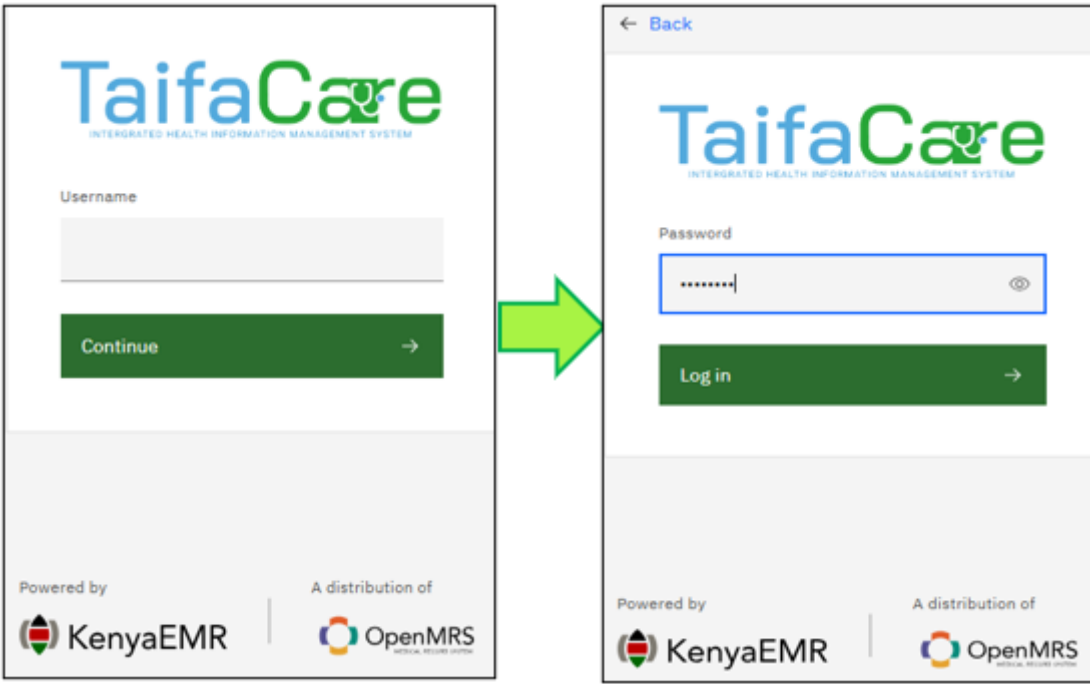


## SOP: Inpatient Discharge Using TaifaCare System

(Last updated: August 2025)

| <b>Tasks:</b>                                                                                                                                                                                                                                                                  | Documenting an inpatient discharge journey in the system                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Objective:</b>                                                                                                                                                                                                                                                              | To provide a standardized process for documenting patients discharge from inpatient wards using TaifaCare systems. |
| <b>Who:</b>                                                                                                                                                                                                                                                                    | Discharging Nurse/Doctor/Clinical officer                                                                          |
| <b>Required Materials:</b>                                                                                                                                                                                                                                                     | Username, password, computer installed with TaifaCare version 19.2.0 and above                                     |
|                                                                                                                                                                                                                                                                                |                                                                                                                    |
| Step                                                                                                                                                                                                                                                                           | Action                                                                                                             |
| <b>Login to TaifaCare</b> <ul style="list-style-type: none"> <li>On successfully accessing the TaifaCare system you should be navigated to the login page,</li> <li>Authenticate entry by providing username and password on the fields, then click “Login” button.</li> </ul> |                                 |

## Discharge Process

Check for the Inpatient ward set up on how to access a ward.

1. Under Admitted tab, click the three dots (denoted by red arrow) to view the option for discharge.

2. Click on 'Discharge' to open the 'Discharge Form'



Locations

Nyayo ward

Date

mm/dd/yyyy



Awaiting Admission

0

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     | <a href="#">Test Patient</a>              | F      | 17  | BD001      | --           | ⋮      |
| --             | MAWEJ     | <a href="#">Coleman Micah Schamberger</a> | F      | 16  | BD002      | --           | ⋮      |

Interward Trasfer

Bed swap

**Discharge**

1. Enter data for all fields for accuracy in the discharge form. Ensure compliance with facility protocols.
2. Review all fields again. Click 'Save & Close' to finalize or discard to abort.
3. At submission of the discharge form the patient will be moved to the next tab 'Discharge In', where the patient bills will be compiled by the system and displayed in the billing module for invoicing and bill clearing processes to take place.


**Medical Ward**

Awaiting Admission

0

Admitted

1

Discharge In

0

Ward Patients

Awaiting Admission

Admitted

Discharge In

Discharged

| Admission Date | ID Number | Name                       | Gender |
|----------------|-----------|----------------------------|--------|
| Today, 10:41   | MGHDL4    | MUNYAMBU MUNYAMBU MUNYAMBU | M      |

Discharge

Encounter Details

Patient Details

Patient Outcome

Save and close

Discard

Patient Outcome

Discharge Details

Final Diagnosis

Discharge date :

dd/mm/yyyy

Clinical summary

Discharge instructions/remarks

Clinical Notes

\* Discharge status

Discharging doctor

Previous

Patient Details

## Discharge In & Billing Process

1. Under the 'Discharge In' tab, the patient been discharged will be added among other patients awaiting discharge.

2. Once you have identified a patient to discharge, click the three dots (denoted by red arrow) to view the option for raising a bill. The bill status will be shown as 'Bill not raised/Pending bills' if patient hasn't paid for the bill.

