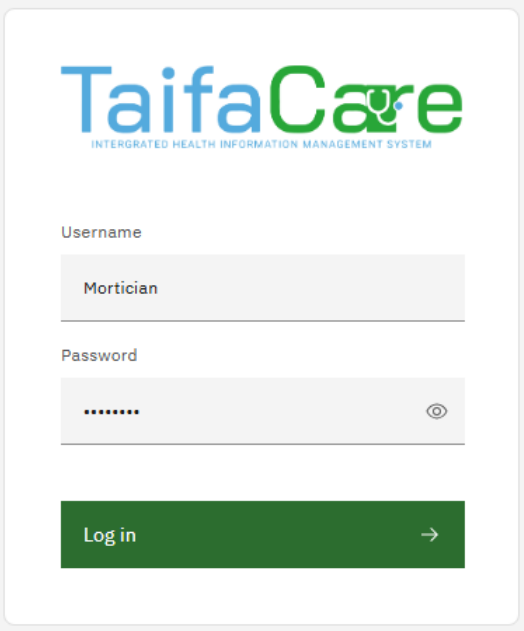


SOP: Mortuary Body Discharge Using TaifaCare System

(Last updated: August 2025)

Tasks:	Documenting a deceased patient discharge journey in the system
Objective:	To provide a standardized process for documenting deceased patients to mortuary using TaifaCare systems.
Who:	Mortician/Pathologist/Mortuary Attendant
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.	

 Clinic
Mortuary

Onyinjo Dispensary · Today, 09:09

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

Awaiting Admission
 total
20

Admitted
 total
2

Discharged
 total
0

Mortuary operations

List Card

Awaiting Admission (20)
 Admitted (2)
 Discharge body (0)

Admission Date	ID Number	Patient Name	Gender	Age	Compartment Number	Compartment Share	Bed Type	Days in mortuary	Status	Action
13-Aug-2025, 08:53 AM	MDV	Zachary Joseph King	M	56	COMP001	Single	-	1 Day	Occupied	:
-	MAYJ6	test test test	M	25	COMP002	Single	-	0 Days	Occupied	:

Items per page: 10
 1-2 of 2 items
 1 of 1 page

- Click on 'Discharge form' to open the 'Discharge Form'

Mortuary operations

List Card

Awaiting Admission (21)
 Admitted (1)
 Discharge body (0)

Admission Date	ID Number	Patient Name	Gender	Age	Compartment Number	Compartment Share	Bed Type	Days in mortuary	Status	Action
-	-	-	-	-	COMP001	Empty	-	-	Available	:
-	MAYJ6	test test test	M	25	COMP002	Single	-	0 Days	Occupied	:

Items per page: 10
 1-2 of 2 items

View details
 Postmortem
 Compartment swap
Discharge form

1. Capture and review all entered data for accuracy in the discharge form. Ensure compliance with facility protocols.
2. Review all fields again. Click 'Save & Close' to finalize or cancel to abort. Ensure any attachments e.g. Burial certificate is attached and documented by clicking on 'Record attachments'.
3. Please note that if the deceased has a **bill pending** the system will provide a **warning** and request for the bill to be cleared. Refer the '**Mortuary Billing SOP**' for further details on this component

Discharge form

Warning

The deceased patient cannot be discharged due to 1 unpaid bill (Total balance: Ksh.500). Please visit the cashier to settle all outstanding bills before discharge.

TTT

test test test

MALE - 25 YRS

Cause of death: Human immunodeficiency virus disease resulting in other specified diseases

Discharge type

☒ Discharge body
☐ Transfer
☐ Dispose

Date of discharge*

08/12/2025

Time of discharge*

10:58 AM

Permit serial number*

Discharge Area*

Next of Kin Information

Next of kin names*

Relationship*

Next of kin contact*

Attachments

Cancel

Save & close

Discharge form

TTT

test test test

MALE - 25 YRS

Cause of death: Human immunodeficiency virus disease resulting in other specified diseases

Discharge type

☒ Discharge body
☐ Transfer
☐ Dispose

Date of discharge*

08/12/2025

Time of discharge*

11:01 AM

Permit serial number*

123456

Discharge Area*

Kayole

Next of Kin Information

Next of kin names*

Test Kin

Relationship*

Sister

Next of kin contact*

0711881881

Next of kin National ID*

23456789

Attachments

Cancel

Save & close

Discharge form

Transfer

Dispose

Date of discharge*

08/12/2025

Time of discharge*

11:01 AM

Permit serial number*

123456

Discharge Area*

Kayole

Next of Kin Information

Next of kin names*

Test Kin

Relationship*

Sister

Next of kin contact*

0711881881

Next of kin National ID*

23456789

Attachments

There are no attachments to display for this patient

Record attachments

Cancel

Save & close

Discharge form

Transfer

Dispose

Date of discharge*

08/13/2025

Time of discharge*

9:37 AM

Permit serial number*

123456

Discharge Area*

Next of Kin Information

Next of kin names*

Relationship*

Next of kin contact*

Next of kin National ID*

Attachments

There are no attachments to display for this patient

Record attachments

Cancel

Save & close

Add Attachment ×

Webcam

Upload files

File limit is 5MB. Supported files are jpeg, jpg, png, pdf, gif, svg, bmp.

Drag and drop files here or [click to upload](#)

THE END