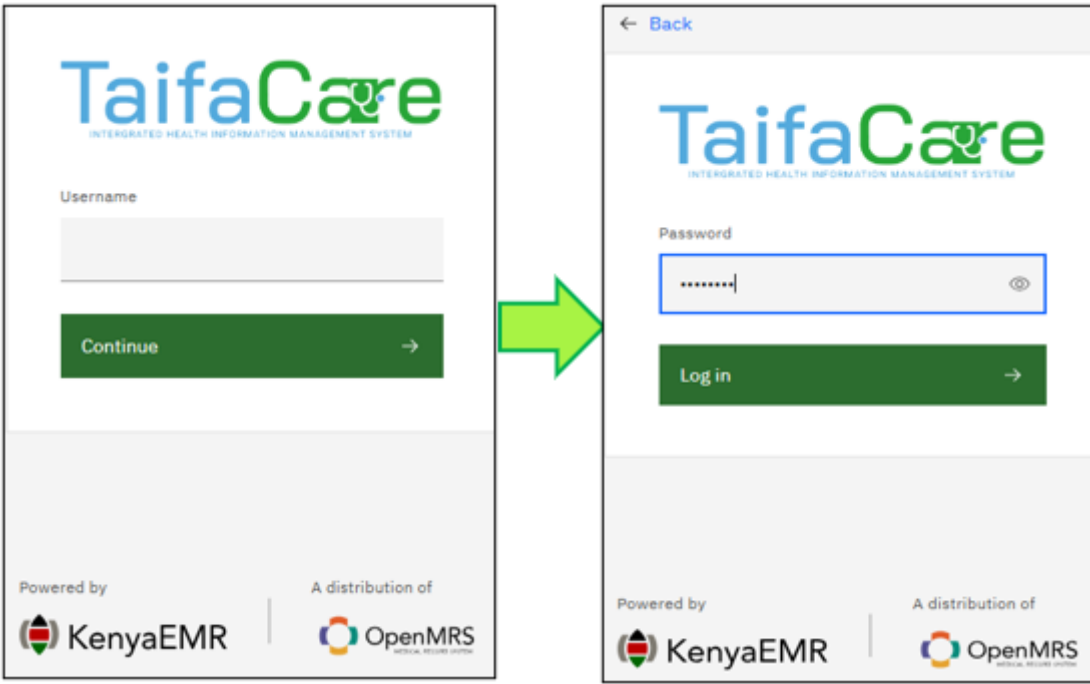


SOP: Mortuary Documentation Using TaifaCare System

(Last updated: August 2025)

Tasks:	Documenting a deceased patient journey in the system
Objective:	To provide a standardized process for documenting deceased patients to 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.	

Once you login, click on Mortuary in the left navigation panel.

- Under Admitted tab, Search for the deceased. Click the three dots (under action) to capture any other details about the deceased.



Clinic

Mortuary

Onyinjo Dispensary · Today, 10:22

Awaiting Admission

total
21

Admitted

total
1

Discharged

total
0

Mortuary operations

List

Card

Awaiting Admission (21)

Admitted (1)

Discharge body (0)

Q 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
12-Aug-2025, 10:21 AM	MAY36	test test test	M	25	COMP001	Single	Std Comp	1 Day	Occupied	⋮

Items per page: 10 ▾

1-1 of 1 items

1 ▾ of 1 page ⏪ ⏩

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

Mortuary operations

List

Card

Awaiting Admission (21)

Admitted (1)

Discharge body (0)

Q 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
12-Aug-2025, 10:21 AM	MAYJ6	test test test	M	25	COMP001	Single	Std Comp	1 Day	Occupied	⋮

Items per page: 10

1-1 of 1 items

View details

Postmortem

Compartment swap

Discharge form

3. Click on 'Autopsy report' to view previously captured postmortem encounter forms or click on 'Add' or 'Postmortem' to add a Postmortem report



Clinic

Mortuary chart

Onyinjo Dispensary

Today, 10:45

Mortuary View

Back to Home

↩

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

Billing history

Autopsy report

Attachments

Autopsy report

Add +

✓ Date & time	Visit type	Encounter type	Form name	Mortician name	Action
11-Jul-2025	Outpatient	Consultation	Clinical Encounter	Quinn Gray Butler	⋮
11-Jul-2025	Inpatient	Consultation	Clinical Encounter	Quinn Gray Butler	⋮

The postmortem form will open, enter details and save the form.

Postmortem

Post-Mortem Details

Save and close

Discard

Post-Mortem Details

Encounter Details

* Visit date:

12/08/2025

* Provider:

admin - Quinn Gray Butler

* Location:

Onyinjo Dispensary

Death Details

Location of Death / Where the body was found

Date & Time of Death

dd/mm/yyyy hh:mm

Patient Details

Reference Number

Address

To:Officer in charge

Police station

Reference Body of

Postmortem Examination Details

THE END