

SOP: Drug prescriptions and Dispensing in TaifaCare

[Last update: August 2025]

Tasks:	To guide users on how to navigate pharmacy in TaifaCare
Objective:	Effectively manage pharmacy workflow within a facility. Capture prescription from the clinician, transmission to the pharmacy for dispensing and dispensing by the pharmacist or pharm tech.
Who:	Clinicians/Nurses and Pharmacists
Required Materials:	Functional TaifaCare
Version:	TaifaCare Version 19.2.0 and above
SUMMARY: The pharmacy feature supports drug prescription and dispensing.	

Step	Action	Screen shots
Introduction	This document provides a detailed workflow of the full pharmacy feature in the TaifaCare system. The guide is accompanied by relevant screenshot images for illustration purposes.	
Learning Objectives	By the end of this session, you will be able to: • Successfully log into TaifaCare • Access and prescribe Pharmacy Orders • Dispense the Drug Orders.	

Log into TaifaCare EMR

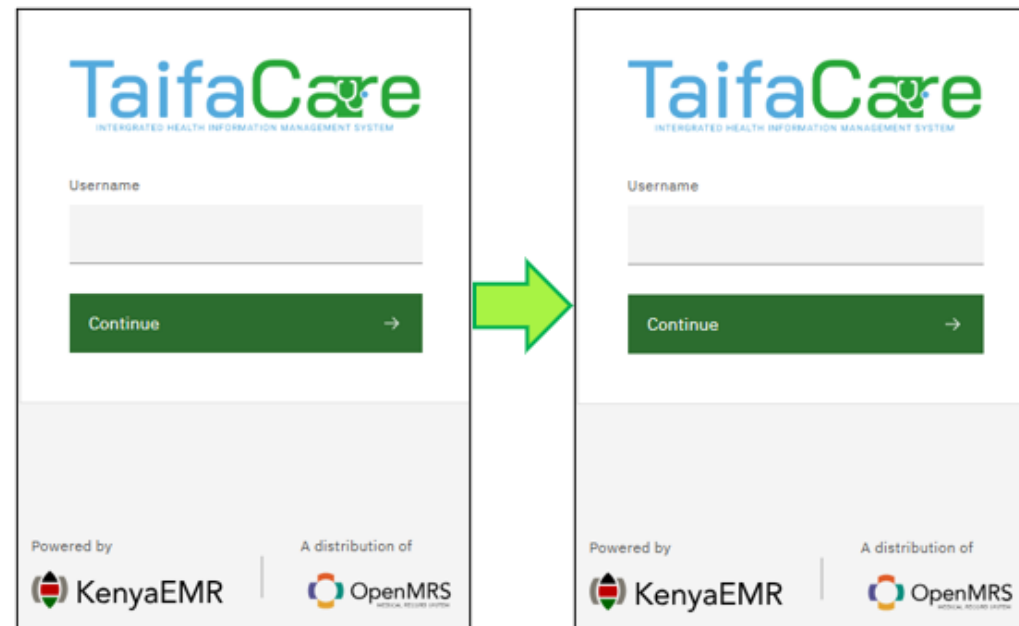
Login to TaifaCare EMR.

