

SOP: How to Document Cancer Screening Services in TaifaCare

[Last updated: August 2025]

Tasks:	How to document Cancer Screening services offered to a client in TaifaCare
Objective:	Successfully Log into TaifaCare, conduct cancer screening services, and document the details in TaifaCare
Who:	All facility staff responsible for conducting cancer screening
Required Materials:	Username, password, computer with TaifaCare (19.2.0) + installed, patient name, ID, and/or age

Introduction:

TaifaCare has been enhanced to support comprehensive documentation of Cancer Screening details. This is in line with the National Cancer Control Program's requirements that all eligible clients to be offered Cancer Screening services regardless of HIV status. The module comprises a single form with four sections, i.e. History, Symptoms, Screening and Follow-up. This guide provides step by step guide for documenting the Cancer screening information in TaifaCare.

Step 1

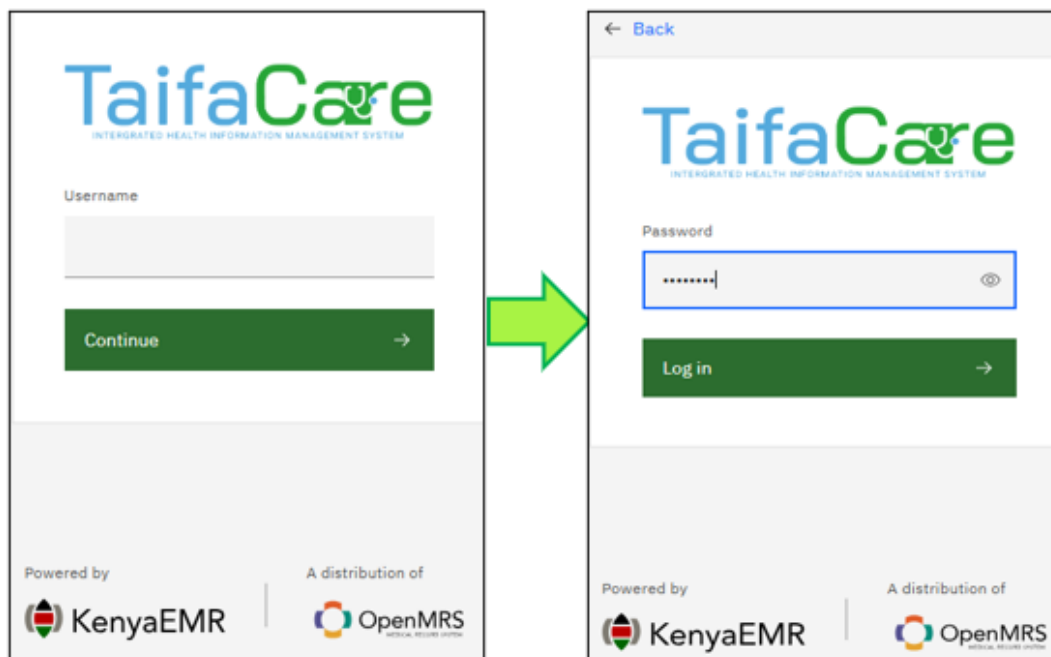
Login to TaifaCare.

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 will be navigated to the system login page.

Authenticate entry by providing username and password on the fields and click ***"Log in"*** Upon successful login, you will be navigated to TaifaCare Home Page.

Successful login will direct you to the Taifacare Home Page where the landing page is displayed based on the user role.



The diagram illustrates the login process flow for TaifaCare. It starts with a screenshot of the login page, which features the TaifaCare logo and the text 'INTERGRATED HEALTH INFORMATION MANAGEMENT SYSTEM'. Below the logo, there is a 'Username' field with a text input box and a green 'Continue' button with a right arrow. A large green arrow points from this page to the next screenshot, which shows the password entry page. This page has a 'Password' field with a text input box containing masked characters (dots) and a toggle icon for visibility. Below the password field is a green 'Log in' button with a right arrow. Both pages have a footer that reads 'Powered by KenyaEMR' and 'A distribution of OpenMRS'.

Step 2 Locating the Cancer Screening Form

- From the landing page, select the client of interest from the active line list.
- If the facility EMR has been configured with service Queues, go to a dedicated service queue and pick a specific client.
- If a client is not available on the active line list, proceed to search for a client.

