

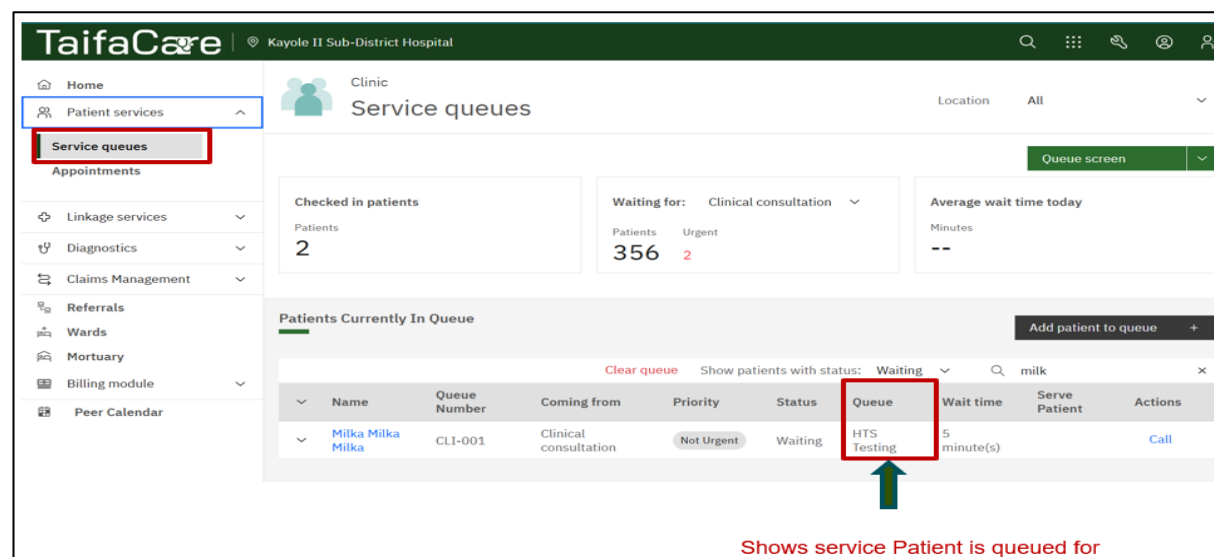
SOP: Documenting HIV Testing Services in Taifa care EMR

[Last updated: August 2025]

Tasks:	End to end navigation of the HIV Testing Services module in Taifa Care		
Objective:	Navigation skills		
Who:	EMR users		
Required Materials:	Username, password, computer installed with the latest version of Taifa Care		
Step	Action	Screen shots	
Learning Objectives	- By the end of this session, you will be able to Successfully log into Taifa Care EMR. - Successfully document all clinical encounter events in the HTS		

Step 1	Login to Taifa Care On successful loading, you should be navigated to the system login page. Authenticate entry by providing a username and password on the fields, then click “Login” button.	TaifaCare INTEGRATED HEALTH INFORMATION MANAGEMENT SYSTEM Username Continue → Powered by KenyaEMR A distribution of OpenMRS → ← Back TaifaCare INTEGRATED HEALTH INFORMATION MANAGEMENT SYSTEM Password Log in → Powered by KenyaEMR A distribution of OpenMRS																																																
Step 2	Locating a patient to Offer HTS services: 1.From the Active visits page of the facility Click the patient’s name link highlighted in Blue; the system will redirect the user to the patient’s home page. NB: If the Client is not in the database (New) refer to Client registration SOP on how to register a client	TaifaCare Kayole II Sub-District Hospital Home Patient services Linkage services Diagnostics Claims Management Referrals Wards Mortuary Billing module Peer Calendar Clinic Active Visits Patients 4880 Total Visits Today Patients 1 Scheduled For Today Patients 41 Active Visits Filter table <table><tr><th>Visit Time</th><th>ID Number</th><th>Name</th><th>Gender</th><th>Age</th><th>Visit Type</th></tr><tr><td>Today, 09:37</td><td>MH7XCP</td><td>test test test</td><td>M</td><td>30</td><td>Morgue</td></tr><tr><td>08-Aug-2025, 11:13</td><td>MGGPRG</td><td>Grace Grace Grace</td><td>F</td><td>47</td><td>Inpatient</td></tr><tr><td>08-Aug-2025, 11:07</td><td>ML4PFR</td><td>summer Fall Winter</td><td>F</td><td>31</td><td>Inpatient</td></tr><tr><td>23-Jul-2025, 16:00</td><td>MGKGJX</td><td>Raphael Raphael Raphael</td><td>F</td><td>50</td><td>Outpatient</td></tr><tr><td>22-Jul-2025, 14:54</td><td>ML4PEU</td><td>Desmond Quinter Jael</td><td>M</td><td>30</td><td>Outpatient</td></tr><tr><td>22-Jul-2025, 07:19</td><td>MK9ULY</td><td>Milka Milka Milka</td><td>F</td><td>19</td><td>Outpatient</td></tr><tr><td>18-Jul-2025, 10:17</td><td>ML4P7A</td><td>OGWANJO PETER MATORO</td><td>M</td><td>44</td><td>Morgue</td></tr></table>	Visit Time	ID Number	Name	Gender	Age	Visit Type	Today, 09:37	MH7XCP	test test test	M	30	Morgue	08-Aug-2025, 11:13	MGGPRG	Grace Grace Grace	F	47	Inpatient	08-Aug-2025, 11:07	ML4PFR	summer Fall Winter	F	31	Inpatient	23-Jul-2025, 16:00	MGKGJX	Raphael Raphael Raphael	F	50	Outpatient	22-Jul-2025, 14:54	ML4PEU	Desmond Quinter Jael	M	30	Outpatient	22-Jul-2025, 07:19	MK9ULY	Milka Milka Milka	F	19	Outpatient	18-Jul-2025, 10:17	ML4P7A	OGWANJO PETER MATORO	M	44	Morgue
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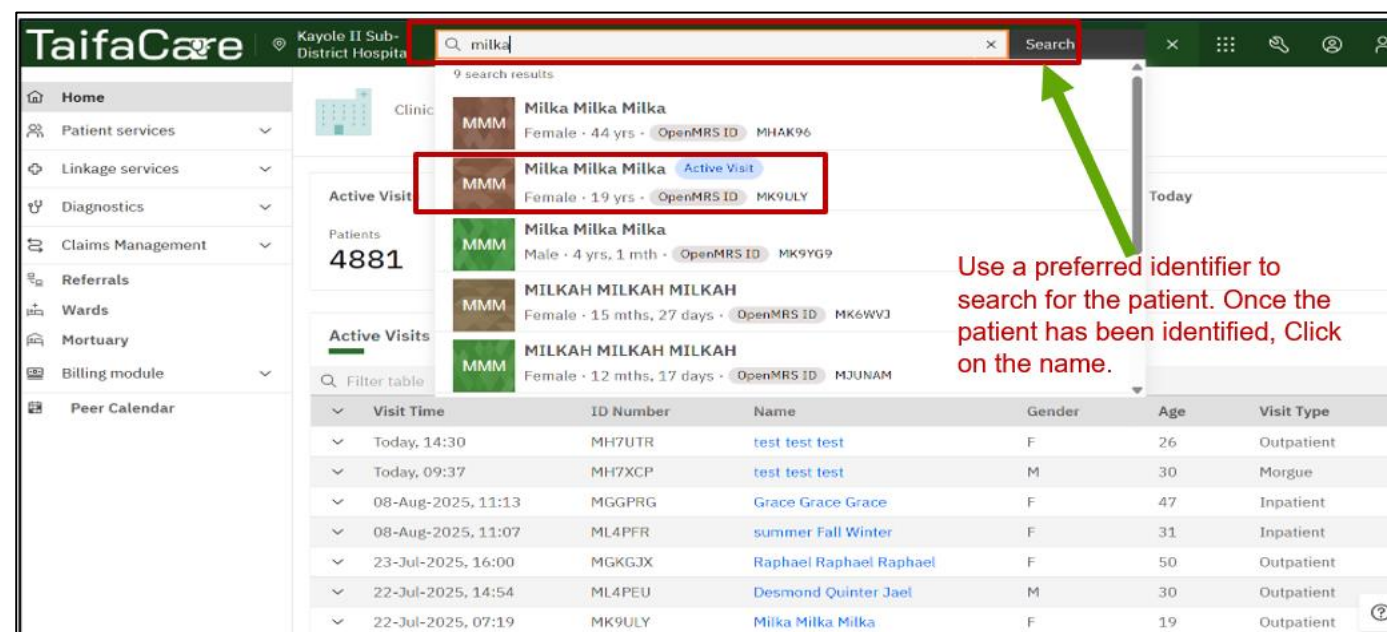
2. From the Service Queues
Search for the client in the service they are waiting for e.g. (HTS Testing)



