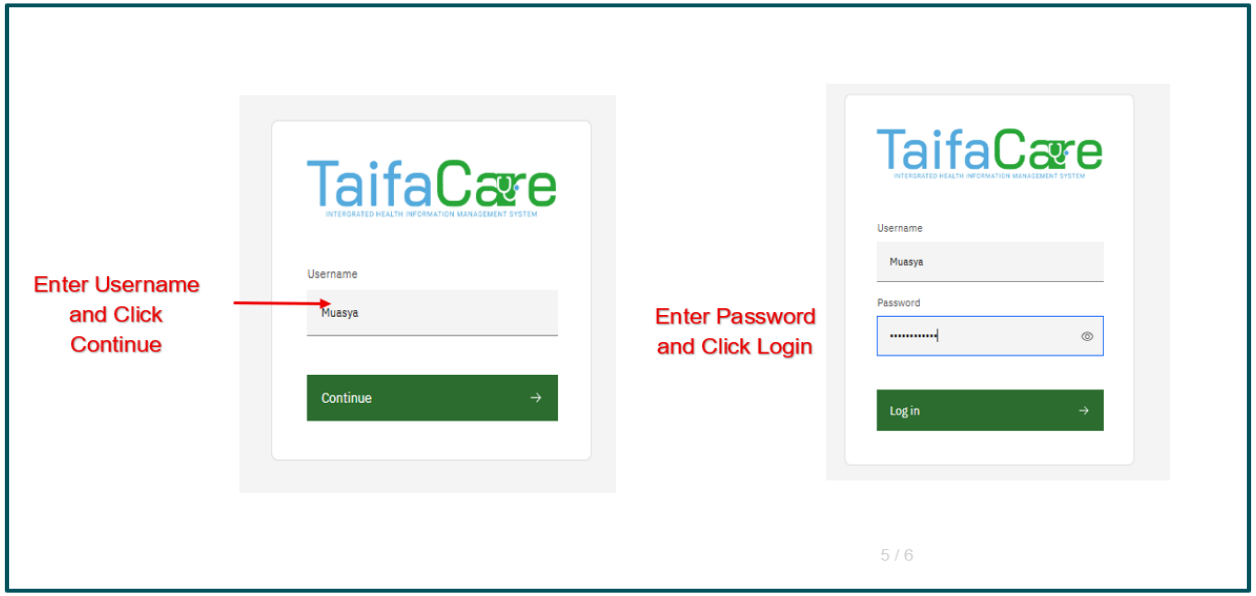
SOP: Registration of a Dependant in TaifaCare

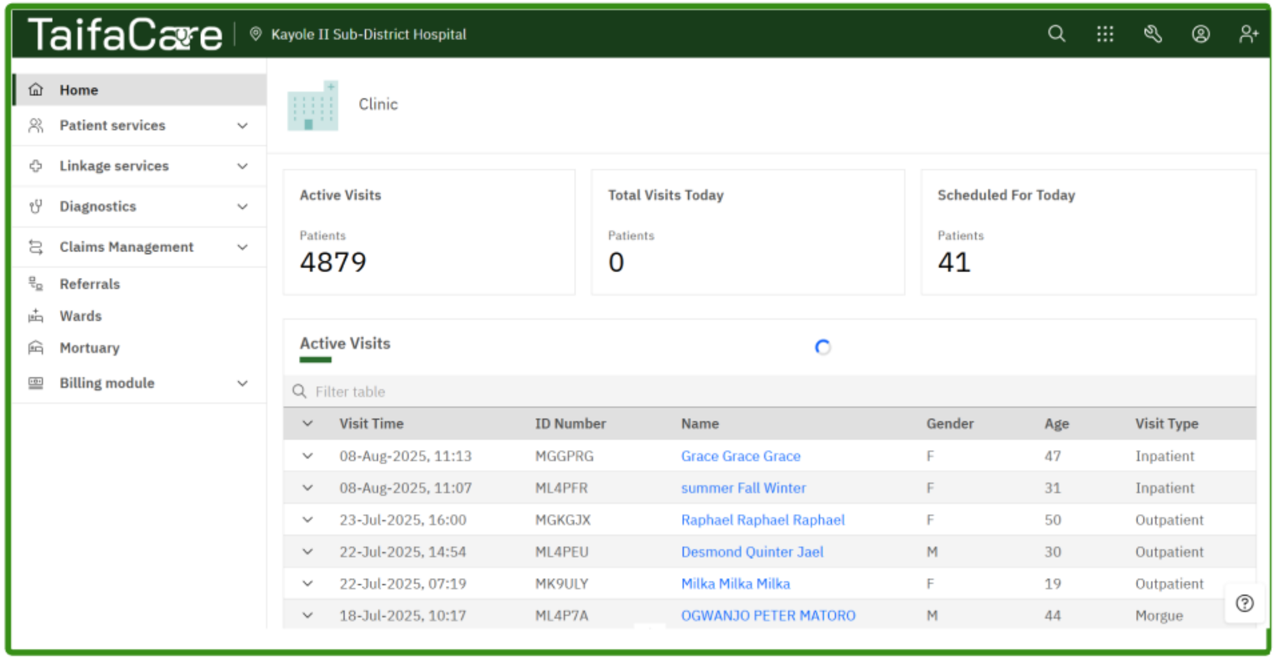
[Last updated: August 2025]