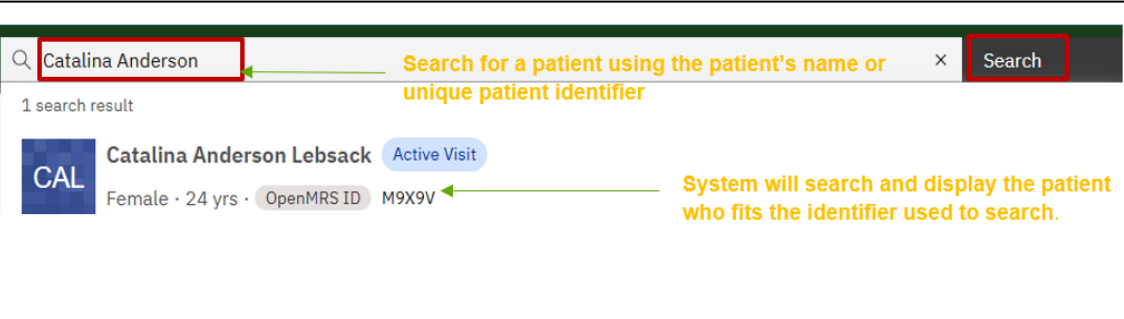
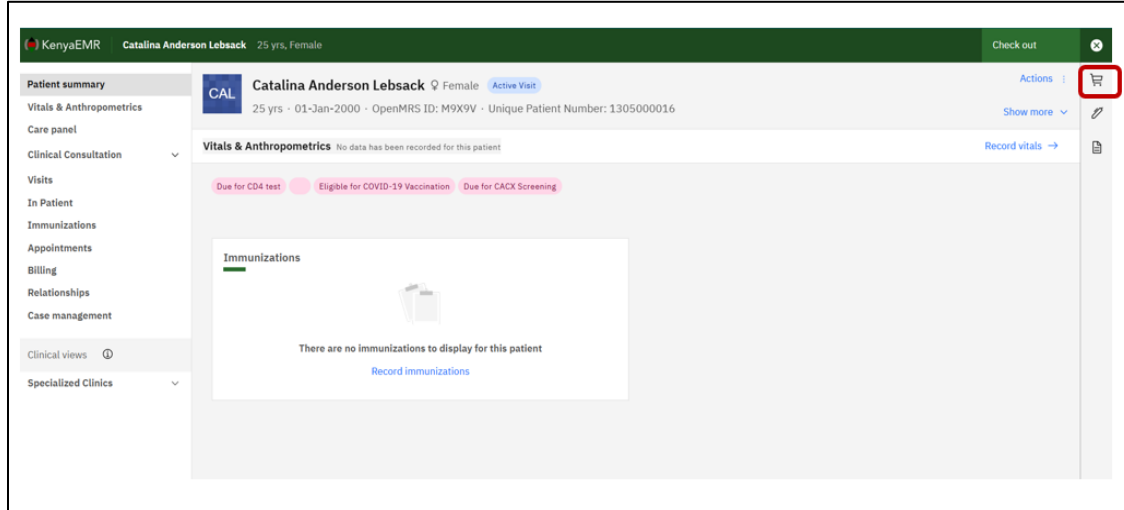
Enter the application server URL system. **"[ServerIpAddress:8080/openmrs]"** and click on the load button or Enter key from the keyboard. On successful loading, you should be navigated to the system login page.

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

NB: *In case you receive a wrong username or password prompt, contact the facility administrator to reset your login credentials*

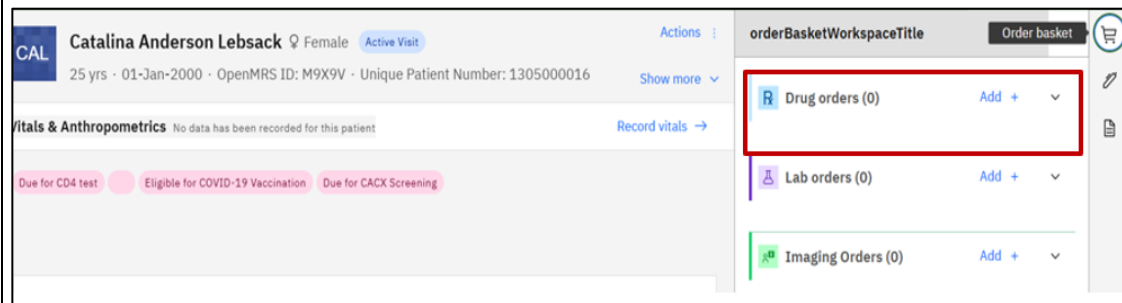
Successful login will direct you to the TaifaCare Home Page where the landing page is displayed based on the user role.



Section 1	Prescription	
TaifaCare EMR Clinician landing page	After a successful login, the user will be redirected to TaifaCare EMR Clinician landing page. Click on the search icon to search for your patient.  Search using the Patient's name or the patient's unique identifier. Click on the patient's name to open the patient's profile. NB: The patient details displayed is a link. Clicking on it redirects the user to the patient's home page.	
Locating order basket for drug orders.	Navigate to the right Navigation Panel and click on the order basket to launch the orders panel.	

