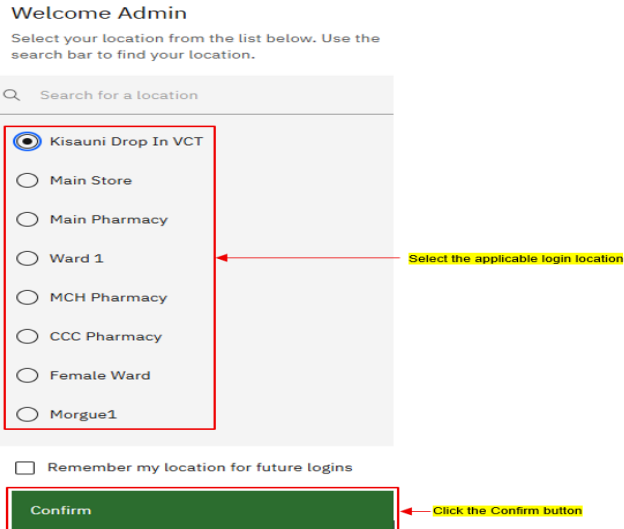


TaifaCare Patient Check-In and Check-Out Guide

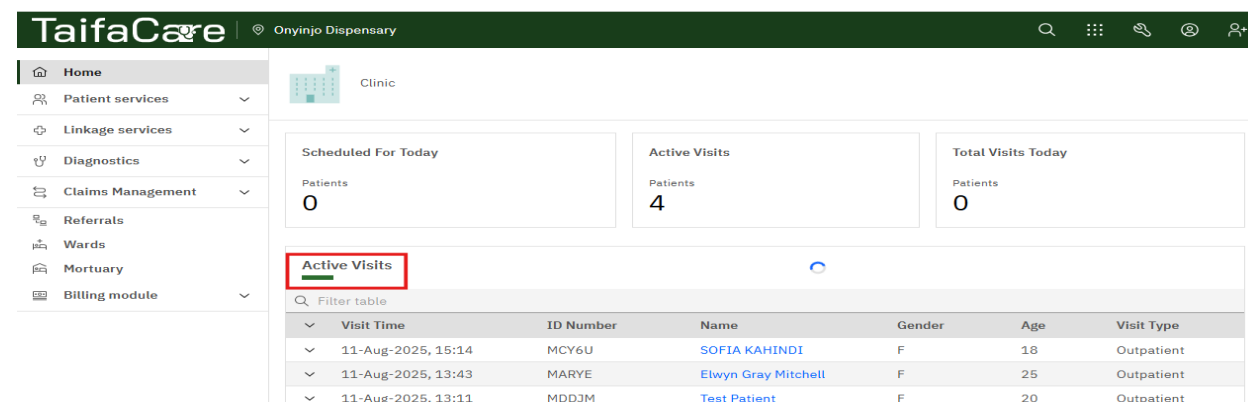
(Last Update Aug 2025)

SECTION 1: How to Check in a Patient

STEP	ACTION
1.	Login to TaifaCare On successful TaifaCare system access, you should be navigated to the login page. Authenticate entry by proving a valid username and password on the fields, then click the “Log in” button.  The diagram shows two screenshots of the TaifaCare login page. The first screenshot shows the 'Continue' button, and the second screenshot shows the 'Log in' button. A green arrow points from the first screenshot to the second. The login fields are labeled 'Username' and 'Password'. The 'Continue' button is green with a right arrow, and the 'Log in' button is green with a right arrow. NB: With valid username and password, clicking Log in will take you to the TaifaCare home page. Otherwise, you will receive a prompt for wrong username or password.
2.	TaifaCare Landing Page – Upon successful login, you shall be navigated to the Landing Page system. – Select the appropriate location and click Confirm  The screenshot shows the 'Welcome Admin' message and a list of locations to select. The locations are: Kisauni Drop In VCT, Main Store, Main Pharmacy, Ward 1, MCH Pharmacy, CCC Pharmacy, Female Ward, and Morgue1. A red box highlights the 'Kisauni Drop In VCT' option, and a red arrow points to it with the text 'Select the applicable login location'. Below the list is a checkbox for 'Remember my location for future logins'. At the bottom is a green 'Confirm' button, which is highlighted with a red box and a red arrow pointing to it with the text 'Click the Confirm button'.

