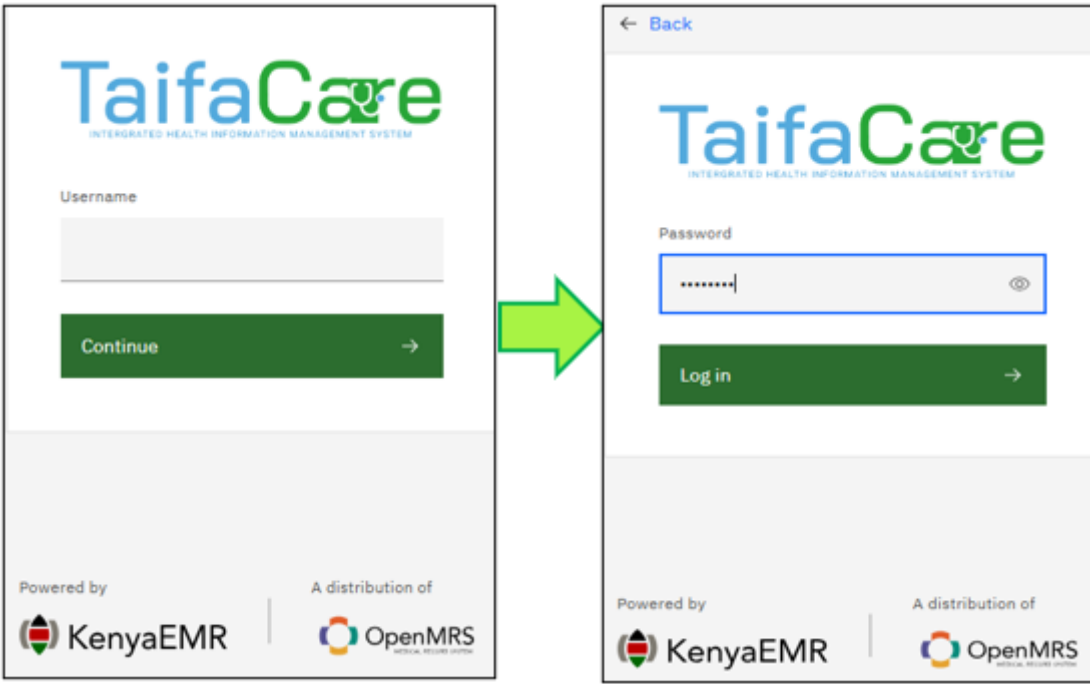


SOP: Mortuary Billing Using TaifaCare System

(Last updated: August 2025)

Tasks:	Documenting a deceased patient's bill in the system
Objective:	To provide a standardized process for documenting deceased patient's billed items in mortuary using TaifaCare systems.
Who:	Mortician/Pathologist
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.	

On the left navigation panel locate Mortuary as highlighted and click.

1. Under Admitted tab, search for the deceased, click the three dots (denoted by red arrow) to capture more services offered to the deceased.

2. Click on 'View details' to open the 'Mortuary Chart'

3. Click on 'Billing history' to view previously captured bills or click on 'Add bill items' to add a bill

Mortuary

Billing module

Peer Calendar

Mortuary operations

Awaiting Admission (23)

Admitted (3)

Discharge body (1)

Search by name, ID number, gender, or cause of death...

Admission Date	ID Number	Patient Name	Gender	Age	Compartment Number	Compartment Share	Bed Type	Days in mortuary	Status	Action
-	-	-	-	-	COMP001	Empty	-	-	Available	
13-Aug-2025, 02:39 PM	M4GTF	Ben John James	F	6	COMP002	2 sharing	-	1 Day	Occupied	⋮
-	MAYJ6	test test test	M	25	COMP002	2 sharing	-	0 Days		View details
13-Aug-2025, 03:09 PM	MDGP4	Dayton Elliott Moen	F	25	Comp - 01	Single	Std Comp	1 Day		Postmortem
										Compartment swap
										Discharge form

Items per page: 10

1-4 of 4 items

Clinic

Mortuary chart

Morgue

Today, 11:59

Mortuary View

Date of admission

Date and time of death

Length of stay

Compartment

12-Aug-2025, 10:21 AM

12-Aug-2025, 09:59 AM

1 Day

COMP002

Billing history

Autopsy report

Attachments

Patient billing history

Visit time	Identifier	Billed Items	Bill total
Today, 10:22	MAYJ6	Body Stay & Body Stay	5000

Add bill item(s) +

The billing form will open, search for items you would like to bill and save the form.

Billing Form

Search

Find your billables here...

Item	Quantity	PaymentMethod	Price	Total	
Postmortem	1	Cash only	1500	1500	
Embalment	1	Cash only	500	500	
Grand Total:				2000	

Discard

Save & Close



3 / 4



Clinic

Mortuary chart

Morgue · Today, 11:59

Mortuary View

[Back to Home](#)

Billing history

Autopsy report

Attachments

Date of admission	Date and time of death	Length of stay	Compartment
12-Aug-2025, 10:21 AM	12-Aug-2025, 09:59 AM	1 Day	COMP002

Patient billing history

[Add bill item\(s\)](#) +

Visit time	Identifier	Billed Items	Bill total
Today, 10:22	MAYJ6	Body Stay & Body Stay & Postmortem & Embalmmnt	7000

Line items

Items to be billed

Search this table

No	Bill item	Bill code	Status	Quantity	Price	Total
1	Body Stay	0713-8	PAID	1	500	500
2	Body Stay	0713-8	PENDING	9	500	4500
3	Postmortem	0713-8	PENDING	1	1500	1500
4	Embalmmnt	0713-8	PENDING	1	500	500

4. Once you have added and save the billing form, you can view the bills added (by clicking on the arrow denoted in a blue square).

Please **note** for any changes to the bill and billing workflows refer to the **Billing SOP**

THE END