Drug Order

The system has an Add Drug order functionality as shown



CAL Catalina Anderson Lebsack ♀ Female Active Visit Actions
 25 yrs · 01-Jan-2000 · OpenMRS ID: M9X9V · Unique Patient Number: 1305000016 Show more
 Vitals & Anthropometrics No data has been recorded for this patient Record vitals
 Due for CD4 test Eligible for COVID-19 Vaccination Due for CACX Screening

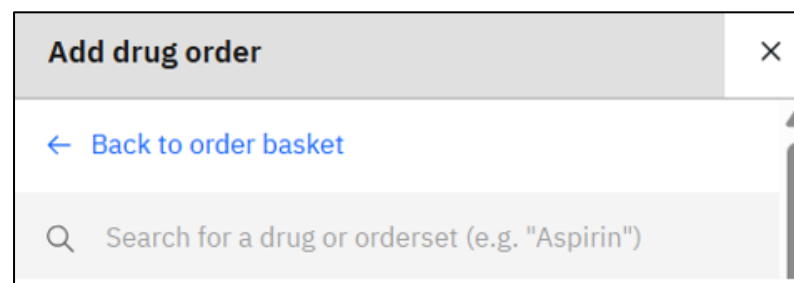
orderBasketWorkspaceTitle Order basket
 Drug orders (0) Add +
 Lab orders (0) Add +
 Imaging Orders (0) Add +

Adding Medication prescription

Click on the [Add +](#) link

From here, a user can search for the medication they wish to prescribe to the patient.

NB: The user is able see all the medications as a line list or Search for a specific one by Name or abbreviation.



Add drug order X

← Back to order basket

Q Search for a drug or orderset (e.g. "Aspirin")

Searching for a drug or medication to prescribe

A user will search for the required medication either using the common name or the

Click the “[order form](#)” link to launch the Prescription order form for the selected medication.

Add drug order

[← Back to order basket](#)

6 results for "TDF"
[Clear Results](#)

Tenofovir disoproxil fumarate + Lamivudine (TDF+3TC) Tablet 300mg + 300mg

[Add to basket](#)
[Order form →](#)

Tenofovir disoproxil fumarate + Emtricitabine (TDF+FTC) Tablet 300mg + 200mg

[Add to basket](#)
[Order form →](#)

Tenofovir disoproxil fumarate + Lamivudine + Efavirenz (TDF+3TC+EFV) Tablet 300mg + 300mg + 600mg

[Add to basket](#)
[Order form →](#)

Tenofovir disoproxil fumarate + Lamivudine + Dolutegravir (TDF+3TC+DTG) Tablet 300mg + 300mg + 50mg

[Add to basket](#)
[Order form →](#)

Tenofovir disoproxil fumarate + Lamivudine + Efavirenz (TDF+3TC+EFV) Tablet 300mg + 300mg + 400mg

[Add to basket](#)
[Order form →](#)

Prescribe Medication

Document the order and click on the save order button to submit it to the order basket.

NB: A clinician will be able to see available stocks quantities for the requested drug as per the stores where they have commodities visibility.

The following will be displayed in case a drug requested is not available in stock “**Drug Is Not Available / Out of Stock**”.

Add drug order

[← Back to order basket](#)

8 results for "paracetamol" [Clear Results](#)

Paracetamol 250mg – 250mg – tablet

[Add to basket](#)
[Order form](#)

Paracetamol Injection 100mg/mL

[Add to basket](#)
[Order form](#)

Paracetamol suppositories 125mg – suppository

[Add to basket](#)
[Order form](#)

Paracetamol suppositories 500mg – suppository

[Add to basket](#)
[Order form](#)

Paracetamol suppositories 250mg – suppository

[Add to basket](#)
[Order form](#)

Paracetamol Tablet 500mg

Add drug order

Paracetamol Tablet 500mg

In Stock

Main Store 1226 Box(s)
 Main Pharmacy 4594 Box(s)

Cash only Ksh 100.00

Insurance Ksh 150.00

2. Prescription duration

Start date

12/12/2024

Duration

0

Duration unit

Days

3. Dispensing instructions

Quantity to dispense

0

Quantity unit

Quantity unit

Prescription refills

0

Indication

e.g. "Hypertension"

Discard

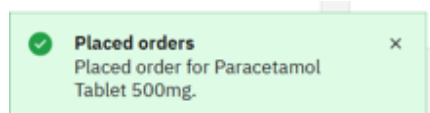
Save order

Submitting the prescription to pharmacy for dispense

The order basket can have multiple medication/drug orders/prescriptions. The physician can add other medications as required by the patient by clicking on the highlighted **'Add +'** button.