3

Taifacare Homepage



The screenshot shows the TaifaCare homepage for Onyinjio Dispensary. The left sidebar contains navigation links: Home, Patient services, Linkage services, Diagnostics, Claims Management, Referrals, Wards, Mortuary, and Billing module. The main content area displays three summary cards: 'Scheduled For Today' (0 Patients), 'Active Visits' (4 Patients), and 'Total Visits Today' (0 Patients). Below these is a table titled 'Active Visits' with columns: Visit Time, ID Number, Name, Gender, Age, and Visit Type. The table lists three patients scheduled for visits on 11-Aug-2025.

Visit Time	ID Number	Name	Gender	Age	Visit Type
11-Aug-2025, 15:14	MCY6U	SOFIA KAHINDI	F	18	Outpatient
11-Aug-2025, 13:43	MARYE	Elwyn Gray Mitchell	F	25	Outpatient
11-Aug-2025, 13:11	MDDJM	Test Patient	F	20	Outpatient

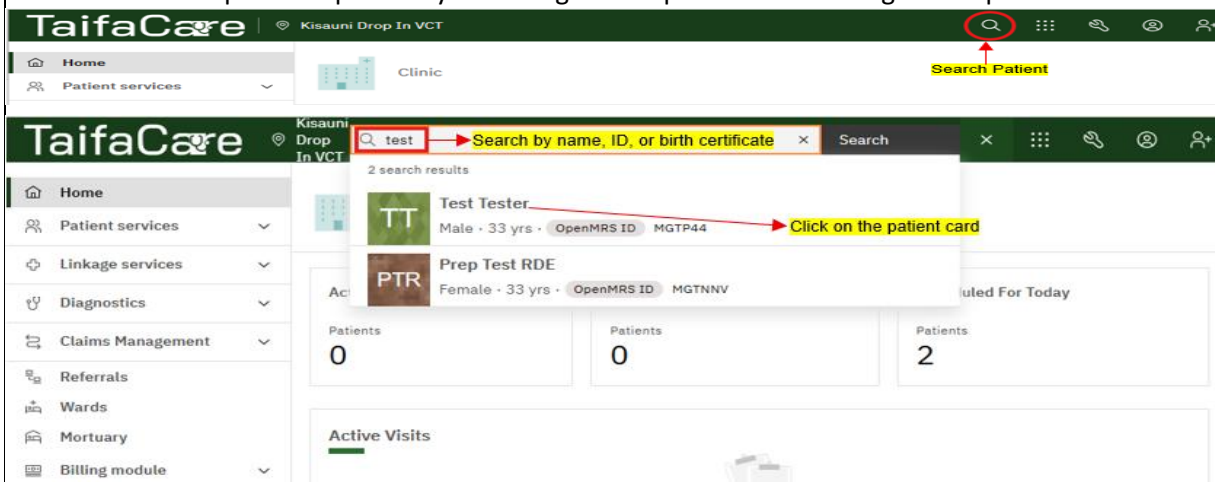
From

TaifaCare homepage, a user can access the Active visits lists, displaying all patients scheduled for a visit in a particular day. Alternatively go to service queues and go to a dedicated service queue if configured and pick a patient from there.

4.

Accessing Patient Profile

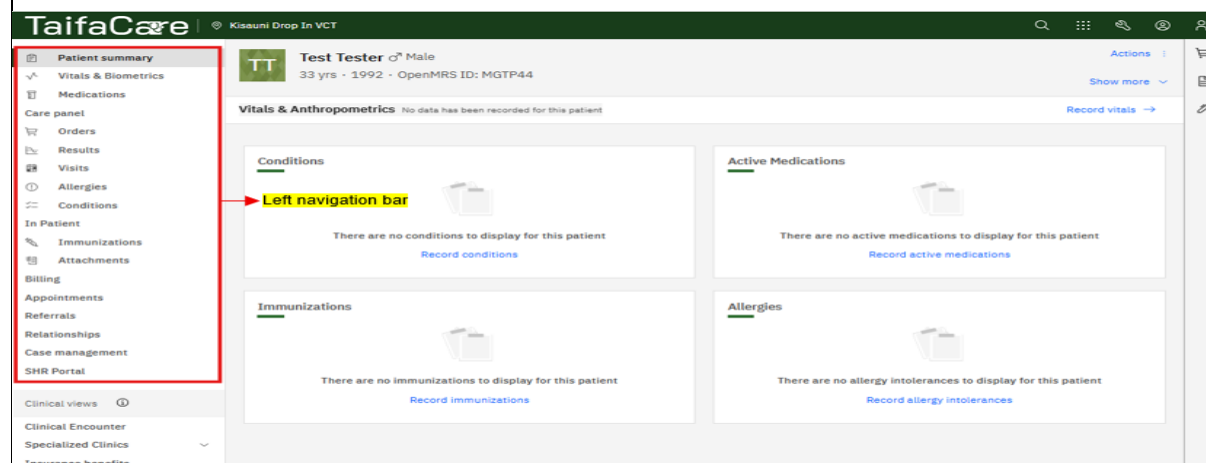
You can access a patient's profile by searching for the patient and clicking on the patient card as illustrated.