The screenshot shows the TaifaCare interface for Kayole II Sub-District Hospital. The left sidebar has a menu with 'Patient services' selected, and 'Service queues' is highlighted with a red box. The main area shows 'Service queues' for the clinic. It displays 'Checked in patients' (2), 'Waiting for: Clinical consultation' (356), and 'Urgent' (2). A table titled 'Patients Currently In Queue' shows a patient named 'Milka Milka Milka' with Queue Number 'CLI-001', 'Clinical consultation', 'Not Urgent', and 'Waiting' status. The 'Queue' column shows 'HTS Testing' with a wait time of '5 minute(s)'. A green arrow points to the 'Queue' column header, and a red box highlights the 'HTS Testing' entry. Below the table, a red text label says 'Shows service Patient is queued for'.

3. Search for the patient by identifier.

Clicking on the identified patient name will redirect the user to the patient homepage.

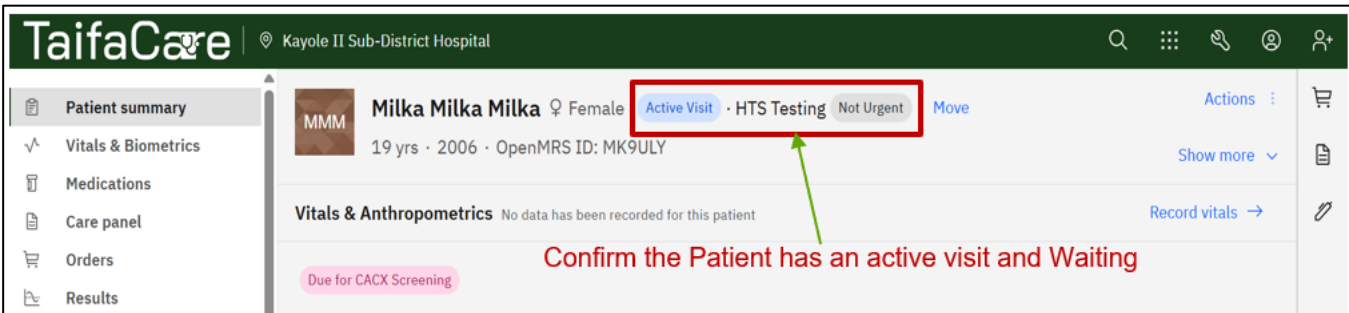


The screenshot shows the TaifaCare search interface for Kayole II Sub-District Hospital. The search bar at the top contains 'milka' and the 'Search' button is highlighted with a red box. Below the search bar, a list of search results is shown. The first result is 'Milka Milka Milka' (Female, 44 yrs, OpenMRS ID: MHAK96). The second result is 'Milka Milka Milka' (Female, 19 yrs, OpenMRS ID: MK9ULY) and is highlighted with a red box. Below the list, a table titled 'Active Visits' shows visit details. A green arrow points from the red text label 'Use a preferred identifier to search for the patient. Once the patient has been identified, Click on the name.' to the 'Search' button.