Active Visits						
Q Filter table						
✓	Visit Time	ID Number	Name	Gender	Age	Visit Type
✓	Today, 16:23	MGFKEJ	Maringich Maringich Maringich	M	18	Outpatient
✓	20-Mar-2024, 17:21	MGK67Y	my email Gmail	F	24	Outpatient
✓	20-Mar-2024, 16:08	MGK69W	Nyandi PT EMR	M	24	Outpatient
✓	20-Mar-2024, 15:34	MGK647	Rose Awino James	F	27	Outpatient
✓	20-Mar-2024, 15:25	MGK4VK	hesbon atieno atieno	M	31	Outpatient
✓	20-Mar-2024, 15:25	MGK63A	Dorine Akiinyi Onyango	F	34	Outpatient
✓	20-Mar-2024, 15:23	MGK4WH	Newton LAWI Isack	M	31	Outpatient

Patients Currently In Queue								
Filter by service: All Filter by status: All Add patient to queue + Clear queue								
✓	Name	Queue Number	Coming from	Priority	Status	Queue	Wait time	Serve Patient
✓	MARY MARY MARY	CLI-006	--	Urgent	Waiting	Clinical consultation	131 hour(s) and 2 minute(s)	Transition
✓	Muraya Muraya Muraya	TRI-015	Triage service	Not Urgent	Finished service	Pharmacy	4306 hour(s) and 37 minute(s)	Transition
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Step 3 Searching for patient to screen

- 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.

 Search for a patient by name or identifier number

- 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**’

×
Search

26 search results

	Test Test Test	Female · 17 yrs · OpenMRS ID MGH4YJ
	Test Test Test Active Visit	Unknown · 16 yrs · OpenMRS ID MGH6CX
	Test Mwatate Test	Male · 23 yrs · OpenMRS ID MGK6L4
	test dmi test test Active Visit	Female · 40 yrs · OpenMRS ID MGK449
	Test Test Likoni Active Visit	Female · 23 yrs · OpenMRS ID MGK3L7

TaifaCare
Onyinjio Dispensary

×
Search
×
⋮
🔍
👤

Refine search

Sex

Any	Male	Female
Other	Unknown	

Day of Birth Month of Birth Year of Birth

DD	MM	YYYY
----	----	------

Age

Postcode

Apply

Reset fields

134 search results

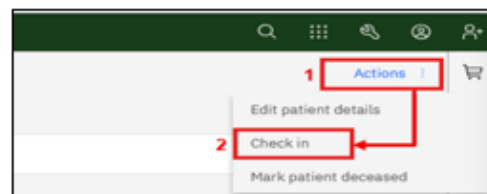
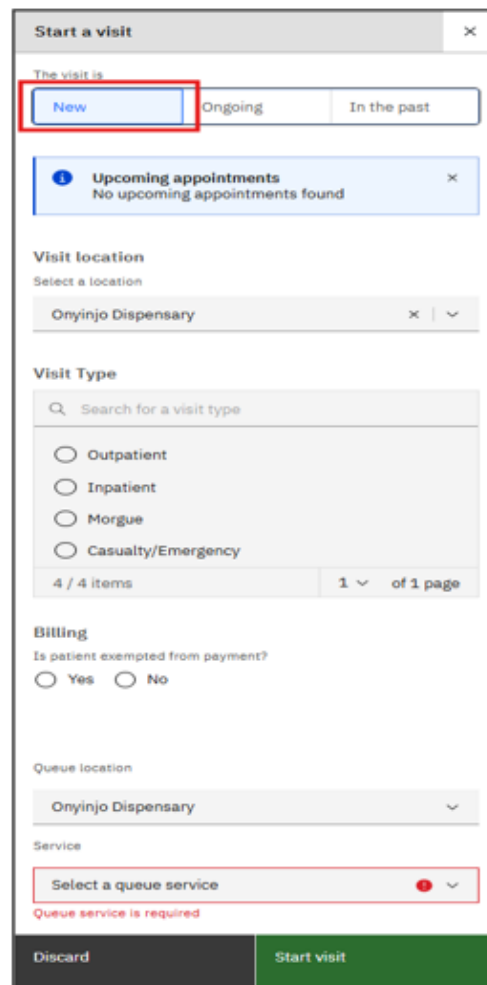
	b michael Male · 11 wks, 4 days · 22 — May — 2025 MCCAD, CWC-13161-2025-00001	Show more Start visit
	Michael Jennifer Ramirez Female · 31 yrs · 15 — Jun — 1994 M7CNM	Show more Start visit
	Michael Ronald Garcia Female · 26 yrs · 15 — Jun — 1999 M7XTP	Show more Start visit

