

SOP: How to Document Green card in TaifaCare

[Last updated: August 2025]

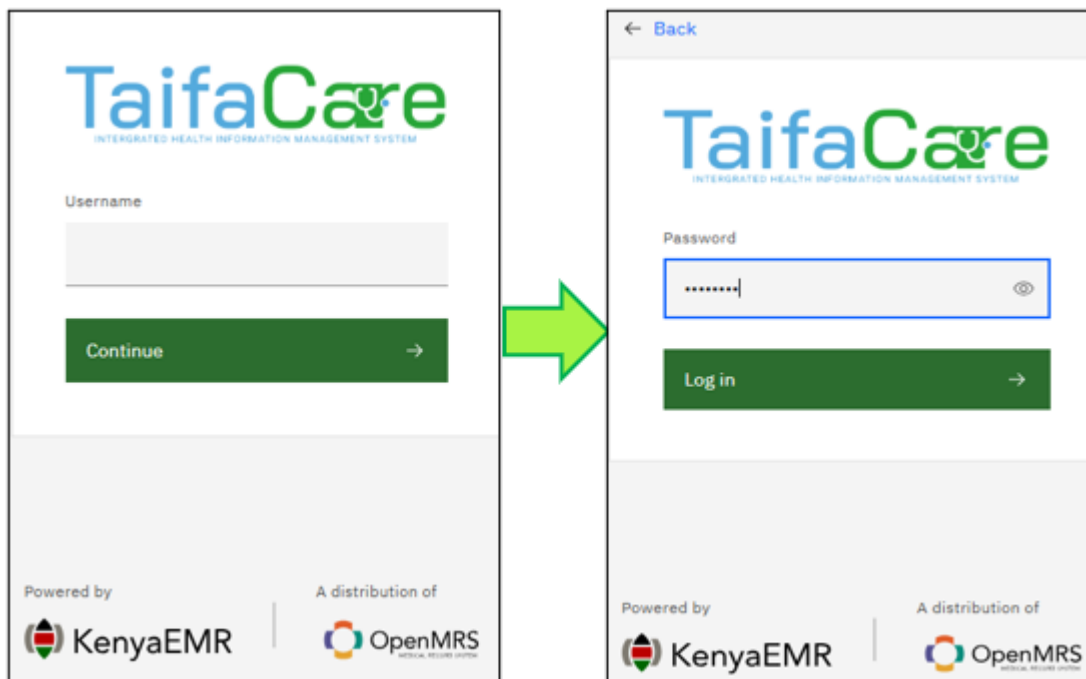
Tasks:	End to end navigation of the green card clinical form
Objective:	Navigation skills
Who:	EMR users
Required Materials:	Username, password, computer installed with TaifaCare ver. 19.2.0 and above.

Step	Action	Illustration
Learning Objectives	By the end of this session, you will be able to; • Successfully log into TaifaCare • Successfully document all clinical encounter events in the green card	

Step 1

Login to TaifaCare

- Load the TaifaCare on your Browser using the right URL for the machine.
- Contact System admin at the facility for correct URL.
- On successful loading in, authenticate entry by proving username and password on the fields, then click **“Login”** button



The diagram illustrates the login process for TaifaCare. It shows two sequential steps connected by a green arrow:

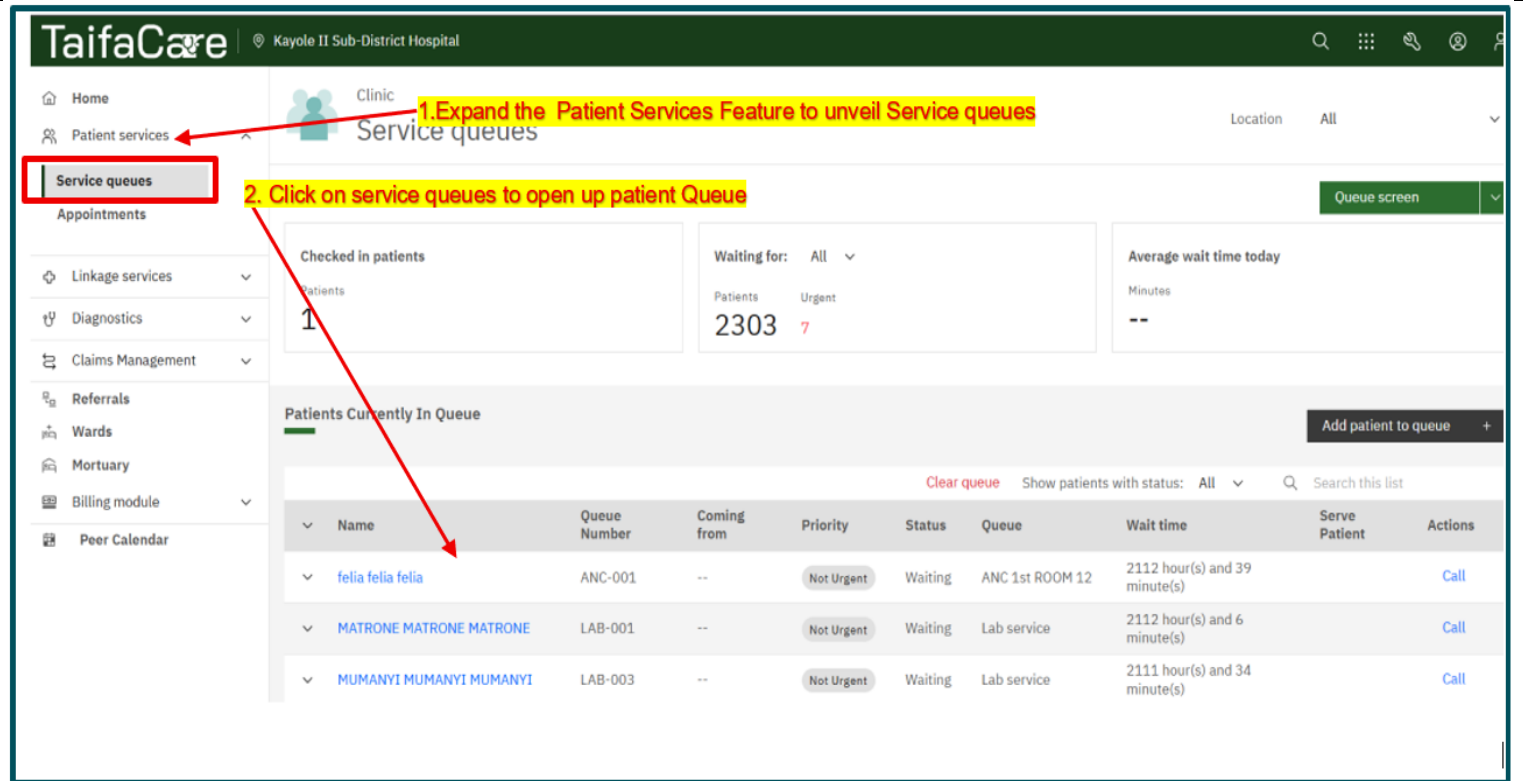
- Step 1:** The user enters their **Username** in the provided field and clicks the **Continue** button.
- Step 2:** The user enters their **Password** in the provided field and clicks the **Log in** button.