Visit Time	ID Number	Name	Gender	Age	Visit Type
Today, 14:30	MH7UTR	test test test	F	26	Outpatient
Today, 09:37	MH7XCP	test test test	M	30	Morgue
08-Aug-2025, 11:13	MGGPRG	Grace Grace Grace	F	47	Inpatient
08-Aug-2025, 11:07	ML4PFR	summer Fall Winter	F	31	Inpatient
23-Jul-2025, 16:00	MGKGJX	Raphael Raphael Raphael	F	50	Outpatient
22-Jul-2025, 14:54	ML4PEU	Desmond Quinter Jael	M	30	Outpatient
22-Jul-2025, 07:19	MK9ULY	Milka Milka Milka	F	19	Outpatient

Step 3:
Accessing the patient profile page.

To access the patient profile, click on the search icon, then type the client's name, ID number, or birth certificate number.



TaifaCare | Kayole II Sub-District Hospital

Patient summary

Milka Milka Milka ♀ Female **Active Visit** · HTS Testing · Not Urgent **Move**

19 yrs · 2006 · OpenMRS ID: MK9ULY

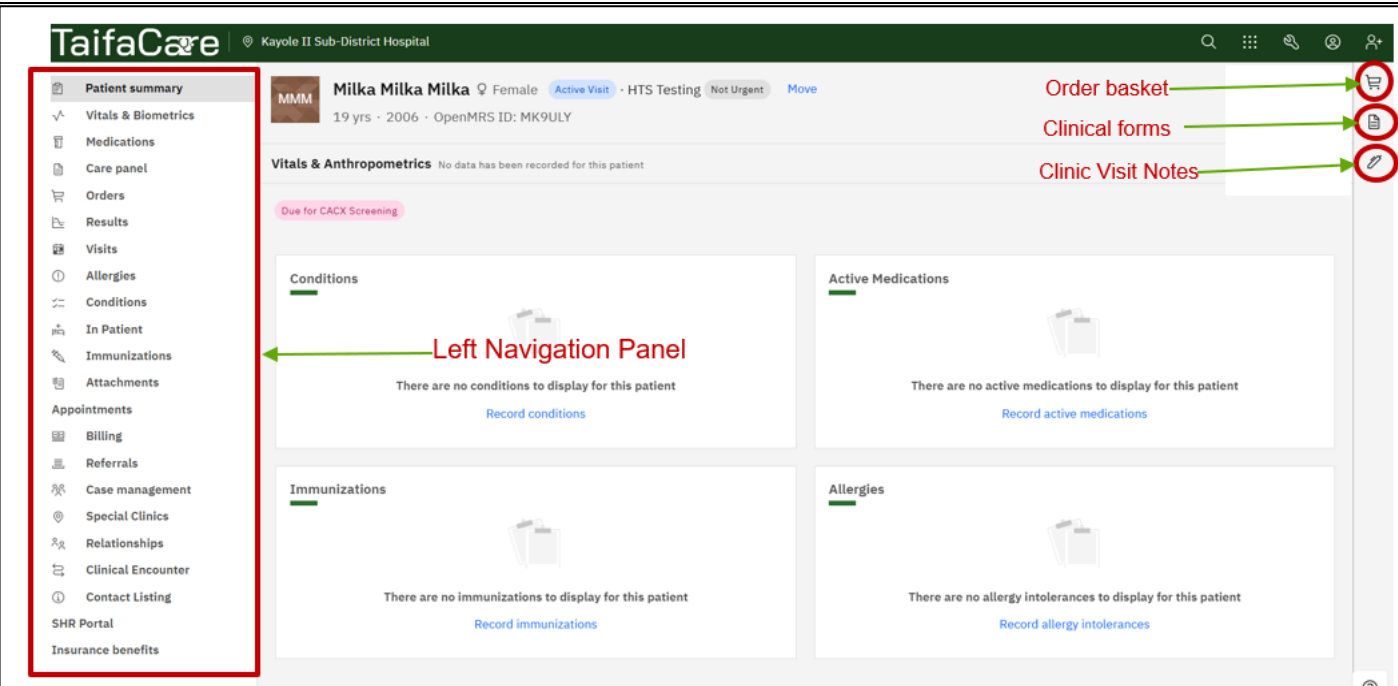
Vitals & Anthropometrics No data has been recorded for this patient **Record vitals** →

Due for CACX Screening

Confirm the Patient has an active visit and Waiting

Patient Profile Page

On the patient profile page, click on the clinical form's icon located on the right side of the screen to access the HTS service forms.