Tasks:	End to end navigation of dependent registration module in TaifaCare
Objective:	To help users successfully pull patient information from the HIE layer and Register Patients successfully
Who:	EMR users
Required Materials:	Username, password, computer installed with the latest version of TaifaCare version 19.2.0 and above

Action	Screen shots
Login to KenyaEMR Enter the application server URL System **"localhost:8080/openmrs"** on the browser if the terminal is the server or the correct URL that includes the server IP if you are accessing the TaifaCare from a terminal or if it is a cloud instance. Click on the load button or Enter key from the keyboard to load the TaifaCare login page. On successful loading, authenticate entry by providing username and password on the fields, then click **"Login"** button	

KenyaEMR Facility Home Page

Upon successful login, you shall be navigated to the facility’s home Page which is by default is the active visits for the day.



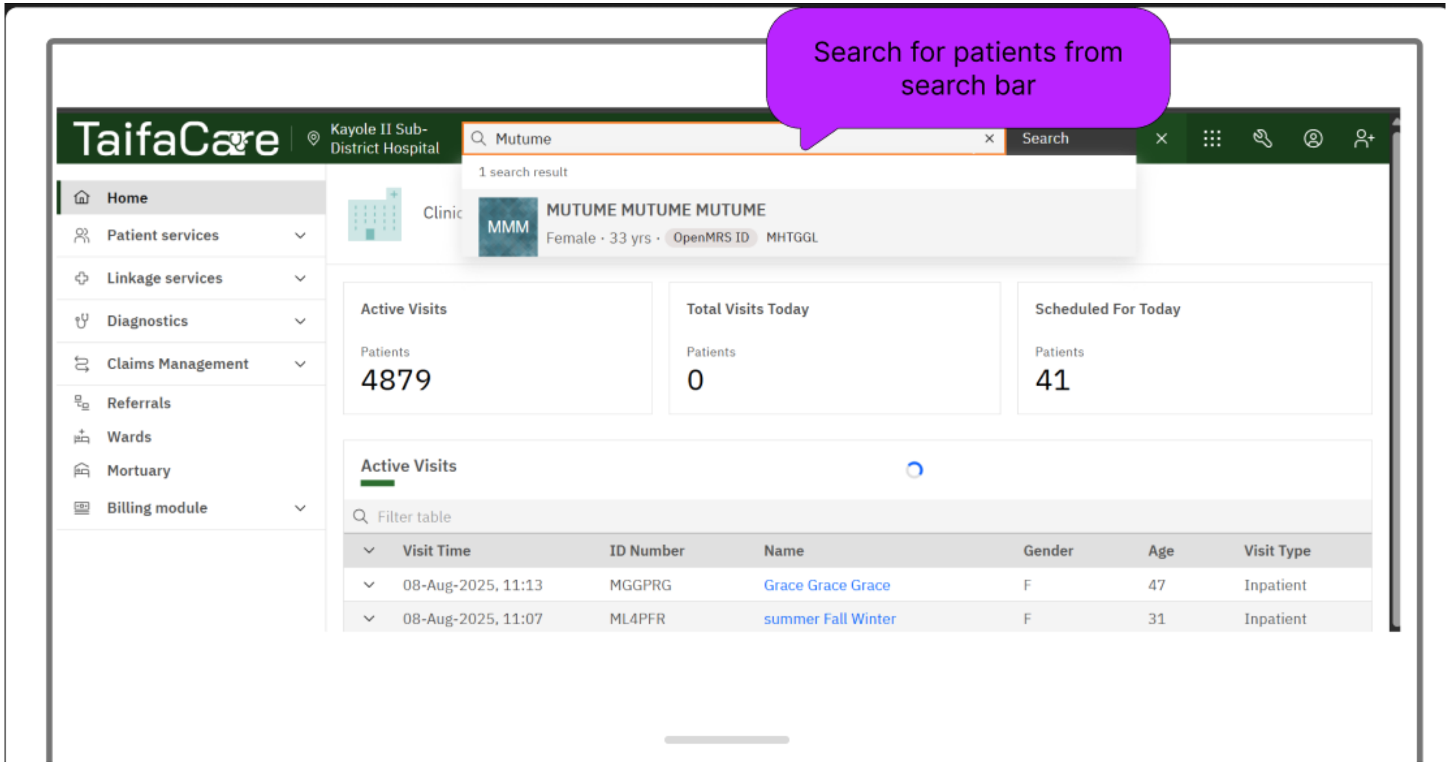
Searching if a client exists in the database