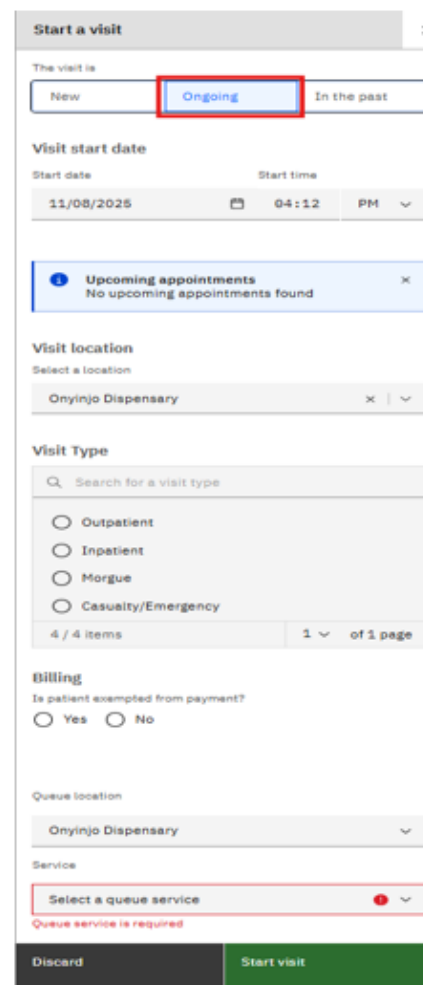
Step 4

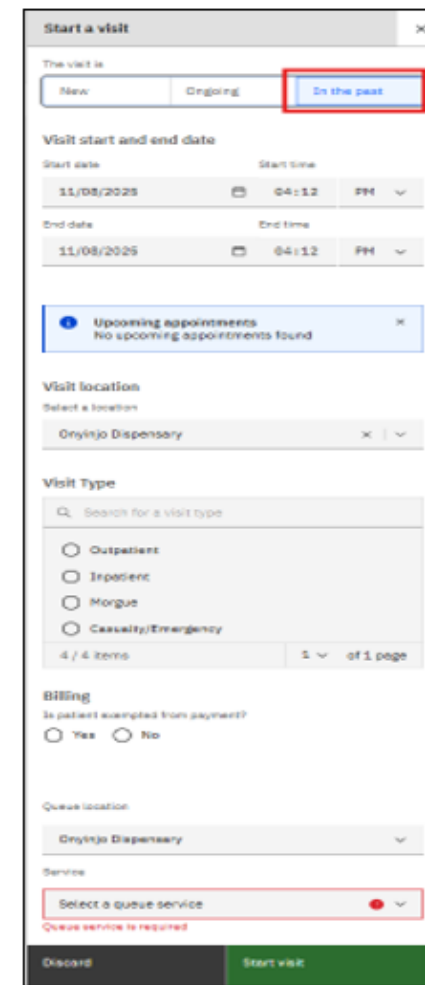
Check in the patient.

- To start the process of accessing any form, you need to Check-in the client by clicking on '**Actions**', from the list click on '**Check-in**' as shown in the figure.
- Select the relevant visit option depending on nature of client visit.
 - New** – This option is selected by default on clicking 'Check-in'. It will pick the exact time you'll click on the 'Start visit' button to start the visit.
 - Ongoing** – Select this option if the client was already receiving services in the facility
 - In the Past** – Select this option if you would want to do **Retrospective Data Entry (RDE)** by specifying the Visit start and end dates

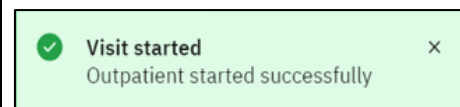
Fill the fields appropriately then click 'Start visit' to load the patient home page, otherwise click on 'Discard' to cancel the operation.



