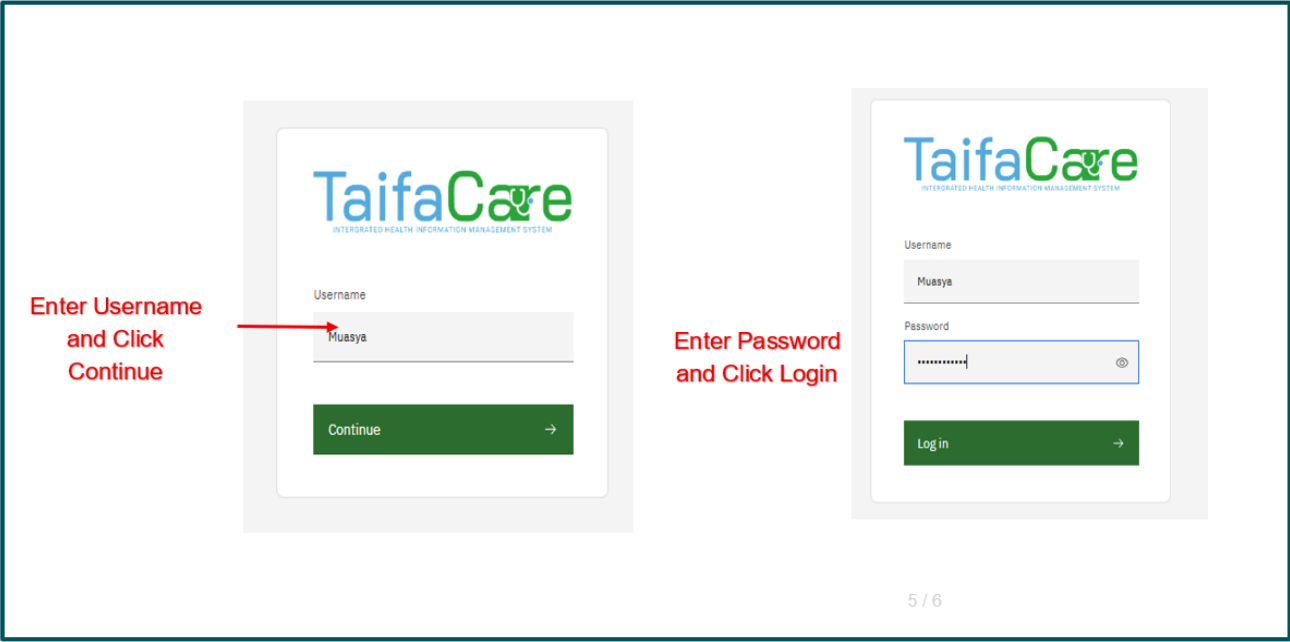


SOP: Inpatient Admission Using TaifaCare System

(Last updated: August 2025)

Tasks:	Admitting a patient to a ward
Objective:	To provide a standardized process for admitting patients to inpatient care using TaifaCare systems, including ward and bed assignment.
Who:	Clinician/Doctor/HRIO/Admission Nurse
Required Materials:	Username, password, computer installed with TaifaCare version 19.2.0 and above
Step	Action
Login to TaifaCare - On successfully accessing the TaifaCare system you should be navigated to the login page, - Authenticate entry by providing username and password on the fields, then click “Login” button.	

How Initiate Inpatient Admission via Clinical Encounter or Special Clinics

Steps

1. Use the Client Search to locate the patient by name, OpenMRS ID, or Unique Patient Number. Select the patient to open their summary dashboard.
2. Confirm patient demographics: Name, Age, Gender, ID Number, Visit Type (e.g., Outpatient or Inpatient). Note any system alerts (e.g., Due for CACX Screening).

TaifaCare
Kayole II Sub-District Hospital

Home

Patient services

Service queues

Appointments

Linkage services

Diagnostics

Claims Management

Referrals

Wards

Mortuary

Billing module

Clinic

Active Visits

Patients

4879

Active Visits

Filter table

Visit Time	ID Number	Name	Gender	Age	Visit Type
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
17-Jul-2025, 13:23	MGFFRU	Getrine Getrine Getrine	F	42	Outpatient
17-Jul-2025, 13:21	ML4P6D	Joan Joan Otieno	F	43	Outpatient
17-Jul-2025, 13:20	ML4P4F	min janyuongo owang	M	32	Outpatient
17-Jul-2025, 13:18	ML4P3H	ACHIENG ACHIENG	F	32	Outpatient

Items per page: 10
1-10 of 6000 items
1 of 600 pages

test

11 search results

test test test

Female · 26 yrs · OpenMRS ID MH7UTR

test test test

Male · 30 yrs · OpenMRS ID MH7XCP

test test test

Female · 4 yrs, 1 mth · OpenMRS ID MKDWYV

testo testo testo

Female · 30 yrs · OpenMRS ID M36FCD

testo testo testo

Female · 35 yrs · OpenMRS ID MJU7YL

Search

Search Button

2. Navigate to Clinical Encounter by clicking on the **'Clinical forms'** icon. Once the clinical encounter form is open, scroll to the Treatment/Management Plan section. Click Add Drug Order if medication is

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prescribed. Under **Patient Outcome**, select **'Admit' > 'Admit to hospital' > 'Admit to location'** then select the appropriate ward. Click Save and Close to submit the clinical encounter and admission request to the selected ward.

Clinical Encounter

Visit Details

Patient History

Patient Examination

Patient Management

Add drug order

Any therapies prescribed?

☐ None
 ☐ Support Groups
 ☐ Behavioral Therapy
 ☐ Lifestyle Modification Programs
 ☐ Occupational Therapy
 ☐ Pain Management
 ☐ Physiotherapy
 ☐ Respiratory Therapy
 ☐ Other

Any Counselling prescribed?