TaifaCare | Kayole II Sub-District Hospital

Patient summary

Milka Milka Milka ♀ Female **Active Visit** · HTS Testing · Not Urgent **Move**

19 yrs · 2006 · OpenMRS ID: MK9ULY

Vitals & Anthropometrics No data has been recorded for this patient

Due for CACX Screening

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

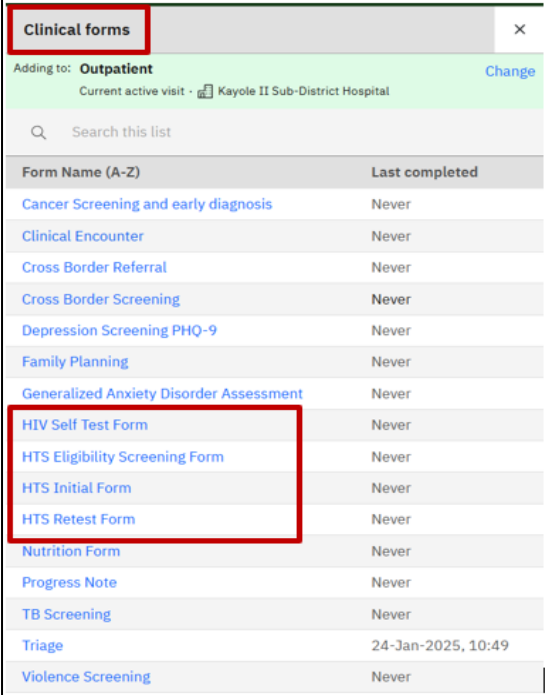
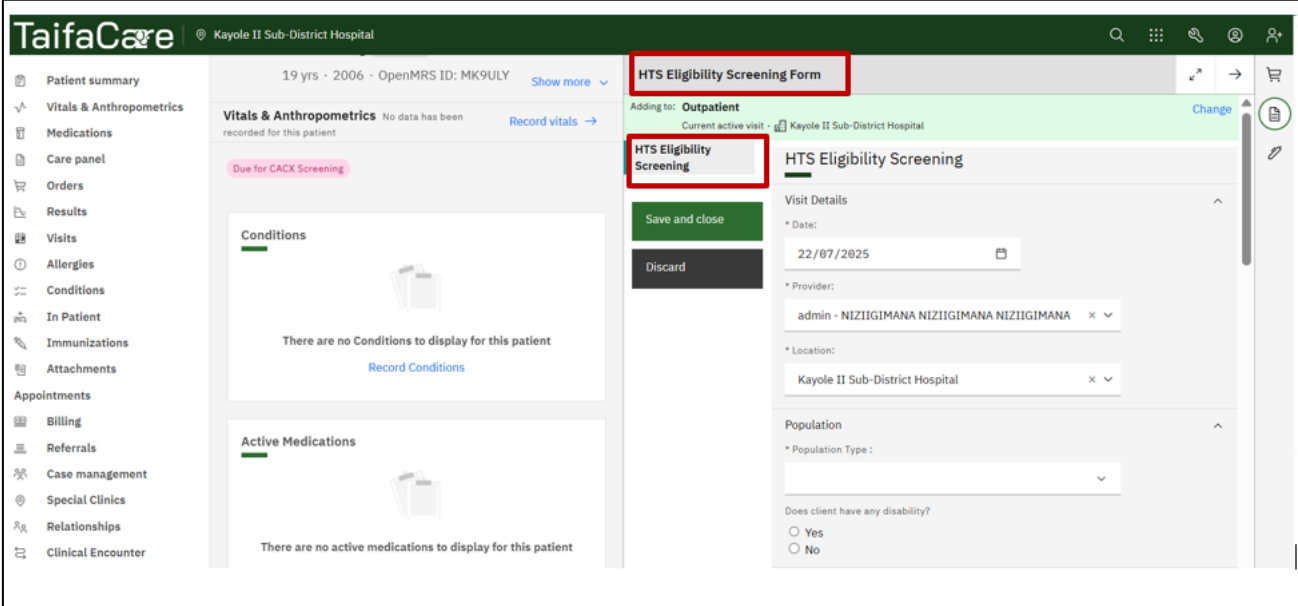
There are no allergy intolerances to display for this patient **Record allergy intolerances**

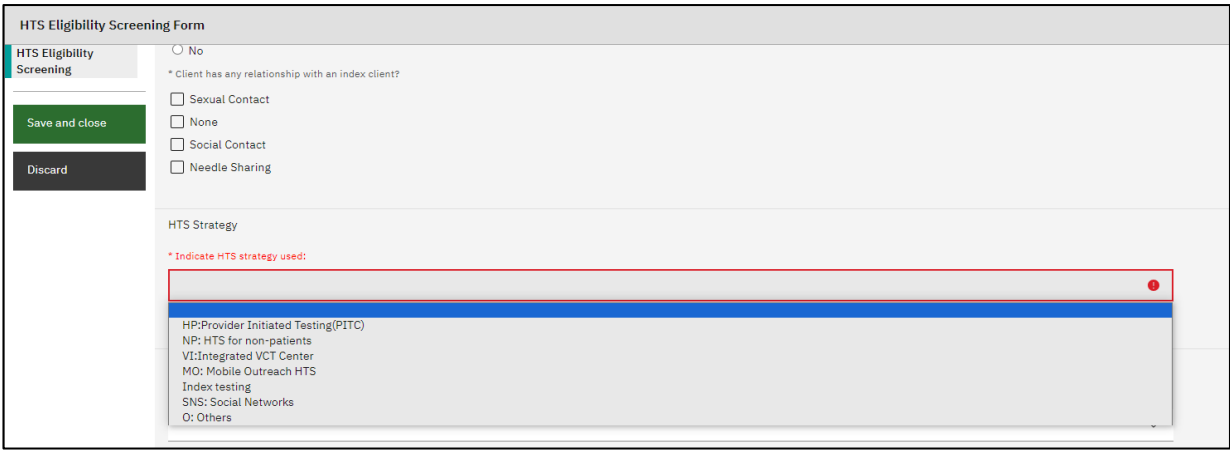
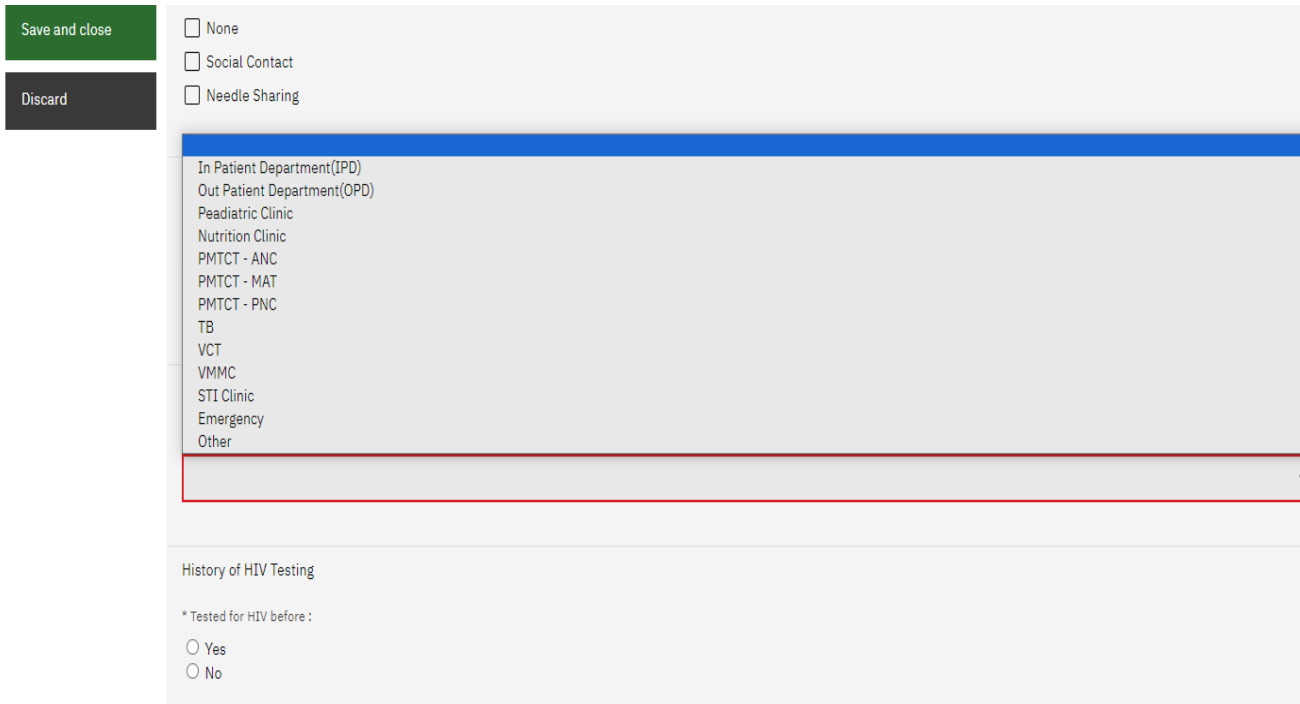
Left Navigation Panel