3. Next step will be to click on 'Go to billing' button this will send a compiled bill for the patient to pay to the billing clerk or cashier (Refer to **Billing Management SOP** for this workflow)

| Ward Patients                                                |           |                            |        |     |            |                  |               |        | List | Card |
|--------------------------------------------------------------|-----------|----------------------------|--------|-----|------------|------------------|---------------|--------|------|------|
| Awaiting Admission   Admitted <b>Discharge In</b> Discharged |           |                            |        |     |            |                  |               |        |      |      |
| Admission Date                                               | ID Number | Name                       | Gender | Age | Bed Number | Duration on Ward | Bill Status   | Action |      |      |
| Today, 10:41                                                 | MGHDL4    | MUNYAMBU MUNYAMBU MUNYAMBU | M      | 57  | MW-01      | 0                | Pending Bills | ⋮      |      |      |

Ward Patients

List

Card

Awaiting Admission

Admitted

Discharge In

Discharged

| Admission Date | ID Number | Name                       | Gender | Age | Bed Number | Duration on Ward | Bill Status      | Action                                                                                              |
|----------------|-----------|----------------------------|--------|-----|------------|------------------|------------------|-----------------------------------------------------------------------------------------------------|
| Today, 10:41   | MGHDL4    | MUNYAMBU MUNYAMBU MUNYAMBU | M      | 57  | MW-01      | 0                | Bills Not Raised | <div><div>⋮</div><div>Go to Billing</div><div>Waive Patient</div><div>Patient Absconded</div></div> |

4. In cases where the patient is been waived their bill, click on the **'Waive Patient'** button and follow the system prompts. **Ensure to follow facility protocols for waiving a patient bill.**

Ward Patients

List

Card

Awaiting Admission

Admitted

Discharge In

Discharged

| Admission Date | ID Number | Name                       | Gender | Age | Bed Number | Duration on Ward | Bill Status      | Action |
|----------------|-----------|----------------------------|--------|-----|------------|------------------|------------------|--------|
| Today, 10:41   | MGHDL4    | MUNYAMBU MUNYAMBU MUNYAMBU | M      | 57  | MW-01      | 0                | Bills Not Raised | ⋮      |

Go to Billing

Waive Patient

Patient Absconded

## Discharge Summary

- Once the patient has paid all their bills or their bill has been waived, the patient is moved to the **'Discharge'** tab.
- Click on the three dots (as denoted by the red arrow), this will open a dialog box with **'Discharge Summary'** and **'Gate Pass'** options
- Click on **'Discharge Summary'** to view the summary of care the patient has received

Locations

Nyayo ward

Date

mm/dd/yyyy

📅

Awaiting Admission

Admitted

Discharge In

Discharged

1

2

0

1

Ward Patients

List

Card

Awaiting Admission

Admitted

Discharge In

Discharged

| Admission Date     | Discharge Date     | ID Number | Name             | Gender | Age | Bed Number | Duration on Ward | Action |
|--------------------|--------------------|-----------|------------------|--------|-----|------------|------------------|--------|
| 12-Aug-2025, 16:05 | 12-Aug-2025, 16:08 | MAPVM     | Peter Nico White | female | 48  | --         | 0                | ⋮      |

during their inpatient visit. Click print to select a printer and print a hard copy of the same.

Ward Patients

List

Card

Awaiting Admission

Admitted

Discharge In

Discharged

| Admission Date     | Discharge Date     | ID Number | Name             | Gender | Age | Bed Number | Duration on Ward | Action                                            |
|--------------------|--------------------|-----------|------------------|--------|-----|------------|------------------|---------------------------------------------------|
| 12-Aug-2025, 16:05 | 12-Aug-2025, 16:08 | MAPVM     | Peter Nico White | female | 48  | --         | 0                | <div>Discharge Summary</div> <div>Gate Pass</div> |

Print Preview

ONYINJO DISPENSARY

DISCHARGE SUMMARY

NAME: PETER NICO WHITE IP NO: MAPVM AGE: 48 YEARS  
SEX: FEMALE DOA: 12/08/2025 DOD: 12/08/2025  
NAME OF CONSULTANT: QUINN GRAY BUTLER DEPARTMENT: NYAYO WARD  
DIAGNOSIS  
No Diagnoses  
HISTORY  
No known drug allergies  
PHYSICAL EXAMINATION  
No Examinations  
INVESTIGATION  
TREATMENT  
DISCHARGE INSTRUCTIONS  
No instructions  
NAME: QUINN GRAY BUTLER SIGNATURE: \_\_\_\_\_  
DESTINATION: DISCHARGE DATE: 13/08/2025

Cancel

Print

1. Once the patient has paid all their bills or their bill has been waived, the patient is moved to the **'Discharge'** tab.
2. Click on **'Gate Pass'** to view the inpatient gate pass from the ward. Click print to select a printer and print a hard copy of the same.



**THE END**