Both screenshots display the TaifaCare logo and footer information, including 'Powered by KenyaEMR' and 'A distribution of OpenMRS'.

Step 2

Upon successful login, the home page will load with the active list of clients visiting the facility “today”.

Expand the Patient Services Menu to unveil the “Service Queues” menu which lists the patient in queue.



TaifaCare | Kayole II Sub-District Hospital

Home | Clinic | Service queues

Location: All

Queue screen

Service queues

Checked in patients: 1

Waiting for: All

Patients: 2303

Urgent: 7

Average wait time today: --

Patients Currently In Queue

Clear queue | Show patients with status: All

Name	Queue Number	Coming from	Priority	Status	Queue	Wait time	Serve Patient	Actions
felia felia felia	ANC-001	--	Not Urgent	Waiting	ANC 1st ROOM 12	2112 hour(s) and 39 minute(s)		Call
MATRONE MATRONE MATRONE	LAB-001	--	Not Urgent	Waiting	Lab service	2112 hour(s) and 6 minute(s)		Call
MUMANYI MUMANYI MUMANYI	LAB-003	--	Not Urgent	Waiting	Lab service	2111 hour(s) and 34 minute(s)		Call

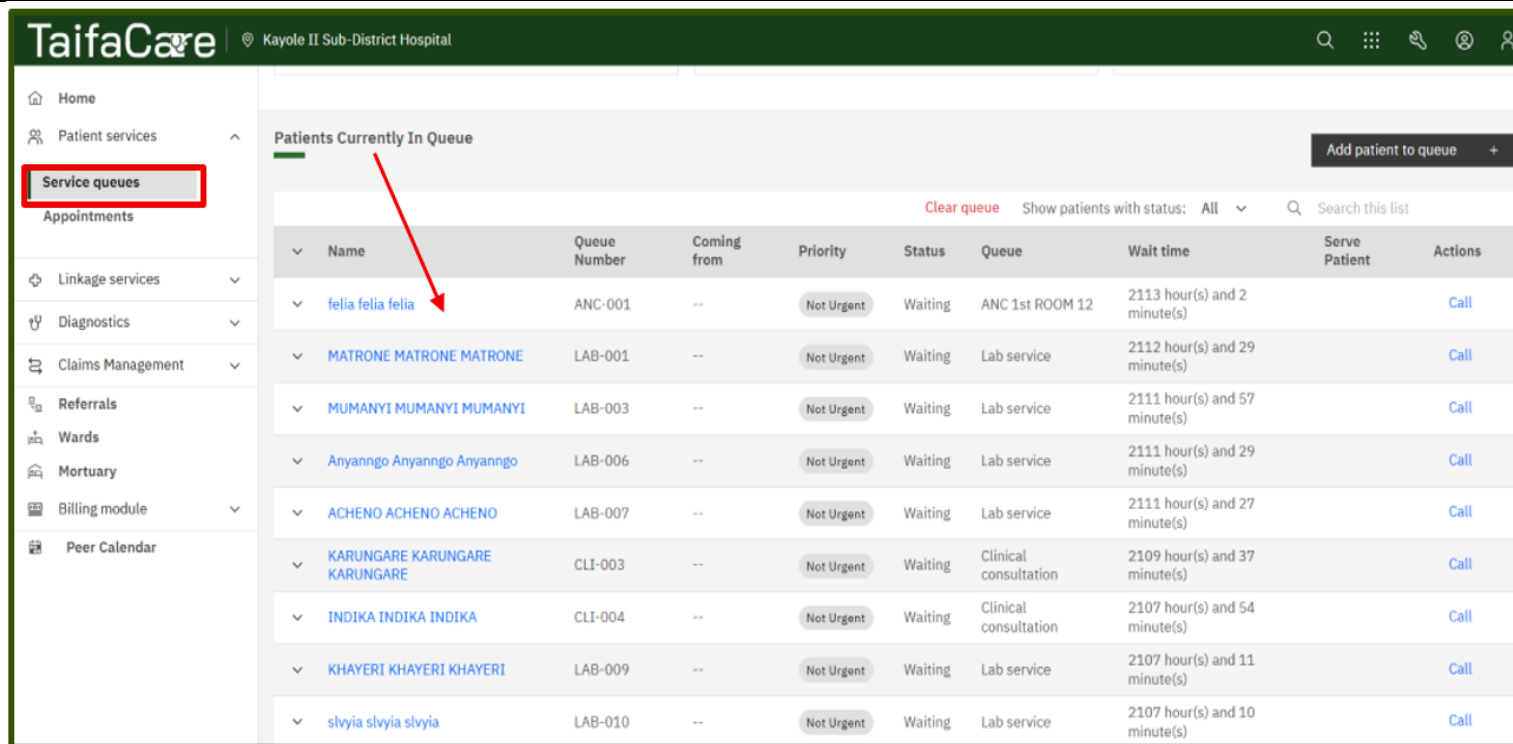
Step 3

TaifaCare Service Queues Page

To find clients who are in queue for the different service points.

Once you click on the service queues, locate the name of the patient under the patient in queues as shown.

Click on the 'Call button' which will take you to the patient profile.



TaifaCare Kayole II Sub-District Hospital

Home Patient services **Service queues** Appointments Linkage services Diagnostics Claims Management Referrals Wards Mortuary Billing module Peer Calendar

Patients Currently In Queue [Add patient to queue](#) [Clear queue](#) Show patients with status: All Search this list

Name	Queue Number	Coming from	Priority	Status	Queue	Wait time	Serve Patient	Actions
felia felia felia	ANC-001	--	Not Urgent	Waiting	ANC 1st ROOM 12	2113 hour(s) and 2 minute(s)		Call