☐ None
 ☐ Family Counseling
 ☐ Nutritional and Dietary
 ☐ Psychosocial therapy
 ☐ Substance Abuse Counseling
 ☐ Other

Patient Outcome

☐ Released Home
 ☒ Admit
 ☐ Referral
 ☐ Deceased

* Disposition

☒ Admit to hospital
 ☐ Admit to location

* Admit To Location

Save and close

Discard

Clinical Encounter

Visit Details

Patient History

Patient Examination

Patient Management

Add drug order

Any therapies prescribed?

☐ None
 ☐ Support Groups
 ☐ Behavioral Therapy
 ☐ Lifestyle Modification Programs
 ☐ Occupational Therapy
 ☐ Pain Management
 ☐ Physiotherapy
 ☐ Respiratory Therapy
 ☐ Other

Any Counselling prescribed?

☐ None
 ☐ Family Counseling
 ☐ Nutritional and Dietary
 ☐ Psychosocial therapy
 ☐ Substance Abuse Counseling

Substance Abuse Counseling

Paediatric ward

Young female ward

Surgical male ward

Surgical female ward

Nyayo ward

Save and close

Discard

- From the left-hand menu, click on Wards. You will see the Ward Statistics at a glance for the whole facility. From the Wards dashboard, select the ward of interest (In our case it will be **Nyayo Ward**) by clicking on the highlighted number (In our case, its '1').

TaifaCare Onyingo Dispensary

Home Patient services Linkage services Diagnostics Claims Management Referrals **Wards** Mortuary Billing module

Locations
Wards

Date: mm/dd/yyyy

Number of Beds: 0 Admitted Patients: 0 Free Beds: 0 Bed Occupancy %: 0%

Ward Name	Number of Beds	Occupied Beds	Free Beds	Bed Occupancy%	Pending out	Action
Onyingo Dispensary	24	12	12	50.00	0	
Nyayo ward	2	1	1	50.00	0	
Kilimambogo ward	1	1	0	0.00	0	
NCRH Female ward	0	0	0	0	0	
Female Surgical Ward	0	0	0	0	0	

- Under **Awaiting Admission**, locate a patient. Use the Action dropdown to **Admit Patient**, **Admit Elsewhere**, or **Cancel**.
- Upon clicking on **Admit Patient**, the **Admission form** will be launched.

TaifaCare Onyingo Dispensary

Home Patient services Linkage services Diagnostics Claims Management Referrals Wards Mortuary Billing module

Locations
Nyayo ward

Date: mm/dd/yyyy

Awaiting Admission: 1 Admitted: 1 Discharge In: 0 Discharged: 0

Ward Patients

Admission: Awaiting Admission Admitted Discharge In Discharged

Date Queued	ID Number	Name	Gender	Age	Bed Number	Days In Queue	Action
Today, 17:39	MARYE	Elwyn Gray Mitchell	F	25	--	0	Admit elsewhere Admit patient Cancel

4. Review all entered data for accuracy. Click **Admit** to Finalize or **Cancel** to abort. Ensure bed assignment is accurate and documented while also ensuring compliance with facility protocols followed.

Admission requests

Admission Date

08/11/2025

Major Complaint/Diagnosis

CA40-Pneumonia

Primary Doctor

001 - James Parker Ward

Primary doctor phone number

Phone number

Emergency Doctor

21-6 - Quinn Tina Ward

Emergency doctor phone number

Phone number

Payment mode

☐ Cash
☐ MPESA
☒ Insurance

Insurance type

SHA

☐ No bed
☒ BD001 · Type unconfigured · Empty
☐ BD002 · Type unconfigured · Coleman Micah Schamberger

Bed type

Bed type not configured

Cancel

Admit

?

1. Access Nyayo Ward dashboard. Review statistics: Awaiting Admission, Admitted, Discharge In, Discharged. Under **Admitted** tab, monitor patient details and bed assignments.



Locations

Nyayo ward

Date

mm/dd/yyyy



Awaiting Admission

1

Admitted

2

Discharge In

0

Discharged

1

Ward Patients

List

Card

Awaiting Admission

Admitted

Discharge In

Discharged

Admission Date	ID Number	Name	Gender	Age	Bed Number	Days In Ward	Action
--	MDDJM	Test Patient	F	17	BD001	--	:
--	MAWEJ	Coleman Micah Schamberger	F	16	BD002	--	:

Admit Elsewhere

1. Under **Awaiting Admission**, locate a patient. Use the Action dropdown to **Admit Patient, Admit Elsewhere**, or **Cancel**.
2. Upon clicking on **Admit Elsewhere**, the **Inter-ward Transfer request** form will be launched.
3. Please refer to the **'Inpatient Bed swap and Inter-ward Transfer SOP'** for further workflow procedures for Inter-ward Transfers

Locations

Nyayo ward

Date

mm/dd/yyyy

Awaiting Admission

Admitted

Discharge In

Discharged

1

2

0

1

Ward Patients

Awaiting Admission

Admitted

Discharge In

Discharged

List

Card

Date Queued	ID Number	Name	Gender	Age	Bed Number	Days In Queue	Action
Today, 14:41	MDHP3	Rosa Logan Stokes	M	30	--	0	Admit elsewhere Admit patient Cancel

Transfer request

Rosa Logan Stokes · MDHP3 · Male · 30 yrs

Patient currently not admitted

Select a location

Search locations

Other facility X

Male Ward

Paediatric Ward

Surgical Female Ward

Nyayo ward

Kilimambogo ward

Female Surgical Ward

Notes

Cancel

Save

THE END