 A screenshot of the 'Start a visit' form. The form has a title bar 'Start a visit' with a close button. Below the title bar, there are three tabs: 'New', 'Ongoing', and 'In the past'. The 'New' tab is selected and highlighted with a red box. Below the tabs, there is a section for 'Upcoming appointments' which says 'No upcoming appointments found'. Below that, there is a section for 'Visit location' with a dropdown menu showing 'Onyingo Dispensary'. Below that, there is a section for 'Visit Type' with a search bar and four radio buttons: 'Outpatient', 'Inpatient', 'Morgue', and 'Casualty/Emergency'. Below that, there is a section for 'Billing' with a question 'Is patient exempted from payment?' and two radio buttons: 'Yes' and 'No'. Below that, there is a section for 'Queue location' with a dropdown menu showing 'Onyingo Dispensary'. Below that, there is a section for 'Service' with a dropdown menu showing 'Select a queue service'. At the bottom, there are two buttons: 'Discard' and 'Start visit'.

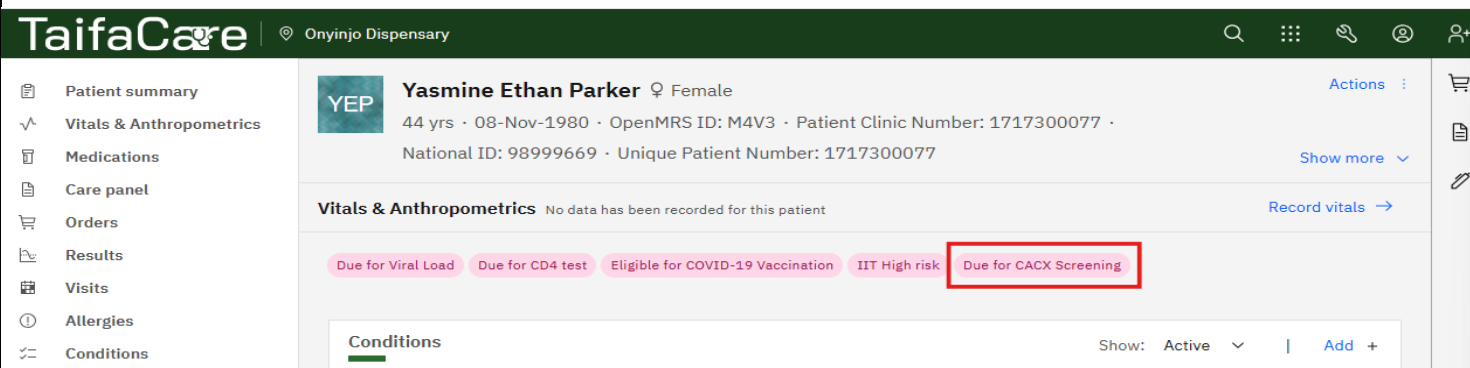

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After Completing all applicable sections, a user will click on the “Check in” button. The system will give an alert showing the patient has been checked in and the visit has been started successfully.



If the client is eligible for Cancer Screening (CaCx), a flag to that effect will be displayed on the flag areas (see figure). The issue of flag is not shown in the figure



TaifaCare | Onyinjio Dispensary

Yasmine Ethan Parker ♀ Female
 44 yrs · 08-Nov-1980 · OpenMRS ID: M4V3 · Patient Clinic Number: 1717300077 · National ID: 98999669 · Unique Patient Number: 1717300077

Vitals & Anthropometrics No data has been recorded for this patient [Record vitals →](#)