Before attempting to register a client as new, a user should always search to confirm if the patient had been registered before and exists in the database.

Ways to search for a client in TaifaCare:

1. Using the patient known identifiers such as Name, or identification numbers.
2. Refining the search in case the first option generates multiple probable patients. This is possible by clicking on the search button.

   NB: ***Use different parameters such as Sex, Age, DOB and apply to filter the correct patient.***



New patient who does not exist in the database

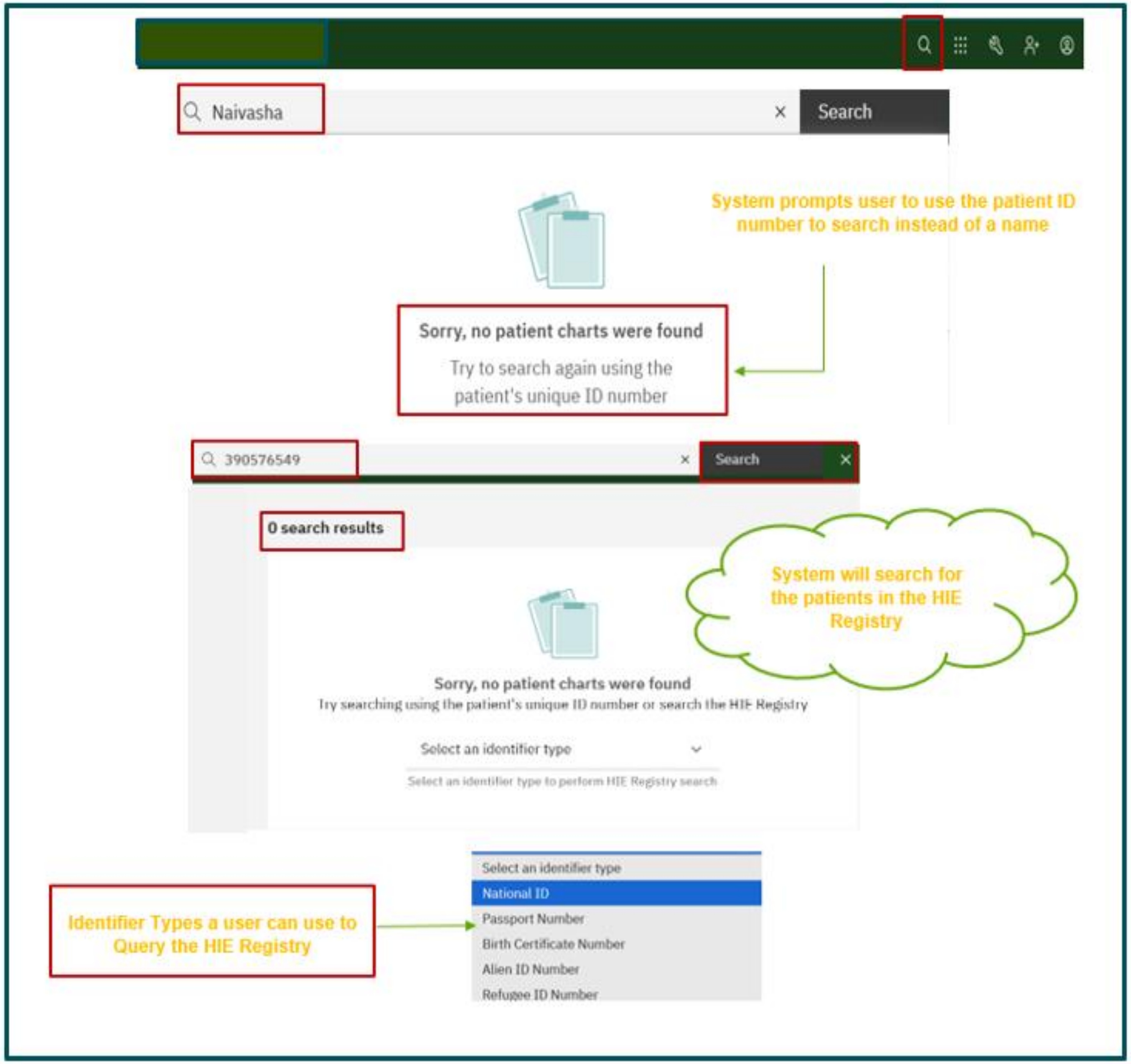
Once a user establishes a patient does not exist in the database, the system prompts the user to use a unique patient identifier.

A user can select the unique identifier to use to query the HIE Registry from the drop-down menu.

Once a user enters the unique patient ID and clicks on the search button, the system will search if the patient exists in the HIE (National Health Information Exchange) Registry.

If the Patient exists, the HIE Registry will provide the user with information that includes their biodata and demographics and contact information, and a user can use the values to map the patient in the facility database, verify and edit any missing information.

If the Patient details do not exist in the HIE registry, will return a notification that the patient records were not found, and the user can register the patient as a new patient in the facility database.



Searching for a client from the HIE Registry

Search can be performed as per the chosen identifier type as shown above, the National ID is used to search the HIE registry.

Searching the HIE Registry returns the patient details as captured during SHA registration, this information is however hashed and requires an OTP sent to the patient phone number to allow the EMR system to pull the patient records and map into the EMR system.