MATRONE MATRONE MATRONE	LAB-001	--	Not Urgent	Waiting	Lab service	2112 hour(s) and 29 minute(s)		Call
MUMANYI MUMANYI MUMANYI	LAB-003	--	Not Urgent	Waiting	Lab service	2111 hour(s) and 57 minute(s)		Call
Anyanngo Anyanngo Anyanngo	LAB-006	--	Not Urgent	Waiting	Lab service	2111 hour(s) and 29 minute(s)		Call
ACHENO ACHENO ACHENO	LAB-007	--	Not Urgent	Waiting	Lab service	2111 hour(s) and 27 minute(s)		Call
KARUNGARE KARUNGARE KARUNGARE	CLI-003	--	Not Urgent	Waiting	Clinical consultation	2109 hour(s) and 37 minute(s)		Call
INDIKA INDIKA INDIKA	CLI-004	--	Not Urgent	Waiting	Clinical consultation	2107 hour(s) and 54 minute(s)		Call
KHAYERI KHAYERI KHAYERI	LAB-009	--	Not Urgent	Waiting	Lab service	2107 hour(s) and 11 minute(s)		Call
slvyia slvyia slvyia	LAB-010	--	Not Urgent	Waiting	Lab service	2107 hour(s) and 10 minute(s)		Call

Step 2: Confirm under Panel Summary if client is enrolled to HIV

TaifaCare

Kayole II Sub-District Hospital

Patient summary

Vitals & Anthropometrics

Medications

Care panel

Orders

Results

Visits

Allergies

Conditions

In Patient

Immunizations

Attachments

Appointments

Billing

Referrals

Case management

Special Clinics

Relationships

Clinical Encounter

Contact Listing

SHR Portal

HIV Care & Treatment

Insurance benefits

DQJ

Desmond Quinter Jael ♂ Male

Active Visit

Consultation room 3

Not Urgent

Move

30 yrs · 1995 · OpenMRS ID: ML4PEU · Patient Clinic Number: 01/2025 · National ID: 12345678 · Unique Patient Number: 1400000876

Actions

Show more

Vitals & Anthropometrics

No data has been recorded for this patient

Record vitals

Care Panel

Panel summary

Program enrollment

Machine Learning

Care panel

HIV

Current Status

Last viral load

None

Last CD4 count

None

CD4 percentage

None

Last WHO stage

WHO STAGE 2 (22-Jul-2025)