The screenshot illustrates the process of searching for a patient. It shows the TaifaCare interface with a search bar at the top right. A red circle highlights the search icon, and a red arrow points to it with the label 'Search Patient'. Below the search bar, a search results dropdown is visible, showing two results: 'Test Tester' (Male, 33 yrs, OpenMRS ID: MGTTP44) and 'Prep Test RDE' (Female, 33 yrs, OpenMRS ID: MGTNNV). A red arrow points to the 'Test Tester' card with the label 'Click on the patient card'.

From the left side bar navigation, select "Care Panel" to access the Program Summary Tab.

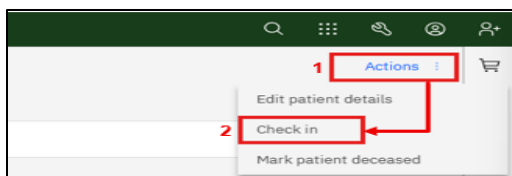
Program Summary allows a user to access all Services a patient has been enrolled in as applicable according to *Age, Sex, and Eligibility status*.



The screenshot shows the Patient summary page for 'Test Tester' (Male, 33 yrs, OpenMRS ID: MGTTP44). The left sidebar is highlighted with a red box and labeled 'Left navigation bar'. The main content area displays various tabs: Vitals & Biometrics, Medications, Care panel, Orders, Results, Visits, Allergies, Conditions, In Patient, Immunizations, Attachments, Billing, Appointments, Referrals, Relationships, Case management, and SHR Portal. The 'Care panel' tab is selected, showing sections for Conditions, Active Medications, Immunizations, and Allergies. Each section indicates that there are no records for this patient and provides a link to 'Record' the respective data.

5. Check-in functionality

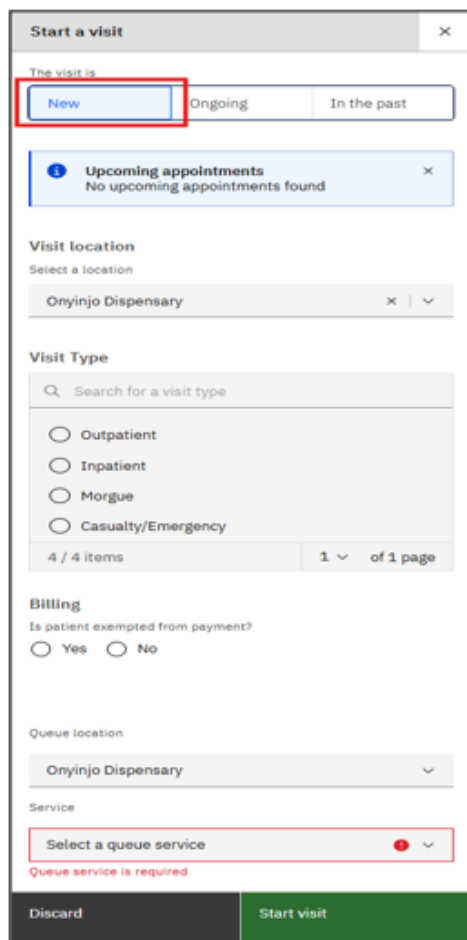
- To start the process of accessing a form, you need to Check-in the client by clicking on **'Actions'**, from the list click on **'Check-in'** as shown in the figure.