Order basket

Clinical forms

Clinic Visit Notes

Step 4	HTS Forms availability From the clinical suite of forms, as long as the client has not been enrolled to HIV. There will be a set of 4 HTS form available for use. These include. - HTS Eligibility Screening Form - HTS Initial Form - HTS Retest Form - HIV Self-Test Form		
Step 5	HTS Eligibility screening form The form screens clients for their eligibility to be tested based on a set criteria.		

Step 6	Document the HTS strategy	
	Document client Entry Point	

Step 7	Document HIV Testing History Select applicable Tested for HIV Before status. Document the HIV infection risk associated with the client. Screen client for Violence Screening. Assess client for past preventive care	HTS Eligibility Screening Form HTS Eligibility Screening Save and close Discard History of HIV Testing * Tested for HIV before : ☐ Yes ☐ No Risk Assessment * Has the client ever had sex? ☐ Yes ☐ No * Traditional /non-medical procedures e.g. scarification, plastic tooth extraction, Circumcision, uvulectomy etc ☐ Yes ☐ No Violence Screening * Has the client recently experienced Violence? ☐ Yes ☐ No Preventive Care Assessment PrEP Service ☐ PrEP PEP ☐ PEP STI Service ☐ STI
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Step 8	- Assess client for TB Risk. - Assess client for pregnancy if they are female of reproductive age. - Assess if they are a breastfeeding mother. - Add if the client is eligible for HIV testing from a clinical assessment.	HTS Eligibility Screening Form HTS Eligibility Screening Save and close Discard TB Risk Assessment * Has the client been screened for TB? ☐ Yes ☐ No ☐ Declined to answer Pregnancy Assessment * Client currently pregnant? ☐ Yes ☐ No ☐ Declined to answer Breastfeeding mother ☐ Yes ☐ No ☐ Declined to answer Eligibility & Referral for Testing Client eligible for testing : ☐ Yes ☐ No
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Step 9	Get clients HIV risk category. Based on the clients' risk categorization outcome refer for testing or preventive services Save and close form to validate form entries	HTS Eligibility Screening Form HTS Eligibility Screening Save and close Discard * Get HIV Risk Score : ✓ Medium Risk Client This client has a medium probability of a HIV positive test result. Testing is recommended Get HIV risk category Generated HIV Risk Category ☐ Low ☒ Medium ☐ High ☐ Highest * Did you recommend HIV testing? ☐ Yes ☒ No * Why did you not recommend testing? ☐ HCW Provider Discretion ☐ Based on Risk screening findings ☐ ML Risk category ☐ HTS Guidelines * Client referred for testing : ☐ Yes ☒ No If No, Choose a reason below ☐ Declined testing ☐ Wants to test with partner ☐ Stigma related issues ☐ Fear of violent partner ☐ No counselor to test ☐ High workload for the staff ☐ Too sick ☐ Other This is based on a Machine Learning Generated Risk score Click button to get a ML generated Risk score Provider selection as justification to recommending testing Reasons as to why the client was not recommended for testing	
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The screenshot displays the TaifaCare web application interface. On the left is a sidebar menu with icons and labels for various patient management functions: 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, and Insurance benefits.

The main content area is divided into two columns. The left column contains three sections: "Vitals & Anthropometrics" (with a note "No data has been recorded for this patient" and a "Record vitals" link), "Conditions" (with a message "There are no Conditions to display for this patient" and a "Record Conditions" link), and "Active Medications" (with a message "There are no active medications to display for this patient" and a "Record active medications" link). Below these is a partially visible "Immunizations" section.

The right column features a red-bordered box at the top labeled "HTS Initial Form". Below it, the form header indicates "Adding to: Outpatient" and "Current active visit - Kayole II Sub-District Hospital". The "Encounter Details" tab is selected, and the "HTS Recordings" section is expanded. This section includes:

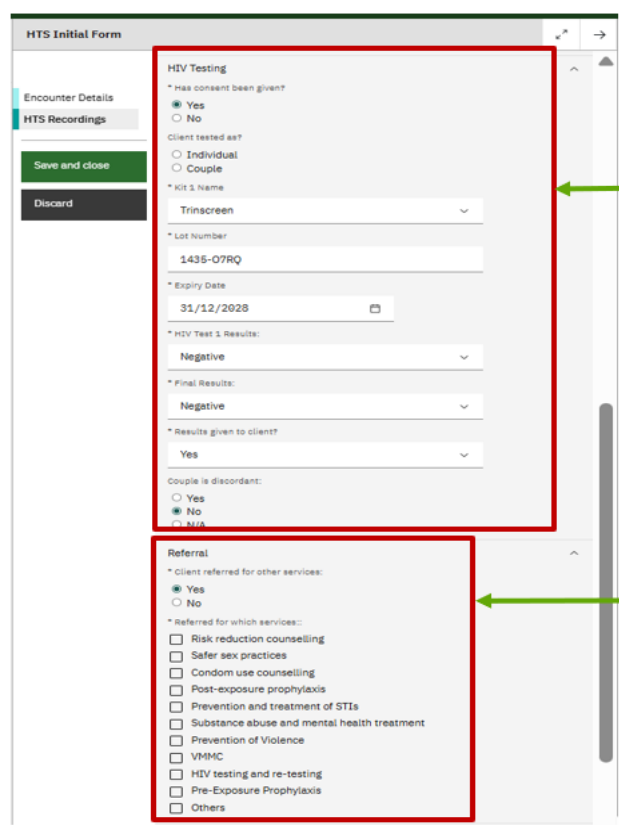
- A "Population Type" dropdown menu.
- A question "Does client have any disability?" with radio button options for "Yes" and "No".
- An "HIV Test History" section with a question "Has the client ever been tested for HIV by a HTS provider?" and radio button options for "Yes" and "No".
- Another question "Has the client done HIV self test in the last 12 months?" with radio button options for "Yes" and "No".
- A "Setting" section with a label "* HTS Setting:" and radio button options for "Facility" and "Community".
- An "Approach" section with a label "HTS Approach:" and a dropdown menu currently set to "Provider Initiated Testing(PITC)".

 At the bottom of the encounter details are two buttons: "Save and close" (green) and "Discard" (dark grey).

Step 11	HTS Initial form cont. Fill in: - The HTS Strategy - The HTS Entry Point - The TB Screening outcome	HTS Initial Form ↶ ↷ →	
		Encounter Details HTS Recordings Save and close Discard HTS Strategy * Indicate HTS strategy used: ▼ HTS Entry Point * Indicate HTS entry point: ▼ TB Screening Tb Screening results: ☐ No TB Signs ☒ Presumed TB ☐ Not Done ☐ On TB Treatment	

Step 12

Offer HIV Test, document results and refer to next service point based on test outcome.



The screenshot displays the 'HTS Initial Form' interface. The 'HIV Testing' section is highlighted with a red box and includes the following fields:

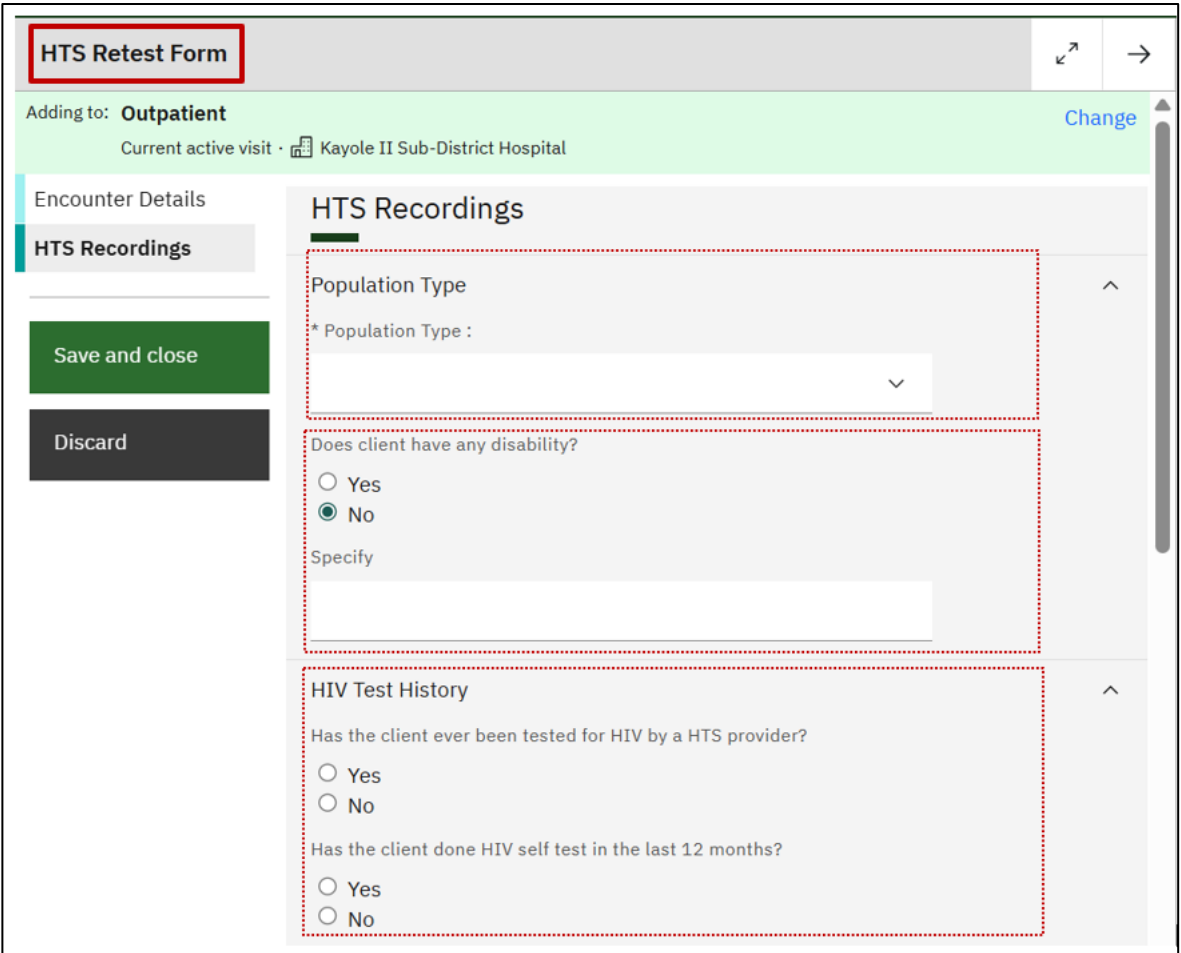
- * Has consent been given?
 - ☒ Yes
 - ☐ No
- Client tested as?
 - ☐ Individual
 - ☐ Couple
- * Kit 1 Name
 - Trinscreen
- * Lot Number
 - 1435-07RQ
- * Expiry Date
 - 31/12/2028
- * HIV Test 1 Results:
 - Negative
- * Final Results:
 - Negative
- * Results given to client?
 - Yes
- Couple is discordant:
 - ☐ Yes
 - ☒ No
 - ☐ N/A