OTP Verification

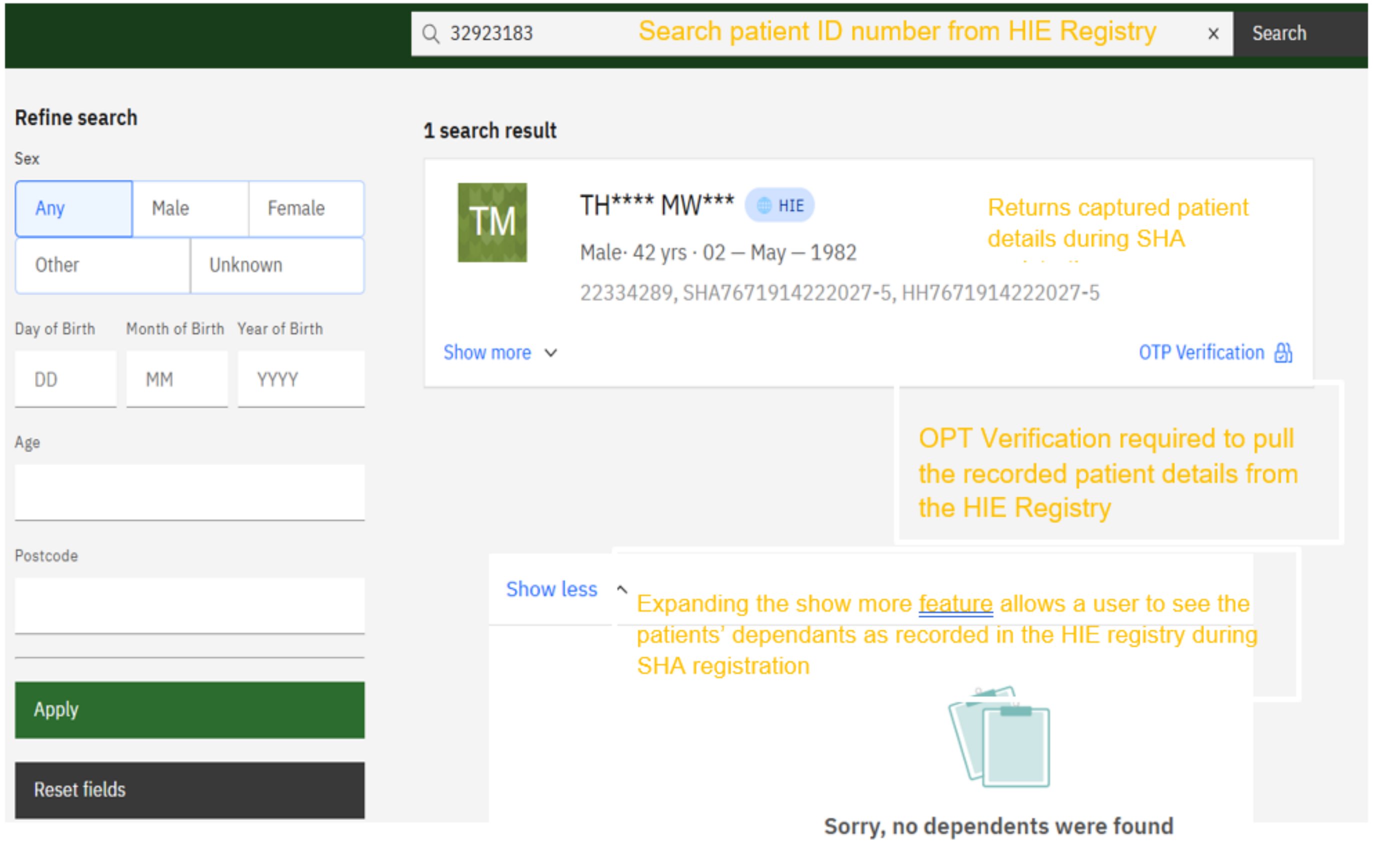
The system user will be required to input the patient phone number.

The system will give an alert for the user to request the patient to share the OTP sent to their phone number.

The user will enter this OTP and Continue to patient chart.

NB:

1. *If the OTP is delayed, the user can request another OTP through the system by clicking Request OTP button.*
2. *Clicking Continue to Chart, allows the system to pull patients records from the HIE*



<table>
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<td>registry, Map to the EMR and redirect a user to the patient homepage.</td>
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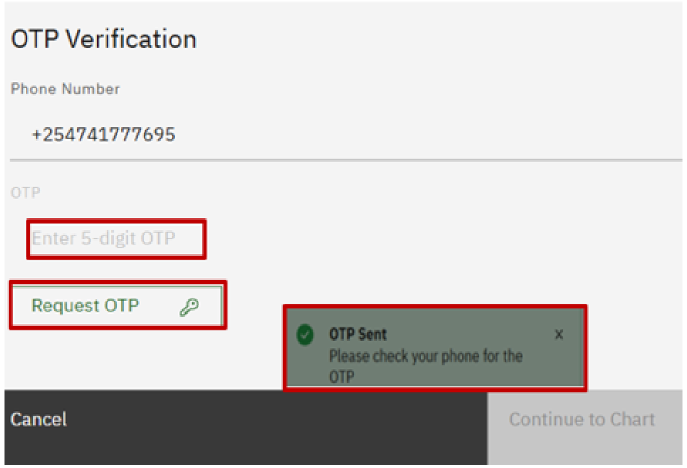