Regimen

Never on ARVs

Edit

Date started regimen

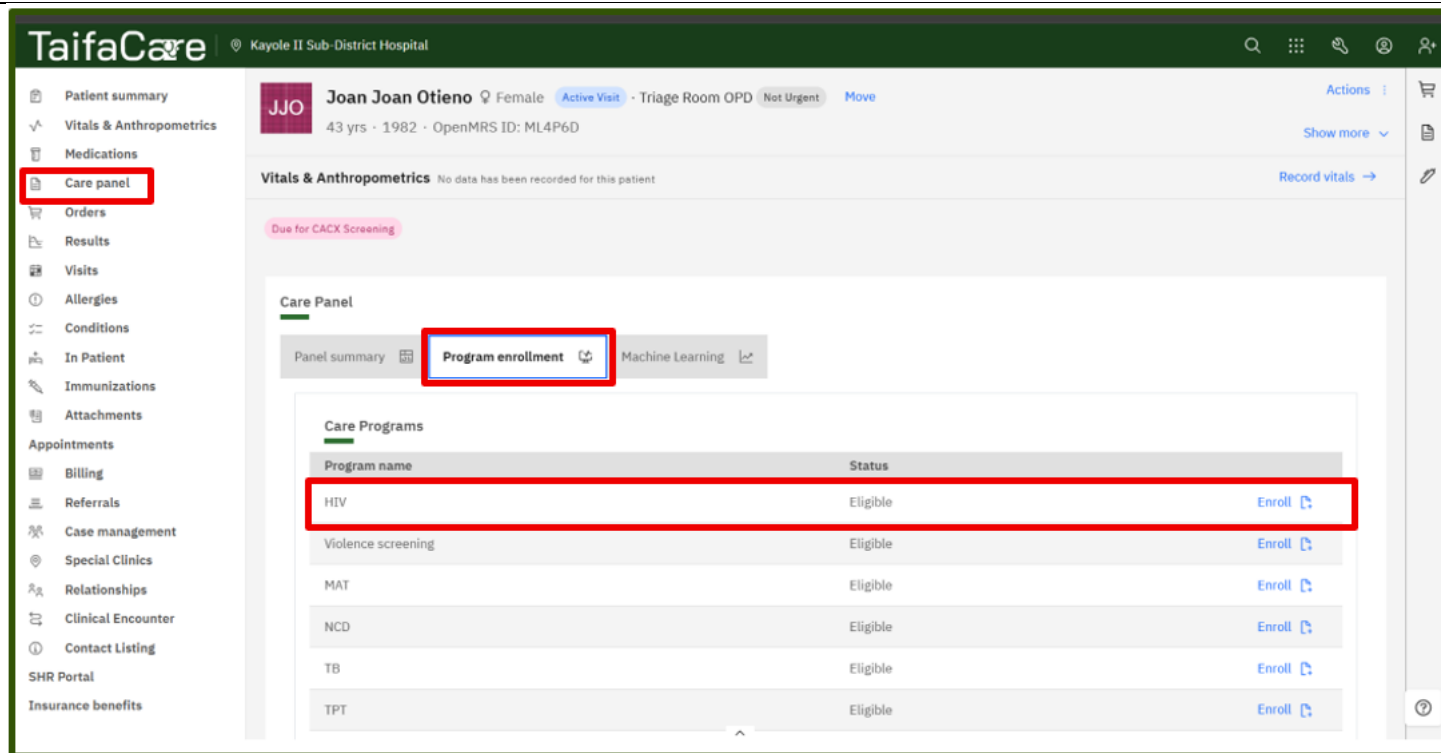
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Enrollment History

Enrolled on	WHO Stage	Entry Point	Reason for discontinuation
22-Jul-2025	WHO STAGE 2 ADULT	CCC	--

Step 5

HIV Care Enrolment
 While on the care panel, click on **'Program enrolment'** as shown to access care programs. Click on **"Enroll"** to enroll the client for HIV service if the client is not already enrolled to HIV services or if they are Eligible for the service.