The 'Referral' section is also highlighted with a red box and includes the following fields:

- * Client referred for other services:
 - ☒ Yes
 - ☐ No
- * Referred for which services:
 - ☐ Risk reduction counselling
 - ☐ Safer sex practices
 - ☐ Condom use counselling
 - ☐ Post-exposure prophylaxis
 - ☐ Prevention and treatment of STIs
 - ☐ Substance abuse and mental health treatment
 - ☐ Prevention of Violence
 - ☐ VMMC
 - ☐ HIV testing and re-testing
 - ☐ Pre-Exposure Prophylaxis
 - ☐ Others

Two green arrows point from the text labels to the respective sections:

- An arrow points from 'HIV testing using Three Test Kits' to the 'HIV Testing' section.
- An arrow points from 'Referral for Prevention Services' to the 'Referral' section.

Step 13	HTS Retest Form The form should be filled for clients with a “Positive” result at Initial Testing or an Indeterminate” HIV result The form has similar fields to the HTS Initial Form Fill the client’s Population Type Assess client for disability Document client’s HIV test history	
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Step 14	Document the HTS service provision setting. Document the HTS service approach. Document the HTS service Strategy. Document the HTS service Entry Point	HTS Retest Form Encounter Details HTS Recordings Save and close Discard Setting * HTS Setting: ☒ Facility ☐ Community Approach HTS Approach: Provider Initiated Testing(PITC) HTS Strategy * Indicate HTS strategy used: HP:Provider Initiated Testing(PITC) HTS Entry Point * Indicate HTS entry point: Out Patient Department(OPD)
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Step 15 Document TB screening outcomes for Client Seek HIV testing consent from client Specify whether client is testing as An individual or couple Pick Kit name and document lot Number and Expiry Date		HTS Retest Form Encounter Details HTS Recordings Save and close Discard TB Screening Tb Screening results: ☐ No TB Signs ☒ Presumed TB ☐ Not Done ☐ On TB Treatment HIV Testing * Has consent been given? ☒ Yes ☐ No Client tested as? ☒ Individual ☐ Couple * Kit 1 Name Trinscreen * Lot Number 1435-07RQ * Expiry Date 31/12/2025 * HIV Test 1 Results: Positive
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Fill the HIV test results
for Kit 1,
Kit 2 and Kit 3 where
necessary

* Kit 2 Name

One Step

▼

* Lot Number

45677-OPT

* Expiry Date

31/12/2028

📅

* HIV Test 2 Results:

Positive

▼

* Kit 3 Name

First Response

▼

* Lot Number

45677-CPT

* Expiry Date

31/12/2027

📅

* HIV Test 3 Results:

Positive

▼

Step 16

Document the Final result and refer Client for either preventive, Care and treatment or confirmatory testing based on the HIV retest outcomes.

HTS Retest Form

Encounter Details

HTS Recordings

Save and close

Discard

* Final Results:

Positive

* Results given to client?

Yes

Couple is discordant:

☐ Yes
 ☐ No
 ☒ N/A

Referral

Client referred for other services:

☒ Yes
 ☐ No

Referral for:

☒ Comprehensive care center

Referral to:

This health facility

This Facility:

Kayole II Sub-District Hospital

Recency screening

Has recency screening been done:

☐ Yes
 ☐ No

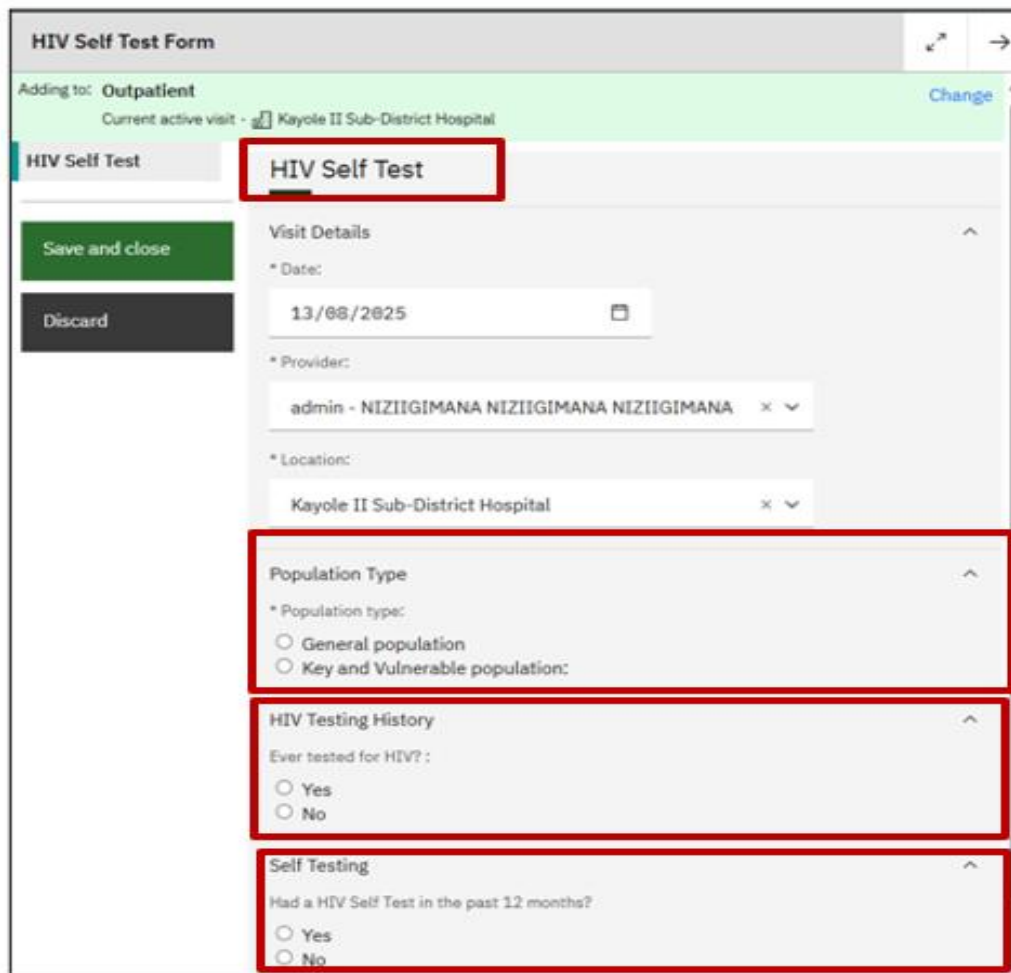
HIV Self-Test Form

Step 1

The HIV Self-Test Form is filled in based on reported account of the client.