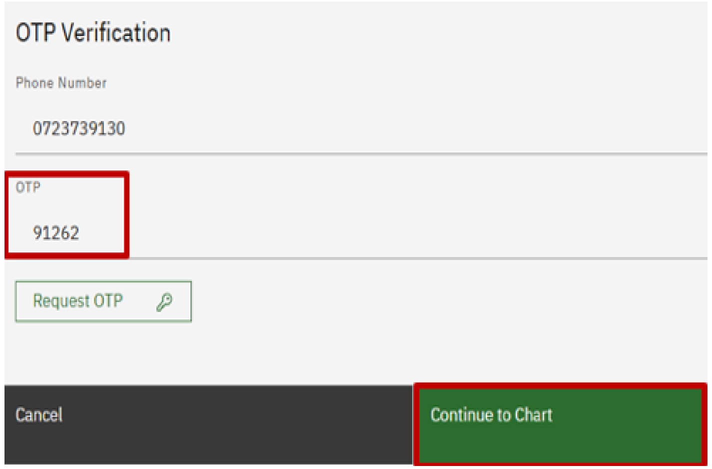

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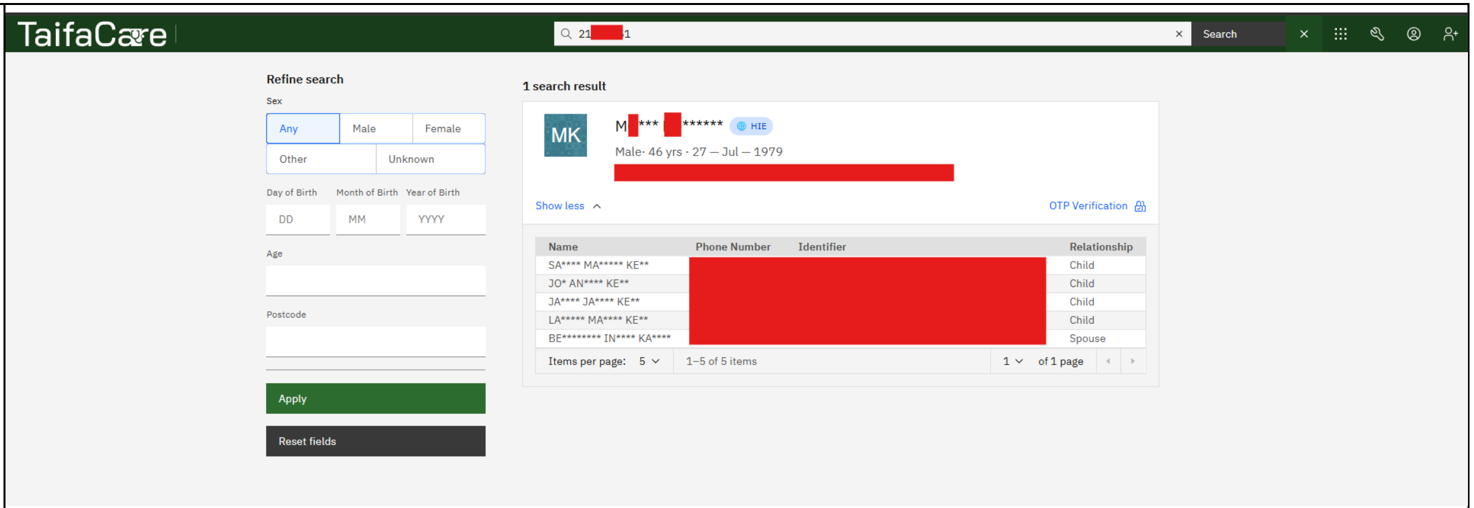
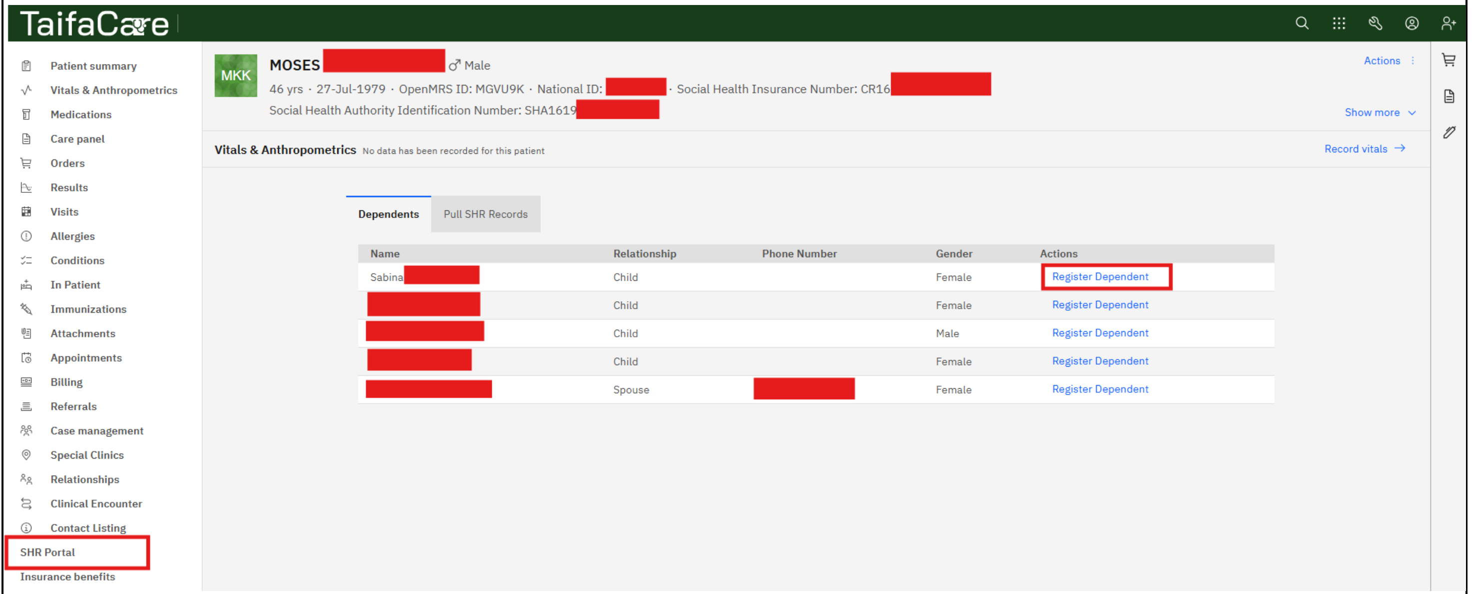
