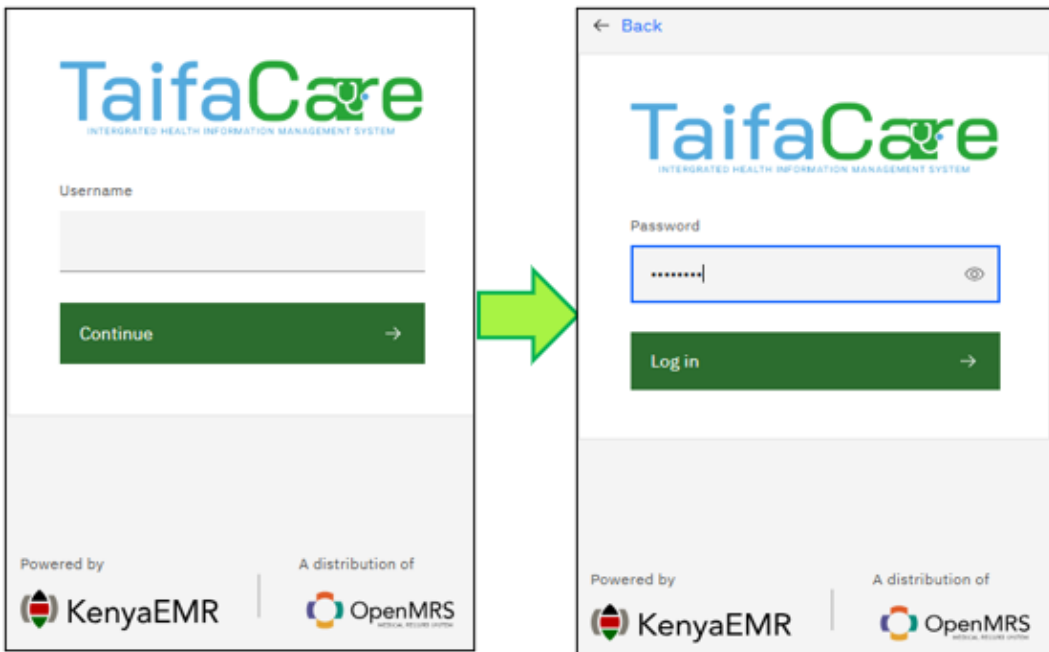
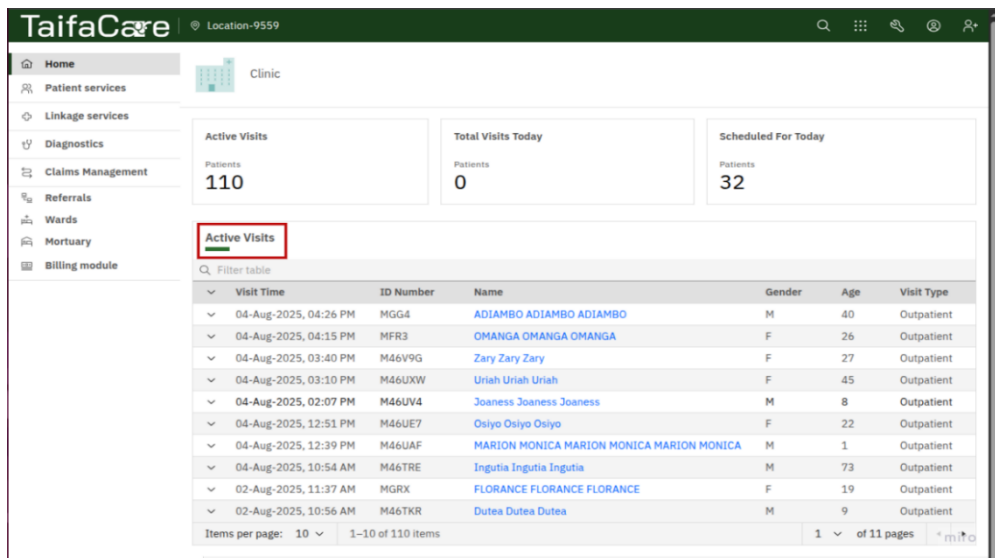


SOP: Defaulter Tracing in TaifaCare

(Last updated: Aug 2025)

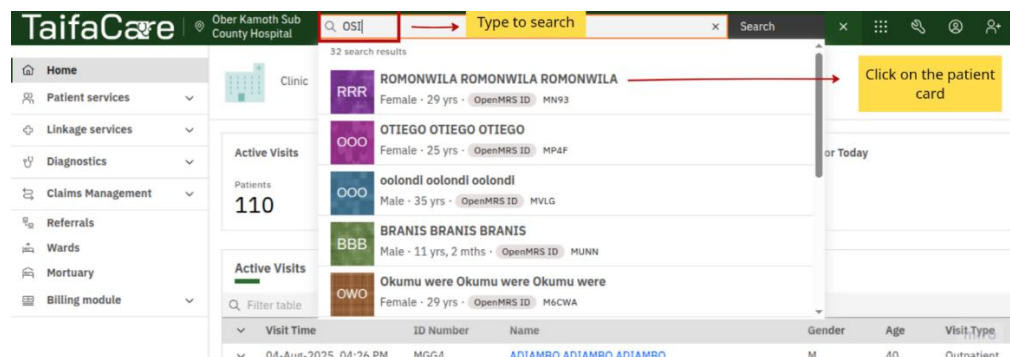
Objective:	To support defaulter tracing documentation in TaifaCare
Tasks:	To complete defaulter tracing encounter
Who:	Adherence counselor /HRIO/Data clerk
Requirements:	Working TaifaCare Instance: Version 19.2.0 and above