The form captures the Population typology of the client, HIV self-test history of the client and the current self-test results of the client

Fill client's population type



HIV Self Test Form

Adding to: **Outpatient** [Change](#)

Current active visit -  Kayole II Sub-District Hospital

HIV Self Test

[Save and close](#) [Discard](#)

Visit Details

* Date: 13/08/2025

* Provider: admin - NIZIIGIMANA NIZIIGIMANA NIZIIGIMANA

* Location: Kayole II Sub-District Hospital

Population Type

* Population type:

☐ General population

☐ Key and Vulnerable population:

HIV Testing History

Ever tested for HIV? :

☐ Yes

☐ No

Self Testing

Had a HIV Self Test in the past 12 months?

☐ Yes

☐ No

Step 2

Fill the current HIV Self-Test Services

Fill clients testing history

Populate client's knowledge of their HIV Status

Fill the client's Current HIV self-test information that includes the reason for self-testing, name of kit issued, kit lot Number and expiry date

NB: Save and close form

Current HIV Self Test Services

Testing

Reason for taking HIV Self test Kit

Name of Kit Issued

Kit Lot Number

Expiry Date

dd/mm/yyyy

Remove

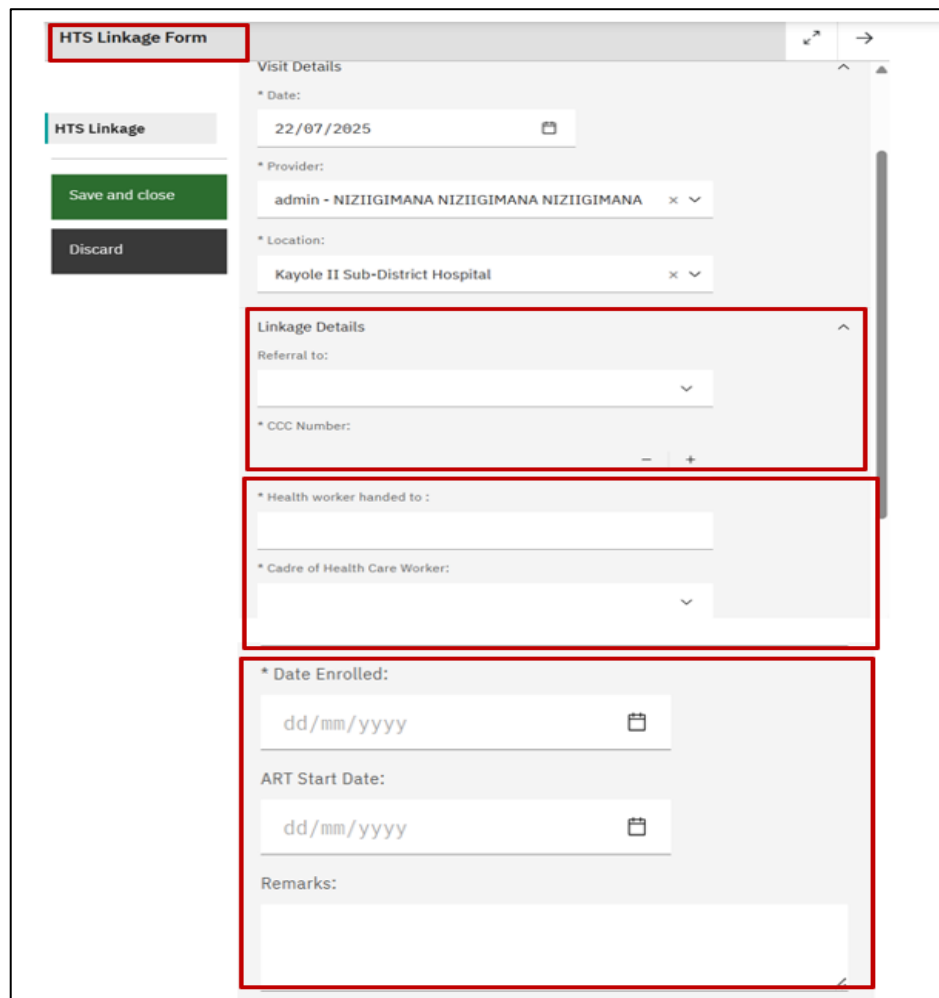
Add

Add as many self-tests as reported by the Client

HTS Linkage

Fill out the details below:

1. Linkage Details- Where patient has been referred to and the assigned CCC number.
2. Details of the Health Care Worker Linking the patient to care, Name and Cadre.
3. Date enrolled in HIV care and Date Started on ART.



The screenshot shows the 'HTS Linkage Form' interface. The form is divided into several sections:

- HTS Linkage Form** (Title bar)
- Visit Details** (Section header)
- * Date:** 22/07/2025
- * Provider:** admin - NIZIIGIMANA NIZIIGIMANA NIZIIGIMANA
- * Location:** Kayole II Sub-District Hospital
- Linkage Details** (Section header)
- Referral to:** (Dropdown menu)
- * CCC Number:** (Text input field)
- * Health worker handed to:** (Text input field)
- * Cadre of Health Care Worker:** (Dropdown menu)
- * Date Enrolled:** dd/mm/yyyy
- ART Start Date:** dd/mm/yyyy
- Remarks:** (Text area)

Buttons on the left side of the form include 'Save and close' and 'Discard'.

THE END