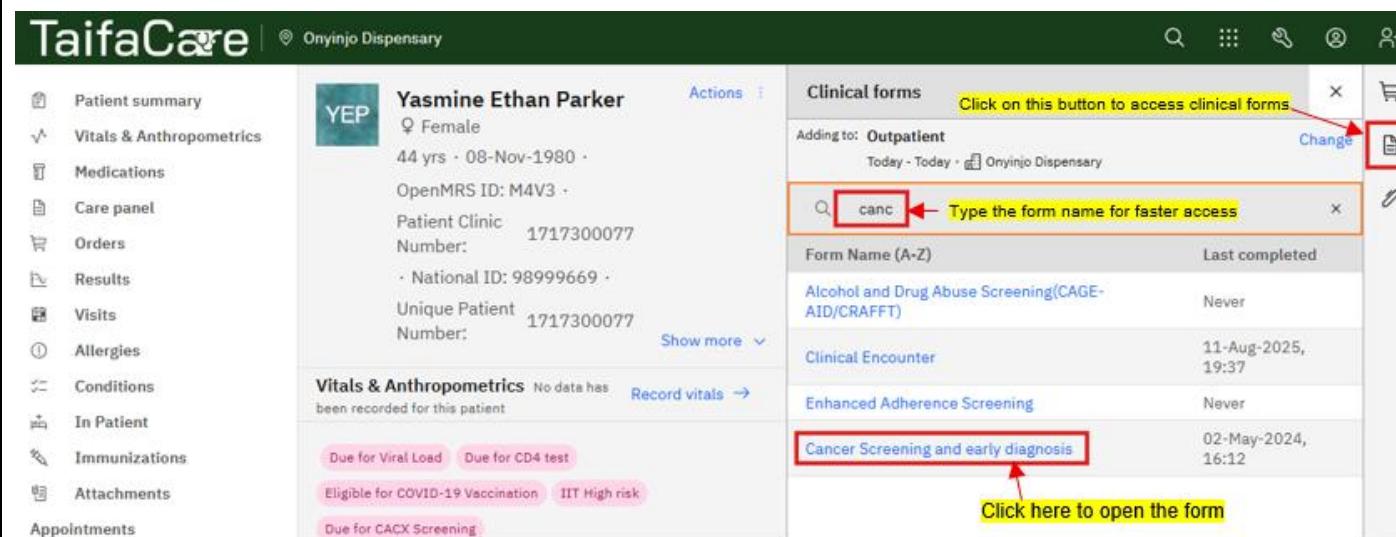
Due for Viral Load · Due for CD4 test · Eligible for COVID-19 Vaccination · IIT High risk · **Due for CACX Screening**

Conditions Show: Active | [Add +](#)

Step 5

Open Cancer screening Encounter Form

- After the client has checked in, click on the 'Forms' icon located on the right-hand side of the navigation panel. This will allow you to locate the **Cancer Screening and Early Diagnosis form** (as highlighted). Simply click on the form to open it.



TaifaCare | Onyinjio Dispensary

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Due for Viral Load · Due for CD4 test · Eligible for COVID-19 Vaccination · IIT High risk · Due for CACX Screening

Clinical forms [Click on this button to access clinical forms](#)

Adding to: Outpatient Today - Today · Onyinjio Dispensary [Change](#)

Search: **canc** [Type the form name for faster access](#)

Form Name (A-Z)	Last completed
Alcohol and Drug Abuse Screening(CAGE-AID/CRAFT)	Never
Clinical Encounter	11-Aug-2025, 19:37
Enhanced Adherence Screening	Never
Cancer Screening and early diagnosis	02-May-2024, 16:12

[Click here to open the form](#)