After all medication has been added, click on the **'Sign and close'** button to submit the prescription for dispensing at the pharmacy.

The system will display a message prompt for the medications ordered, such as shown below.



Order basket



Drug orders (2)

Add +



New



Paracetamol Tablet 500mg

DOSE **2 Injection** — Intravenous — Once daily, in ...

INDICATION Pain

New



Tenofovir disoproxil fumarate + Lamivudine + Efavirenz

DOSE **1 Tablet** — Oral — Once daily — REFILLS 0 ...

INDICATION HIV

Cancel

Sign and close

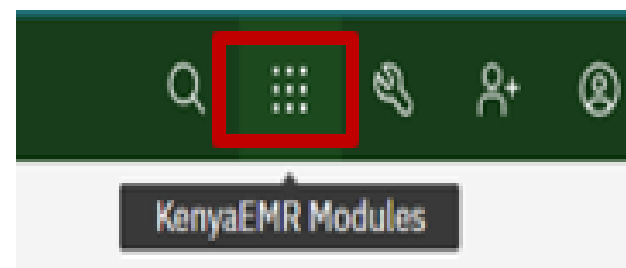
Section 2

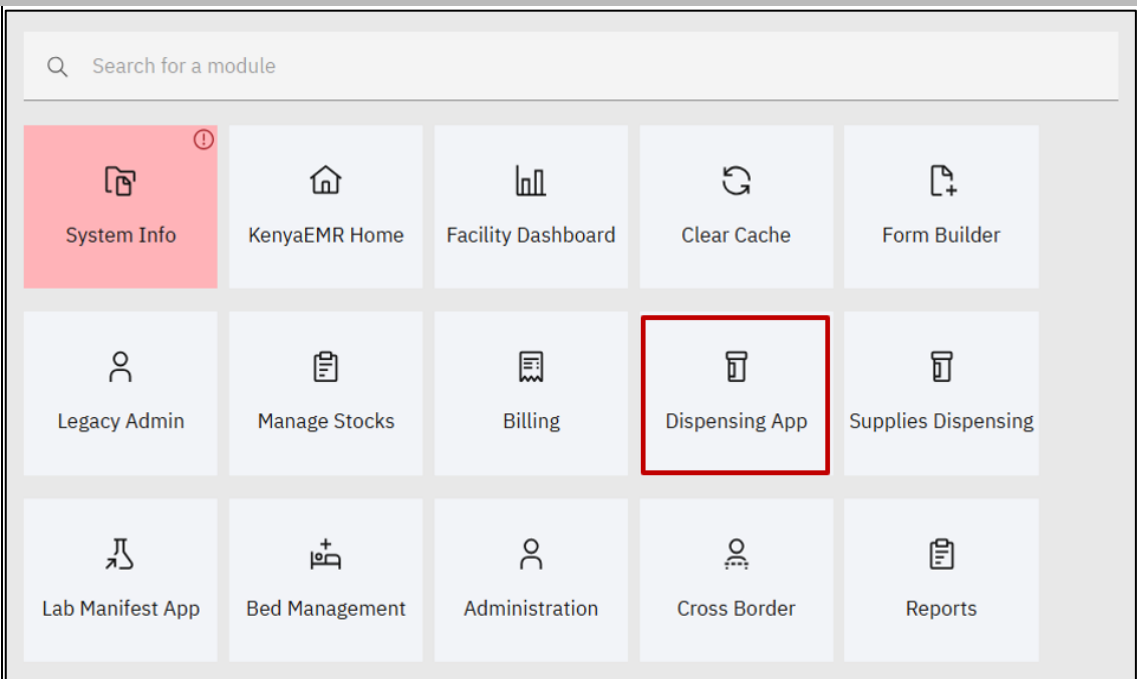
Drug Dispensing

TaifaCare Pharmacy landing page

After a successful login, the user will be redirected to TaifaCare pharmacy landing page.