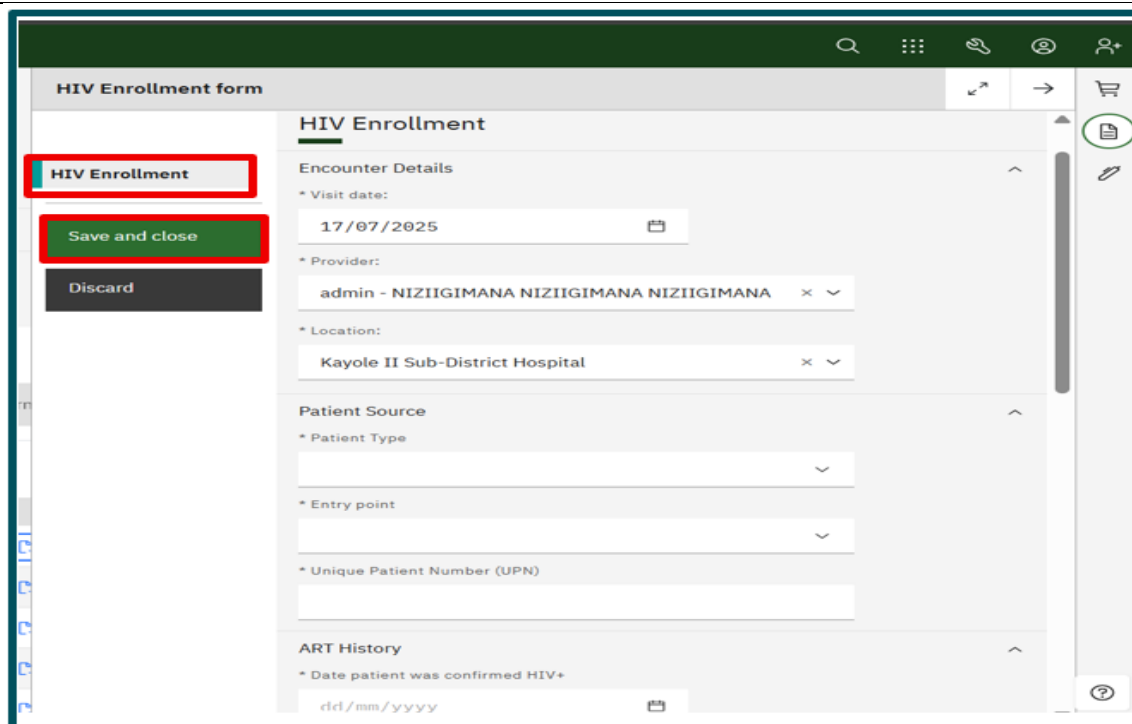


The screenshot shows the TaifaCare interface for Kayole II Sub-District Hospital. The patient profile for Joan Joan Otieno is displayed. The left sidebar contains a list of menu items, with 'Care panel' highlighted. The main content area shows the 'Vitals & Anthropometrics' section, which is currently empty. Below this, the 'Care Panel' section is visible, with 'Program enrolment' highlighted. The 'Care Programs' table lists several programs, with 'HIV' highlighted and an 'Enroll' button next to it.

Program name	Status	Action
HIV	Eligible	Enroll
Violence screening	Eligible	Enroll
MAT	Eligible	Enroll
NCD	Eligible	Enroll
TB	Eligible	Enroll
TPT	Eligible	Enroll

Step 6
HIV Care Enrolment Cont.....

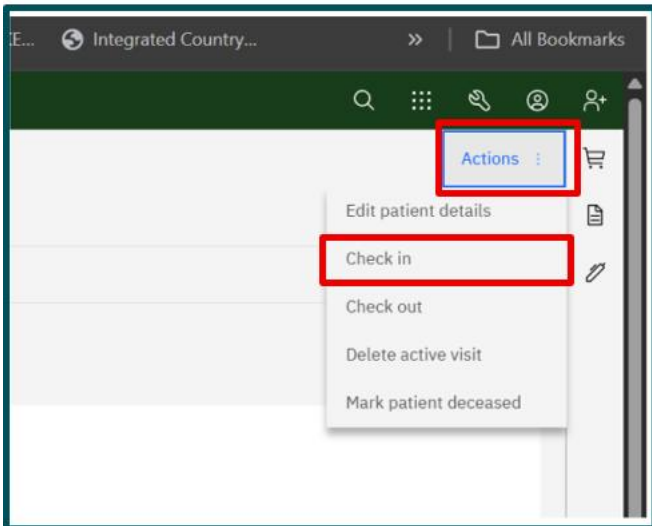
- Once you click on 'enroll', the 'HIV Enrolment form will open as shown.
- Click "Save and Close" after filling in all the necessary fields in the enrolment form.



The screenshot shows the 'HIV Enrollment form' interface. On the left sidebar, the 'HIV Enrollment' button is highlighted with a red box, and the 'Save and close' button is also highlighted with a red box. The main form area is titled 'HIV Enrollment' and contains the following sections:

- Encounter Details**
 - * Visit date: 17/07/2025
 - * Provider: admin - NIZIIGIMANA NIZIIGIMANA NIZIIGIMANA
 - * Location: Kayole II Sub-District Hospital
- Patient Source**
 - * Patient Type: (dropdown menu)
 - * Entry point: (dropdown menu)
 - * Unique Patient Number (UPN): (text field)
- ART History**
 - * Date patient was confirmed HIV+: (date field)

At the bottom right of the form, there is a question mark icon for help.

Step 7	HIV Green Card access Click the “Actions” menu item to reveal the collapsed menu items under it. “Check In” is one of the collapsed items. Click on it to check the patient in.	 The screenshot shows a web browser window with the address bar displaying 'Integrated Country...'. The page has a dark green header with a search icon, a grid icon, a link icon, a user profile icon, and a plus icon. Below the header, there is a table with several rows. The 'Actions' menu is open for the first row, showing options: 'Edit patient details', 'Check in', 'Check out', 'Delete active visit', and 'Mark patient deceased'. The 'Check in' option is highlighted with a red box.
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After checking in the HIV Green card is now available under the suite of Clinical form. Click on it to open the form.

OMONDI OMONDI OMONDI 25 yrs, Female | In service - Triage OPD | Not Urgent | [Move patient to next service](#) | [2.x Chart](#) | [Check out](#)

[Home](#) / [Patient](#) / [Patient Summary dashboard](#) /



OMONDI OMONDI OMONDI Active Visit

Female · 25 yrs · 18 – Nov – 1998

OpenMRS ID: MH6ANN Unique Patient Number: 1300077777

[Show details](#)

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

Due for CACX Screening Due for CD4 test Pregnant Eligible for COVID-19 Vaccination

Conditions

There are no conditions to display for this patient

[Record conditions](#)