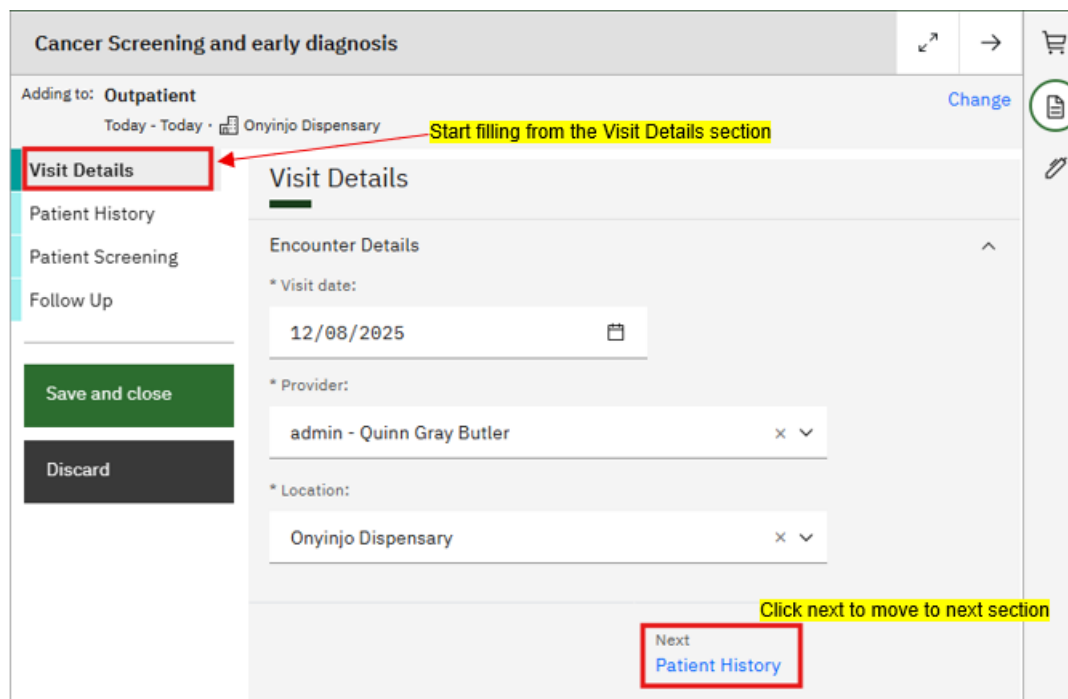
Step 6

Documenting Cancer screening Services

- The Cancer screening form has four (4) sections i.e. Visit Details, Patient history, Patient Screening and Follow Up.

Visit Details:

- Encounter Details; Visit date, Provider and Location
- When done, click next to move to the next section



Cancer Screening and early diagnosis

Adding to: **Outpatient** Change

Today - Today · Onyinjo Dispensary

Visit Details (highlighted with a red box)

Encounter Details

* Visit date: 12/08/2025

* Provider: admin - Quinn Gray Butler

* Location: Onyinjo Dispensary

Save and close

Discard

Next Patient History (highlighted with a red box)

Click next to move to next section

Step 7

Patient History:

- Complete the Symptoms and Signs section by ticking each sign/ symptom as applicable.
- Where "Other" is selected,
- remember to specify.
- Click **Next** to move to the next section

Cancer Screening and early diagnosis

Adding to: Outpatient

Today - Today · Onyinja Dispensary

Visit Details

Patient History

Patient Screening

Follow Up

Save and close

Discard

Patient History

History section

* Do you smoke cigarettes

☐ Yes
 ☐ No
 ☐ Stopped

Do you use other form of tobacco

☐ Yes
 ☐ No
 ☐ Stopped

Do you take Alcohol

☐ Yes
 ☐ No
 ☐ Stopped

HIV Status

☐ Unknown
 ☐ Positive
 ☐ Negative

Family history of Cancer

☐ Yes
 ☐ No

Previous Cancer Treatment

☐ None
 ☐ Hormonal therapy
 ☐ Chemotherapy
 ☐ Surgery
 ☐ Radiotherapy
 ☐ Other

Parity Term

-

+

Parity Abortion

-

+

LMP

dd/mm/yyyy

Symptoms and Signs Section

* Symptoms and Signs

☐ None
 ☐ Chronic cough
 ☐ Yellow eyes
 ☐ Difficulty in swallowing
 ☐ Chronic skin ulcers
 ☐ Persistent headaches
 ☐ Dyspepsia
 ☐ Weight loss
 ☐ Easy fatigability
 ☐ Post-coital bleeding
 ☐ Blood in urine
 ☐ Nose Bleeding
 ☐ Blood in stool
 ☐ Changing/enlarging skin moles
 ☐ Lumps/swellings
 ☐ Abnormal vaginal bleeding
 ☐ Changing bowel habits
 ☐ Other

Previous

Visit Details

Next

Patient Screening

Patient Screening

- Specify the Visit type, Screening type and the Cancer Type to be screened for.

NB: The Cancer Type Section will be availed based on the Cancer type selected above.

- For instance, on the figure shown, Breast Cancer is selected. This displays only Screening tests that are related to Breast Cancer.
- Where two or more cancer types are to be screened, tick all of them under Cancer Type.

Document each screening test, findings, and Treatment/ Action as appropriate for each screening.