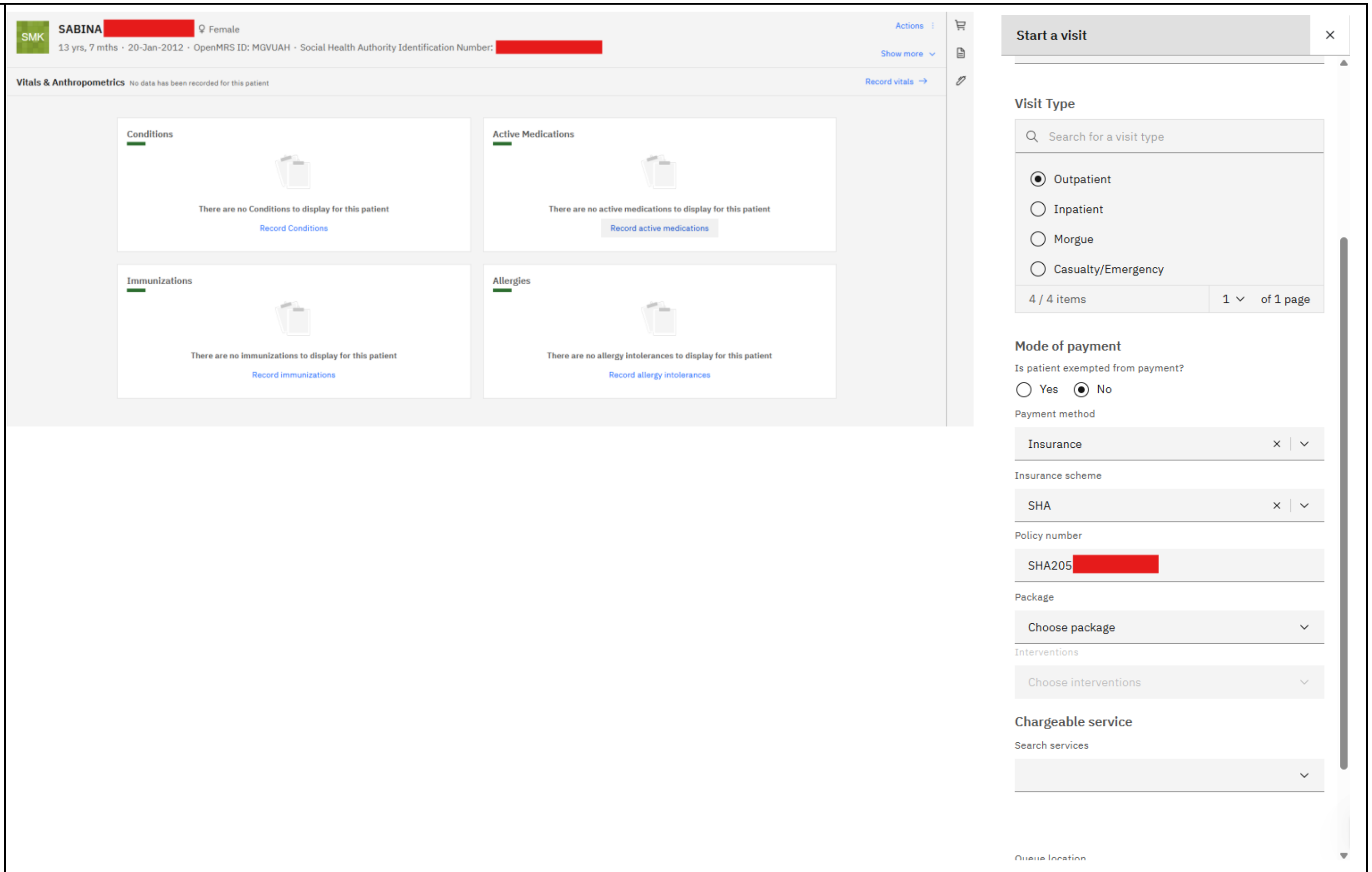
Registering Dependents