Active Medications

Clinical Forms

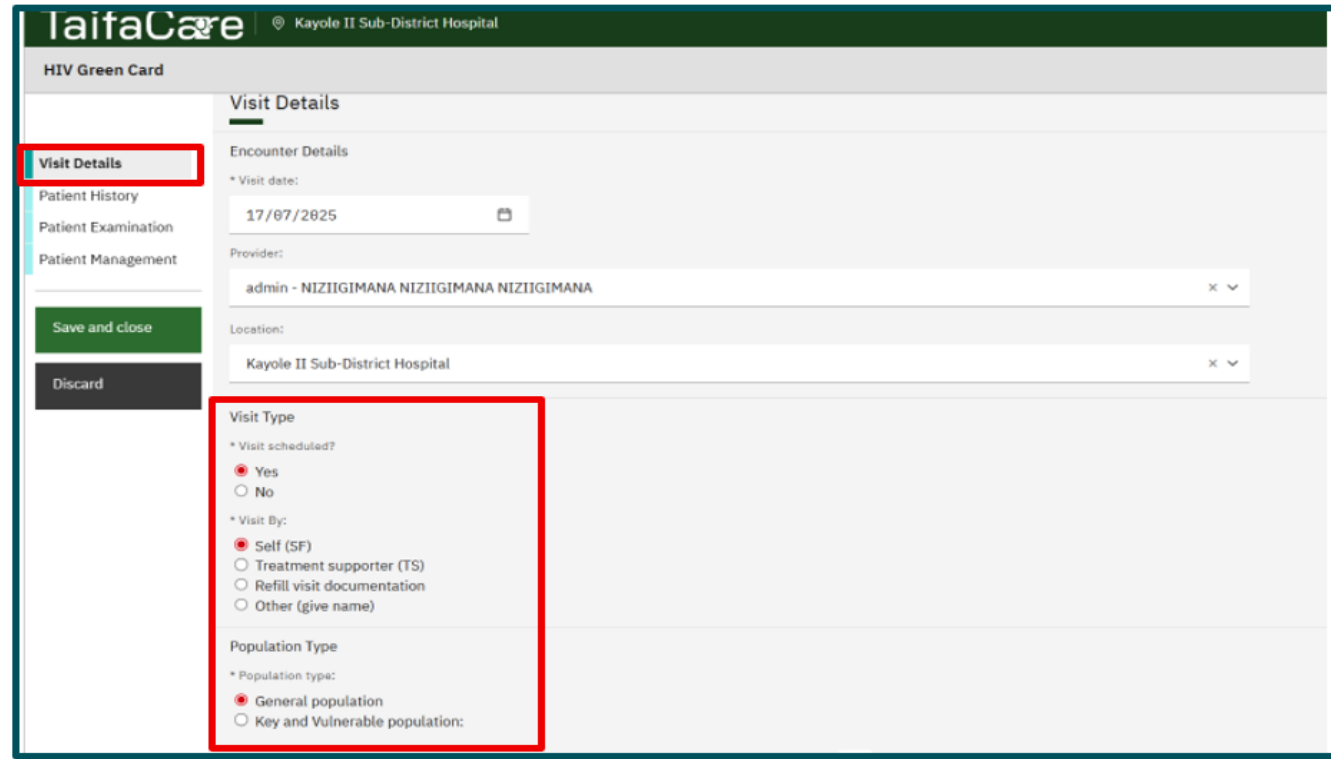
Search this list

Form Name (A-Z)	Last completed
Alcohol and Drug Abuse Screening(CAGE-AID/CRAFT)	Never
Cancer Screening and early diagnosis	Never
CCC Defaulter Tracing	Never
COVID-19 Assessment form	Never
Depression Screening PHQ-9	Never
Enhanced Adherence Screening	Never
Gender Based Violence Screening	Never
Generalized Anxiety Disorder Assessment	Never
HIV Green Card	Never
MCH Delivery Form	Never
Progress Note	Never
TB Screening	Never
Triage	Never

Step 8

The HIV Green card is divided into 4 tabs as Highlighted below
Visit Details Tab:
Documents provide information about the nature of visit and the client typology. Fill all the questions, then click Next at the bottom of the page as highlighted.

NB: For all the questions with an asterisk means they are mandatory.



TaitaCare | Kayole II Sub-District Hospital

HIV Green Card

Visit Details

Encounter Details

* Visit date: 17/07/2025

Provider: admin - NIZIIGIMANA NIZIIGIMANA NIZIIGIMANA

Location: Kayole II Sub-District Hospital

Visit Type

* Visit scheduled?

☒ Yes

☐ No

* Visit By:

☒ Self (SF)

☐ Treatment supporter (TS)

☐ Refill visit documentation

☐ Other (give name)