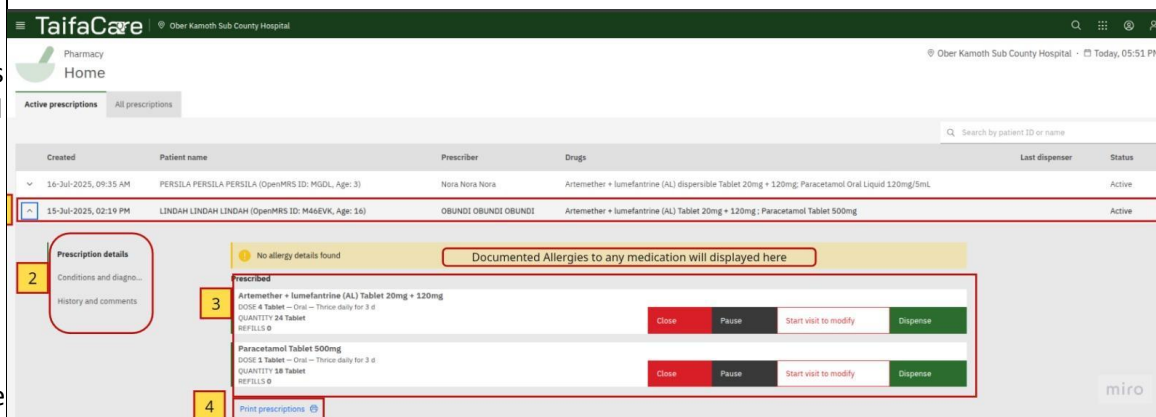
Click on the modules icon to locate the dispensing App



	Launch the pharmacy dispense dashboard by clicking on the Dispensing app.	 The screenshot shows a dashboard with a search bar at the top. Below it, there are 15 module tiles arranged in a 3x5 grid. The 'Dispensing App' tile, located in the second row, fourth column, is highlighted with a red border. Other tiles include System Info, KenyaEMR Home, Facility Dashboard, Clear Cache, Form Builder, Legacy Admin, Manage Stocks, Billing, Supplies Dispensing, Lab Manifest App, Bed Management, Administration, Cross Border, and Reports.
Dispensing App Page	1. Pharmacy Home page Icon 2. Active prescriptions tab Displays all the Pending Prescriptions. 3. All prescriptions tab Displays all the prescriptions regardless of their status. 4. Searchable list to allow one to search for a patient using the name or identifier number. 5. Selected Prescription type line list that shows: ○ When the prescription was created ○ The name of the patient ○ The system user who prescribed the medication ○ The prescribed medication ○ The last user who had dispensed the same medication ○ The current prescription order status.	

Individual Prescription order

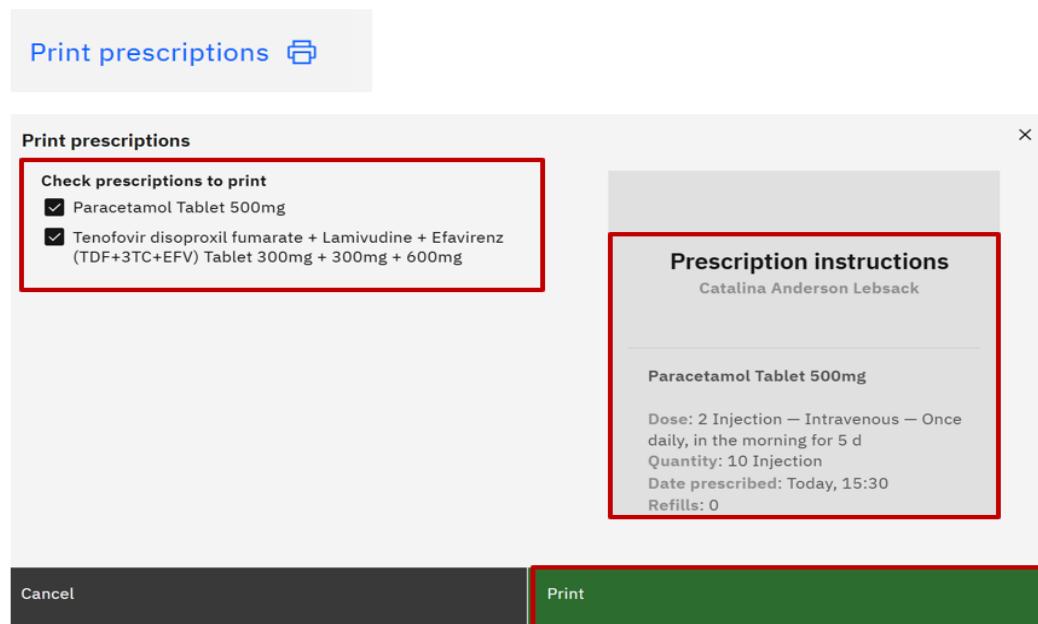
1. Expand icon to avail the dispensing information for each patient.
2. Display the Prescription details as captured from the Prescription order form, as well as the History and comments from the Clinical encounter management forms.
3. This displays the medication prescribed, showing the name, strength and dosage instructions given by a clinician.
4. If the medication prescribed is not available at the Pharmacy, the system allows the user to Print the prescription for the patient.