Click **Next** when done

Cancer Screening and early diagnosis

↶ ↷
→

Adding to: **Outpatient** Change
 Current active visit · Onyinjo Dispensary

Visit Details
 Patient History
Patient Screening
 Follow Up

Save and close

Discard

Patient Screening

Screening Section ^

* Visit type:

☐ Initial visit
 ☐ Routine visit
 ☐ Post treatment visit
 ☐ Post treatment complication

* Screening type :

☐ First time screening
 ☐ Re-screening after previous negative results
 ☐ Post treatment followup screening

* Cancer type:

☐ Cervical
 ☐ Breast
 ☐ Colorectal
 ☐ Retinoblastoma
 ☐ Oral cancer

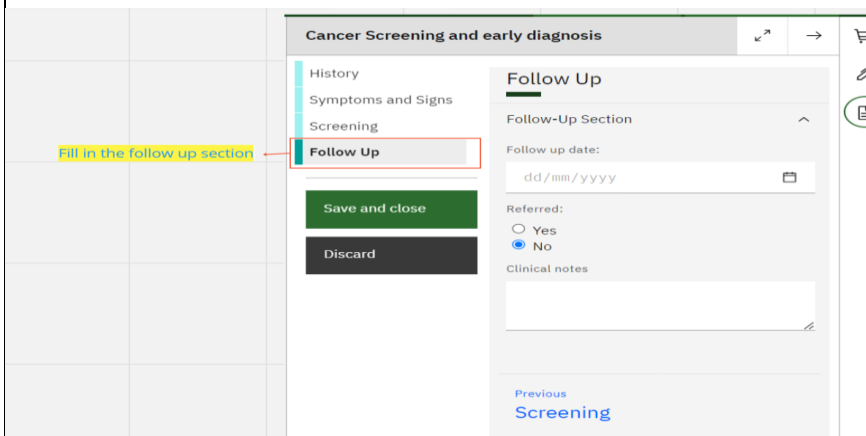
Previous
[Patient History](#)

Next
[Follow Up](#)

Step 8

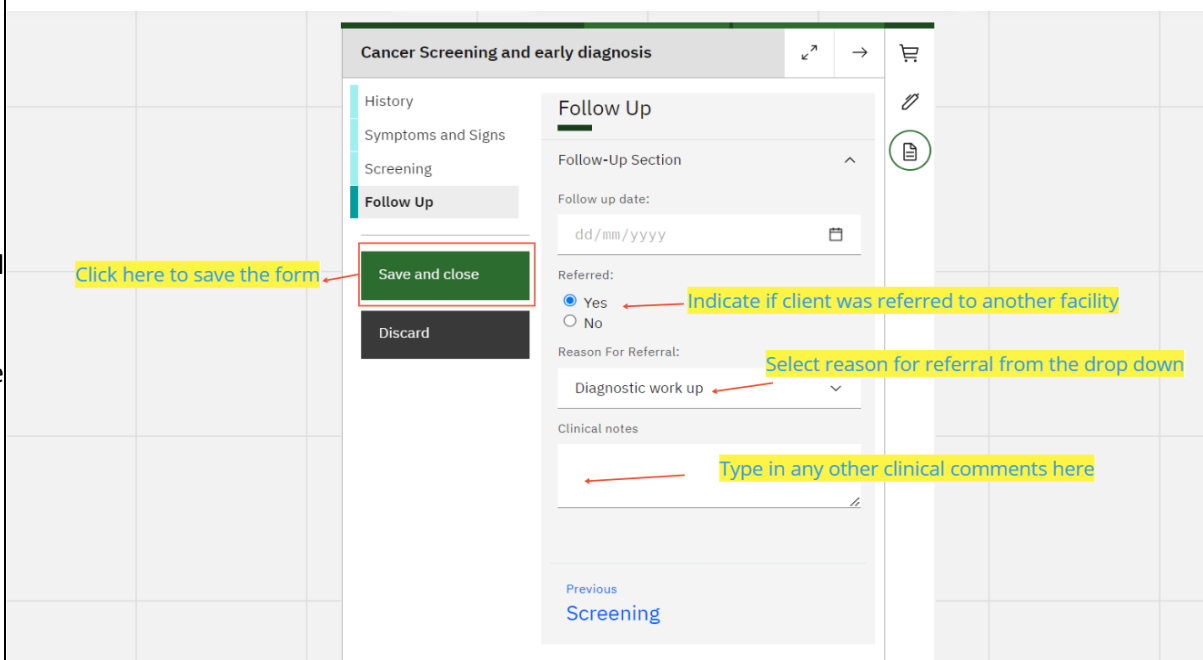
a. Document Follow up information (4)