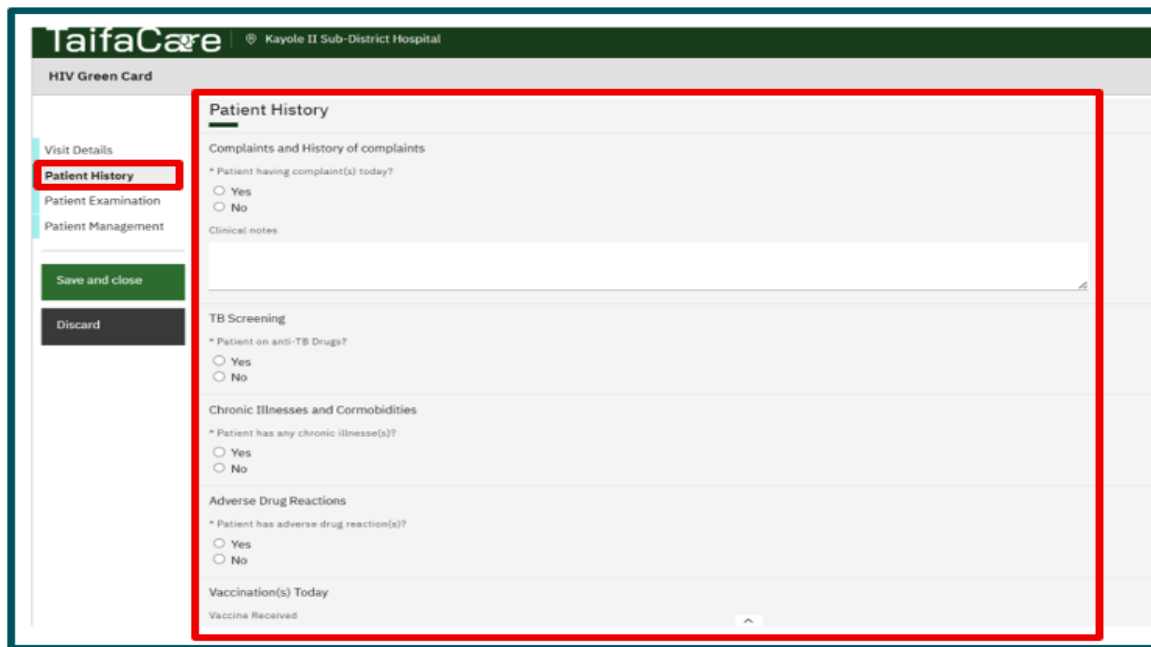
Population Type

* Population type:

☒ General population

☐ Key and Vulnerable population:

Patient History that collects the patients historical medical history that includes historical TB and IPT interventions. TB Screening

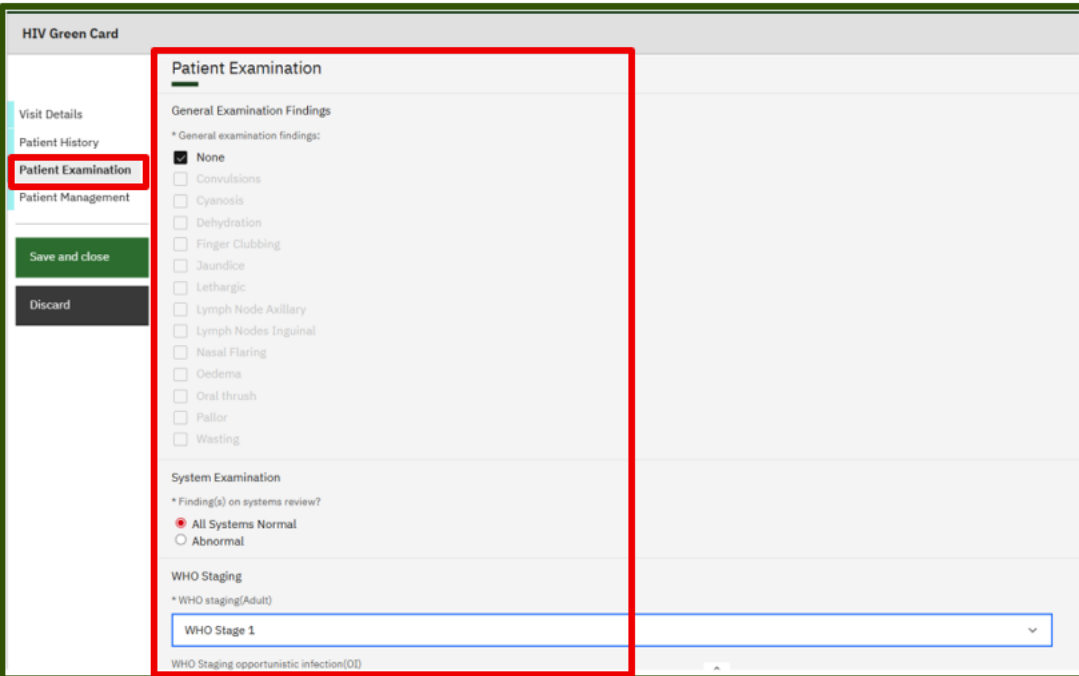


The screenshot shows the 'TaifaCare' interface for Kayole II Sub-District Hospital. The 'HIV Green Card' section is active. On the left sidebar, 'Patient History' is highlighted with a red box. The main form area, also outlined in red, contains the following sections:

- Patient History**
 - Complaints and History of complaints
 - * Patient having complaint(s) today?
 - ☐ Yes
 - ☐ No
 - Clinical notes
 - TB Screening
 - * Patient on anti-TB Drugs?
 - ☐ Yes
 - ☐ No
 - Chronic Illnesses and Cormobidities
 - * Patient has any chronic illness(es)?
 - ☐ Yes
 - ☐ No
 - Adverse Drug Reactions
 - * Patient has adverse drug reaction(s)?
 - ☐ Yes
 - ☐ No
 - Vaccination(s) Today
 - Vaccine Received

On the left sidebar, there are buttons for 'Save and close' and 'Discard'.

Patient Examination that collects information on clients General, and systems review examination. The clients WHO status and diagnosis based on the ICD 11 coding is documented here. Record the review of body systems reviewed and the findings. Once done with examination, click on 'Next' at the bottom of the page to move to 'Patient Management'.



The screenshot shows the 'HIV Green Card' interface with a sidebar on the left containing 'Visit Details', 'Patient History', 'Patient Examination' (highlighted with a red box), and 'Patient Management'. The main area is titled 'Patient Examination' and contains the following sections:

- General Examination Findings**

* General examination findings:

☒ None

☐ Convulsions

☐ Cyanosis

☐ Dehydration

☐ Finger Clubbing

☐ Jaundice

☐ Lethargic

☐ Lymph Node Axillary

☐ Lymph Nodes Inguinal

☐ Nasal Flaring

☐ Oedema

☐ Oral thrush

☐ Pallor

☐ Wasting
- System Examination**

* Finding(s) on systems review?