Instruction	Illustration
Enter the application server URL System "localhost:8080/openmrs" on the browser and click on the load button or Enter key from the keyboard to load login page. On successful loading, authenticate entry by providing username and password on the fields, then click "Login" button	
After successfully logging in, the Home page will load showing active visits.	

Click on the search icon to search for the client by name or ID.

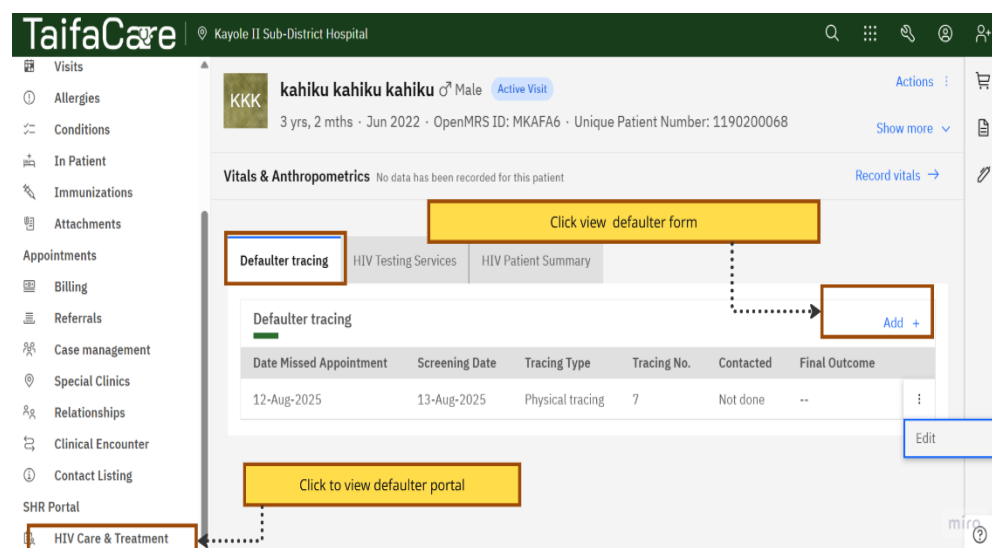


Next search for the client using the ID number.



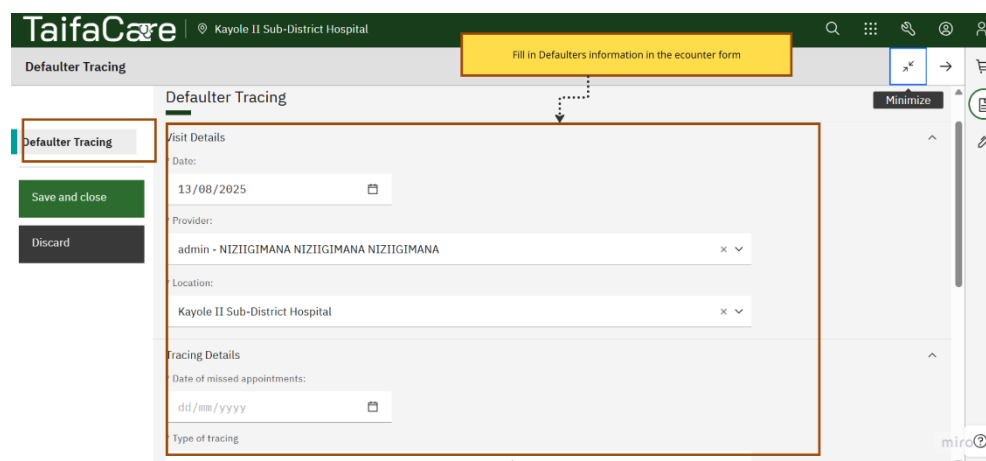
Click the HIV care & treatment icon and then click **defaulter tracing** to load the defaulter tracing form.

Step 2: Click on the **Add + Link**, the system will load the Defaulter tracing form.



Visit details, provider, and location will be prefilled automatically

After saving the form successfully, pop up alerts will show as illustrated.



kahiku kahiku kahiku ♂ Male Active Visit

3 yrs, 2 mths · Jun 2022 · OpenMRS ID: MKAFA6 · Unique Patient Number: 1190200068

Vitals & Anthropometrics

No data has been recorded for this patient

Defaulter tracing
HIV Testing Services
HIV Patient Summary

Defaulter tracing

Date Missed Appointment	Screening Date	Tracing Type	Tracing No.	Contacted	Final Outcome
12-Aug-2025	13-Aug-2025	Physical tracing	7	Not done	--

THE END.