Sections of the Check-in Form

Section 1: Type of visit

- Select the relevant visit type 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



Start a visit

The visit is

☒ New ☐ Ongoing ☐ In the past

Upcoming appointments
No upcoming appointments found

Visit location
Select a location
Onyinjo Dispensary

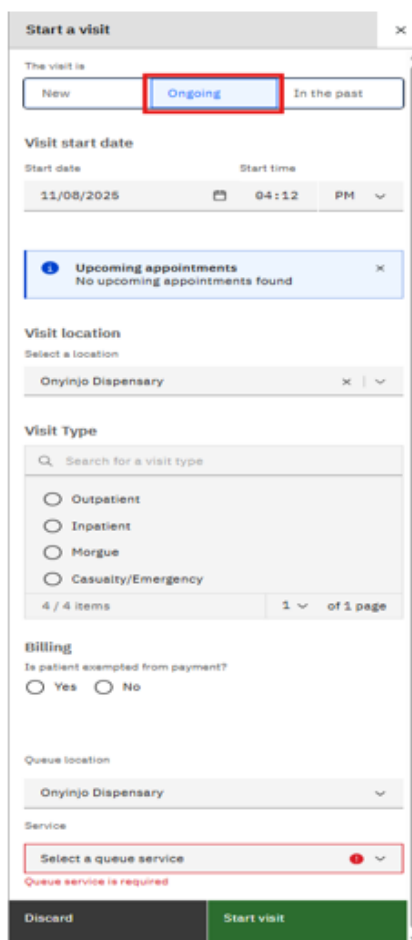
Visit Type
Search for a visit type
☐ Outpatient
☐ Inpatient
☐ Morgue
☐ Casualty/Emergency
 4 / 4 items 1 of 1 page

Billing
Is patient exempted from payment?
☐ Yes ☐ No

Queue location
Onyinjo Dispensary

Service
Select a queue service
Queue service is required

Discard Start visit



Start a visit

The visit is

☐ New ☒ Ongoing ☐ In the past

Upcoming appointments
No upcoming appointments found

Visit location
Select a location
Onyinjo Dispensary

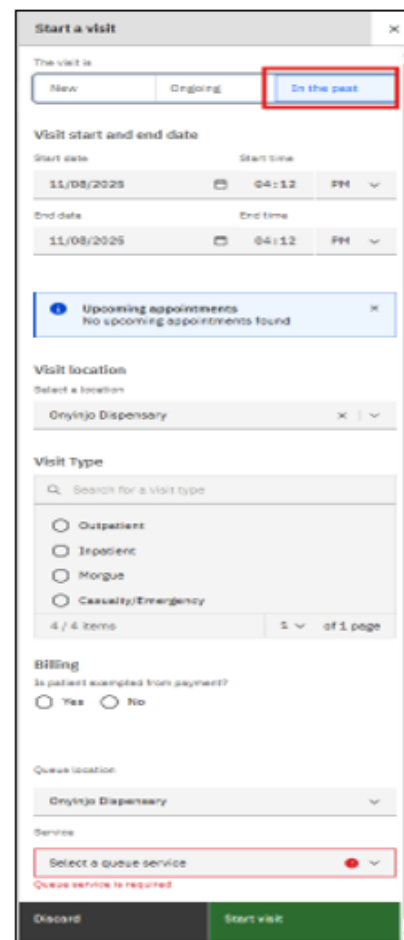
Visit Type
Search for a visit type
☐ Outpatient
☐ Inpatient
☐ Morgue
☐ Casualty/Emergency
 4 / 4 items 1 of 1 page

Billing
Is patient exempted from payment?
☐ Yes ☐ No

Queue location
Onyinjo Dispensary

Service
Select a queue service
Queue service is required

Discard Start visit



Start a visit

The visit is

☐ New ☐ Ongoing ☒ In the past

Visit start and end date
 Start date: 11/08/2025 Start time: 04:12 PM
 End date: 11/08/2025 End time: 04:12 PM

Upcoming appointments
No upcoming appointments found

Visit location
Select a location
Onyinjo Dispensary

Visit Type
Search for a visit type
☐ Outpatient
☐ Inpatient
☐ Morgue
☐ Casualty/Emergency
 4 / 4 items 1 of 1 page

Billing
Is patient exempted from payment?
☐ Yes ☐ No

Queue location
Onyinjo Dispensary

Service
Select a queue service
Queue service is required

Discard Start visit

Section 2: Visit Details

Upcoming appointments
No upcoming appointments found

Visit Location
Select a location
Ngarua Health Centre

Visit Type
Search for a visit type
☐ Outpatient
☐ Inpatient

Allows a user to view any prior booked upcoming appointments.