☒ All Systems Normal

☐ Abnormal
- WHO Staging**

* WHO staging(Adult)

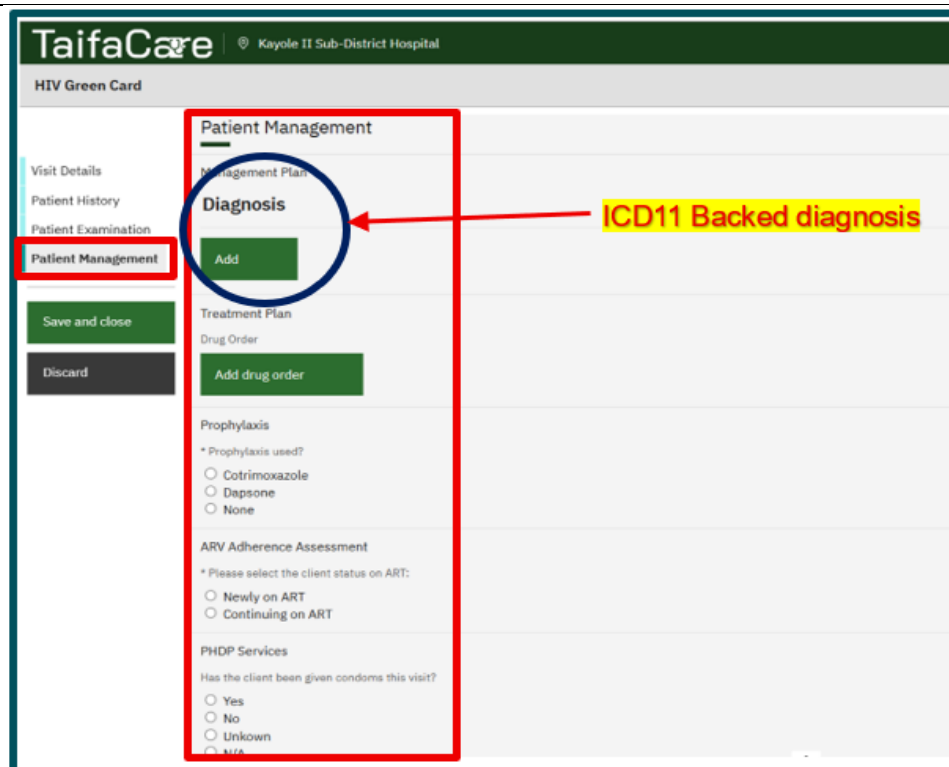
WHO Stage 1
- WHO Staging opportunistic infection(OI)**

At the bottom left of the form are two buttons: 'Save and close' (green) and 'Discard' (grey).

ICD 11 Coding backed diagnosis illustrated.

Click on 'Add' button under Diagnosis to add patient's diagnosis. Search by typing at most more than 2 characters, suggestions will appear. Pick the correct one.

NB: You can add more than one diagnosis by clicking 'Add'.



The screenshot shows the TaifaCare interface for Kayole II Sub-District Hospital. The 'HIV Green Card' section is active, and the 'Patient Management' tab is selected. Within this tab, the 'Diagnosis' sub-tab is highlighted with a blue circle, and the 'Add' button is highlighted with a red circle. A red arrow points from the text 'ICD11 Backed diagnosis' to the 'Add' button. The interface also shows options for 'Save and close', 'Discard', 'Treatment Plan', 'Drug Order', 'Prophylaxis', 'ARV Adherence Assessment', and 'PHDP Services'.

Patient Management collects information on prognosis and work up plan that has been recommended for the client. The client's adherence assessment is also assessed at this point using Morisky. Complete the rest of the sections appropriately.

TaifaCare
Kayole II Sub-District Hospital

HIV Green Card

Visit Details
Patient History
Patient Examination
Patient Management

Save and close
Discard

Prophylaxis
* Prophylaxis used?
☐ Cotrimoxazole
☐ Dapsone
☐ None

ARV Adherence Assessment
* Please select the client status on ART:
☐ Newly on ART
☐ Continuing on ART

PHDP Services
Has the client been given condoms this visit?
☐ Yes
☐ No
☐ Unkown
☐ N/A
Has the client been screened for substance abuse?
☐ Yes
☐ No
☐ Unkown
☐ N/A
Has the Client disclosed HIV status to their sexually active partner?
☐ Yes
☐ No
☐ Unkown
☐ N/A
Has the client's partner received on-site HIV testing?
☐ Yes
☐ No
☐ Unkown

Patient Management cont....

Record client's establishment status then gives the next return visit date. Save and Close Green card to validate data captured and to bring the encounter to a close. Discard if you don't want to save the changes. Move patient to next service to end Clinical encounter.

TaifaCare

Kayole II Sub-District Hospital

HIV Green Card

Visit Details

Patient History

Patient Examination

Patient Management

Save and close

Discard

Establishment Assessment

* Healthcare team is satisfied about providing longer follow-up intervals for the patient?
☐ Yes
☐ No

Return Visit

* Location
 Kayole II Sub-District Hospital

* Service
 ▼

* Appointment date & time
 dd/mm/yyyy hh:mm

Provider
 admin - NIZIIGIMANA NIZIIGIMANA NIZIIGIMANA

Notes
 Enter appointment notes

* Does the client need a refill?
☐ Yes
☐ No

* Willing to receive reminders/notifications about the appointments?

THE END