- Document the follow up plan including Follow up date, specify if referred or not. If not referred, click **No**
- Where referred, please see **9b** below.
- Include clinical notes (if any)
- Review the details for accuracy.
- **Click Submit once done.**



b. Patient Referral function to another facility

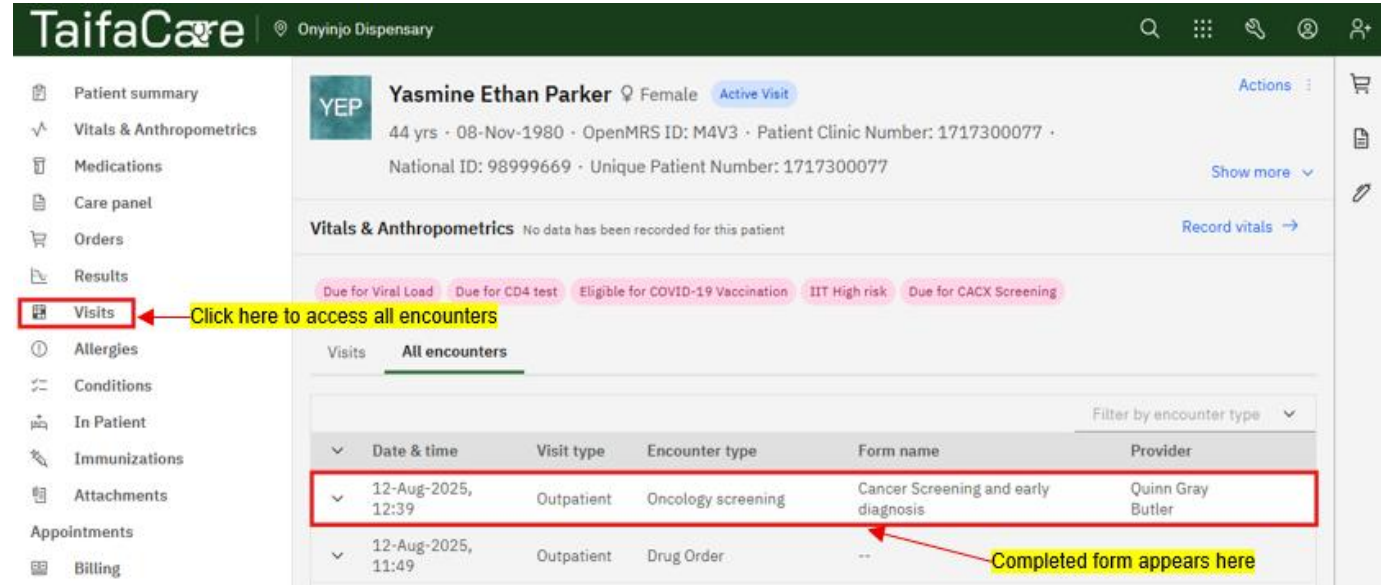
- Select the fourth Tab (Follow Up)
- Specify the **follow up date** and select the referral to **Yes**
- Select the **reason for referral** from the drop-down list
- Type in any clinical notes
- Click **Save and close** to save the form.



Step 9

How to Access the completed form

- To access the completed form, navigate to patient summary on the left navigation panel and then click on visits. Click on all encounters to access the completed forms.
- If cervical cancer screening flag was available, you will notice that the flag has disappeared once the form is filled



TaifaCare | Onyinjo Dispensary

Yasmine Ethan Parker ♀ Female Active Visit

44 yrs · 08-Nov-1980 · OpenMRS ID: M4V3 · Patient Clinic Number: 1717300077 · National ID: 98999669 · Unique Patient Number: 1717300077

Vitals & Anthropometrics No data has been recorded for this patient Record vitals →

Due for Viral Load · Due for CD4 test · Eligible for COVID-19 Vaccination · IIT High risk · Due for CACX Screening

Visits Click here to access all encounters

All encounters

Date & time	Visit type	Encounter type	Form name	Provider
12-Aug-2025, 12:39	Outpatient	Oncology screening	Cancer Screening and early diagnosis	Quinn Gray Butler
12-Aug-2025, 11:49	Outpatient	Drug Order	--	

Completed form appears here

THE END