In the case where the principal member has brought their child or dependent to receive services, follow these steps:

1. Click on "**OTP Verification**", follow the prompt click "**Request OTP**". Once the principal member has shared their OTP and successfully navigated to their patient chart by clicking on '**Continue to Chart**' go to....
2. Click on '**SHR Portal**', dependents details will be displayed, and you can click on '**Register Dependent**' to continue providing them services to a dependent of choice.
3. Check them in using the normal system process then ensure the dependent payment mode is '**Insurance**' and '**SHA**'






SMK
SABINA [redacted]
Female
13 yrs, 7 mths · 20-Jan-2012 · OpenMRS ID: MGVUAH · Social Health Authority Identification Number: [redacted]
Actions
Show more
Vitals & Anthropometrics
No data has been recorded for this patient
Record vitals
Conditions
There are no Conditions to display for this patient
Record Conditions
Active Medications
There are no active medications to display for this patient
Record active medications
Immunizations
There are no immunizations to display for this patient
Record immunizations
Allergies
There are no allergy intolerances to display for this patient
Record allergy intolerances
Start a visit
Visit Type
Search for a visit type
Outpatient
Inpatient
Morgue
Casualty/Emergency
4 / 4 items
1
of 1 page
Mode of payment
Is patient exempted from payment?
Yes
No
Payment method
Insurance
Insurance scheme
SHA
Policy number
SHA205 [redacted]
Package
Choose package
Interventions
Choose interventions
Chargeable service
Search services
Queue location

THE END