duplicates.

vi. If missing, Click on **'Create a new account'** under **'Tasks'**



KenyaEMR 18.8.0, powered by OpenMRS
Suba Sub County Hospital (14130)

Home Admin Logged in as MUNGATHI MUNGATHI

Search for an Account

Which accounts
 All Providers Users

Name or username (3 chars min)

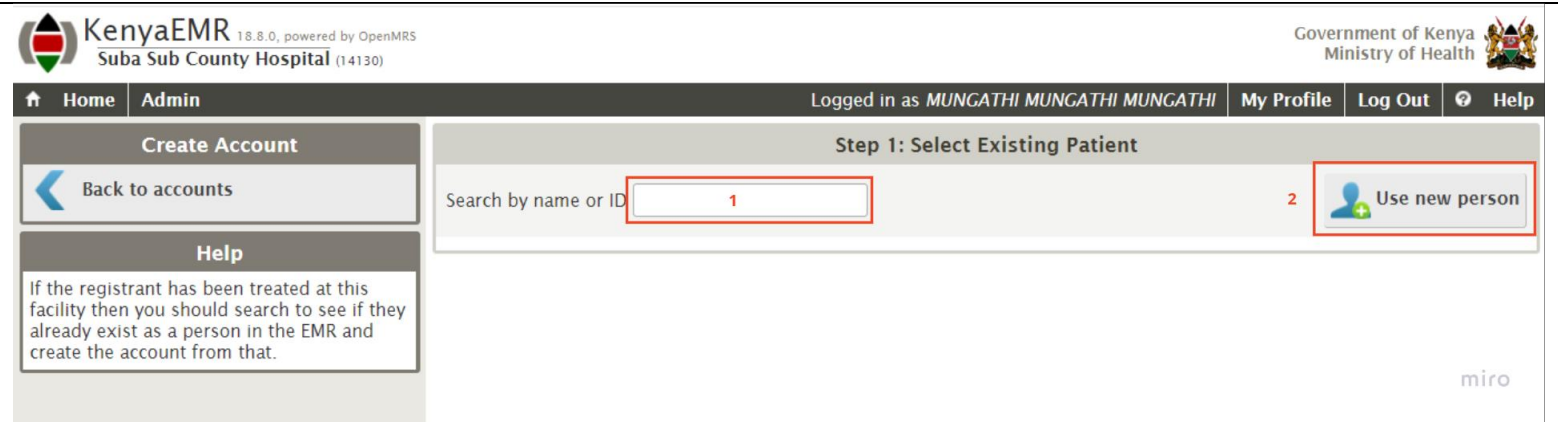
Tasks

Matching Accounts

abas, abas abas	
ABDUBA, ABDUBA ABDUBA	
ACHIENG, MARY	Provider ID 53712377 Telephone 0717321277 Email marachieng@gmail.com
ADOYO, ADOYO ADOYO	
ADRIAN, ADRIAN ADRIAN	
AJOGU, AJOGU AJOGU	
AKAU, AKAU AKAU	Provider ID 39091054 Telephone 9151665199

vii. You can search for an existing client and add them as a user in the system by typing their names or ID

viii. To add a new user not available in the system, click on **'Use new person'** to open a dialog box



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Government of Kenya
Ministry of Health

Home Admin Logged in as MUNGATHI MUNGATHI MUNGATHI My Profile Log Out Help

Create Account

Step 1: Select Existing Patient

Search by name or ID

Help

If the registrant has been treated at this facility then you should search to see if they already exist as a person in the EMR and create the account from that.

miro

ix. **Person Info:** Fill the all the required fields appropriately

Login Info: Set up a username and password for the person

Note:
The password has to be at least 8 characters long

The password has to have uppercase, lowercase, and at least one number

Provider Info: Fill in the Provider ID and Primary Facility then click 'Create Account' to save and exit

Create Account

[← Back to previous step](#)

Help

If the account is for a user who will login into the system, you must specify login details. If the account is for someone who can provide care to patients, then you must specify a provider ID.

Step 2: Register Account

Person Info

Surname *	First name *
Sex *	
Telephone contact *	Email address

Login Info

Username	
Password	Confirm Password

Roles

- Adherence Counselor (Can access the adherence counselor app)
- Afyastat delete queue items (Can delete Afyastat error queue items)
- Afyastat queue administration (Can access Afyastat app)
- AIR (Can access AIR app)
- Application: Configure HRS Report (A role for Configuring HRS Report)
- Clinician (Can access the registration, triage, clinician, chart and reports apps)
- covid-19 app administration (Can access covid-19 app)

Provider Info

Provider ID
Primary Facility
Search for a location ▼

✔ Create Account