Printing Prescriptions

Selecting the Print prescriptions button, loads the Printout form that picks the medication prescribed and the prescription instructions.

NB: A user can select the medications not available for dispensing and click on print and issue the printout to the patient to source for the medication



Prescription Tasks Options

The Close and Pause buttons will provide a user with the option to give the reasons for closing and pausing a prescription.

Close prescription

CAL

Catalina Anderson Lebsack ♀ Female
 Active Visit
 25 yrs · 01-Jan-2000 · OpenMRS ID: M9X9V
 Unique Patient Number: 1305000016 ·
 CWC Number: CWC-12004-2025-00012

Show more

Reason for close

ALLERGY

Drug Interaction (Properly Prescribed and Adm...

Drug level too high to continue treatment

Drug would interfere with upcoming laboratory ...

Duplicate therapy

Prescribe date

Cancel

Close

Pause prescription

CAL

Catalina Anderson Lebsack ♀ Female
 Active Visit
 25 yrs · 01-Jan-2000 · OpenMRS ID: M9X9V
 Unique Patient Number: 1305000016 ·
 CWC Number: CWC-12004-2025-00012

Show more

Reason for pause

ALLERGY

Drug Interaction (Properly Prescribed and Adm...

Drug level too high to continue treatment

Drug would interfere with upcoming laboratory ...

Duplicate therapy

Prescribe date

Cancel

Pause

Dispensing medication

1. Drug to dispense
2. Quantity shows the pending amount out of the quantity prescribed and the dispensing unit to be dispensed.
3. Dose and Frequency- Shows the dosage instructions on how the patient is supposed to take the medication.

Dispense prescription

CAL
Catalina Anderson Lebsack ♀ Female

Active Visit

25 yrs · 01-Jan-2000 · OpenMRS ID: M9X9V ·

Unique Patient Number: 1305000016 ·

CWC Number: CWC-12004-2025-00012

[Show more](#)

You may edit quantity dispensed here

1

Tenofovir disoproxil fumarate + Lamivudine + Efavirenz (TDF+3TC+EFV) Tablet 300mg + 300mg + 600mg

2

Quantity (Maximum quantity remaining: 30)

30

Dispensing unit

Tablet

3

Dose

1

Dose unit

Tablet

Route

Oral

Frequency

Once daily

4. Patient instructions- Free text area for any instructions given to the patient to adhere to while taking the medication.
5. Date of Dispense Shows the date the patient received the medication
6. Dispensed by System picks the Pharmacist personnel logged in to the system and dispensing the drug.
7. Stock Dispense-Displays the batches available for dispensing with the shortest expiry being on top. Also displays the available quantity a user can select from
8. . Click on the Dispense prescription to Dispense the drugs.

NB: After Complete dispense the patients will be transitioned from the Active Prescription tab to the Complete

4

Patient instructions

5

Date of Dispense

26/02/2025

6

Dispensed by

Edward Hughes Lopez

7

Stock Dispense

Select stock to dispense from

Cancel

Dispense prescription

THE END