The current user location is populated from the selection made at login.

A provider is able to select the type of visit depending on the services a Client is seeking.

Section 2: Billing Information:

Billing
Is patient exempted from payment?
☐ Yes ☐ No

Payment methods
Select payment method
 Cash
 Insurance
 Mobile Money
 Waiver

Billing
Search services
☐ Aspirin
☐ Brucella Test
☐ clinical consultation
☐ Complete Blood Count
☐ Complete Blood Count

Section Functionality

Select if a patient has any exceptions from making payments. If Yes proceed to the next section of the check-in form. If No, Proceed to payment methods.

Select applicable payment method, If selection is insurance a user will request for the Insurance scheme Name and the Policy number

A provider will select a billable service from the drop down list as applicable to the client

Section 3, 4, 5

- Queue Location
- Service Type
- Priority

Queue Location

Select a queue location

CCC

CCC

MCH

Laboratory

Pharmacy

HTS

Outpatient Department

Service

Select a service

Triage service

Triage service

Clinical consultation

Lab service

Nutrition service

Pharmacy service

Adherence counselling service

Peer educator service

Lab checkups

Priority

☐ Emergency
 ☒ Not Urgent
 ☐ Urgent

Discard

Check in

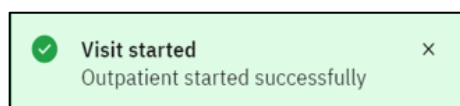
Select appropriate Queue Location to place the client.

Select appropriate Service for the client.

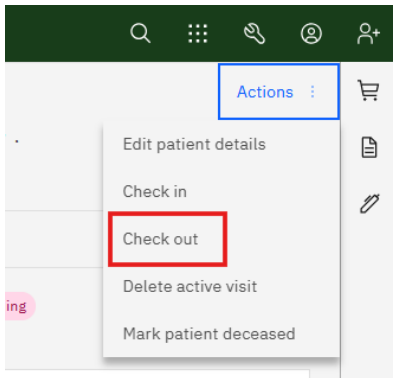
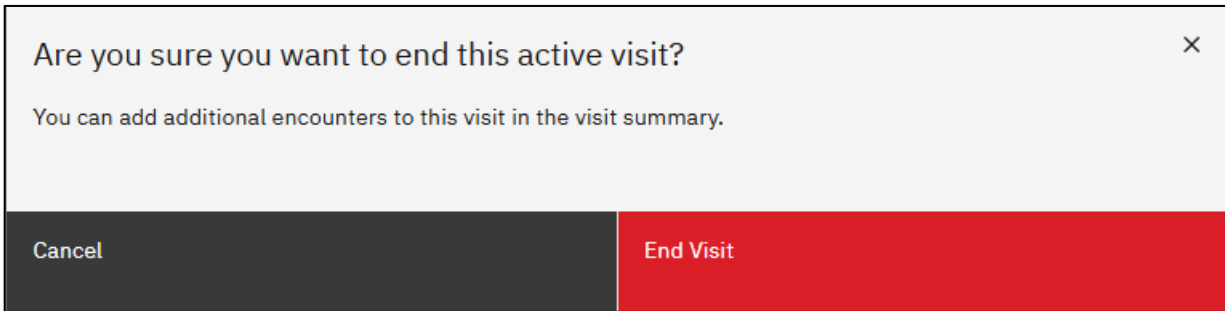
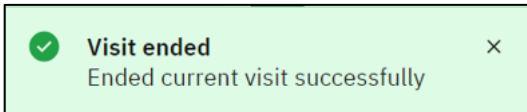
Select appropriate Priority as per the patient assessment at first contact.

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.



SECTION 2: How to Check Out a Patient

STEP	ACTION
1	Accessing the Check Out functionality From the patient home page, a user can be able to check out a patient using the below: Under Actions, click on 'Check out' option  When a user clicks the check-out option, the system gives an alert, asking the user if they are sure they want to end a particular visit session.  Please Note: Clicking on the “End Visit” Button will end the visit session, and a user will not be able to add encounters to the visit session.
2	When a user clicks on the “End Visit” Button, the system will display an alert showing the visit has been ended successfully. 
The end	