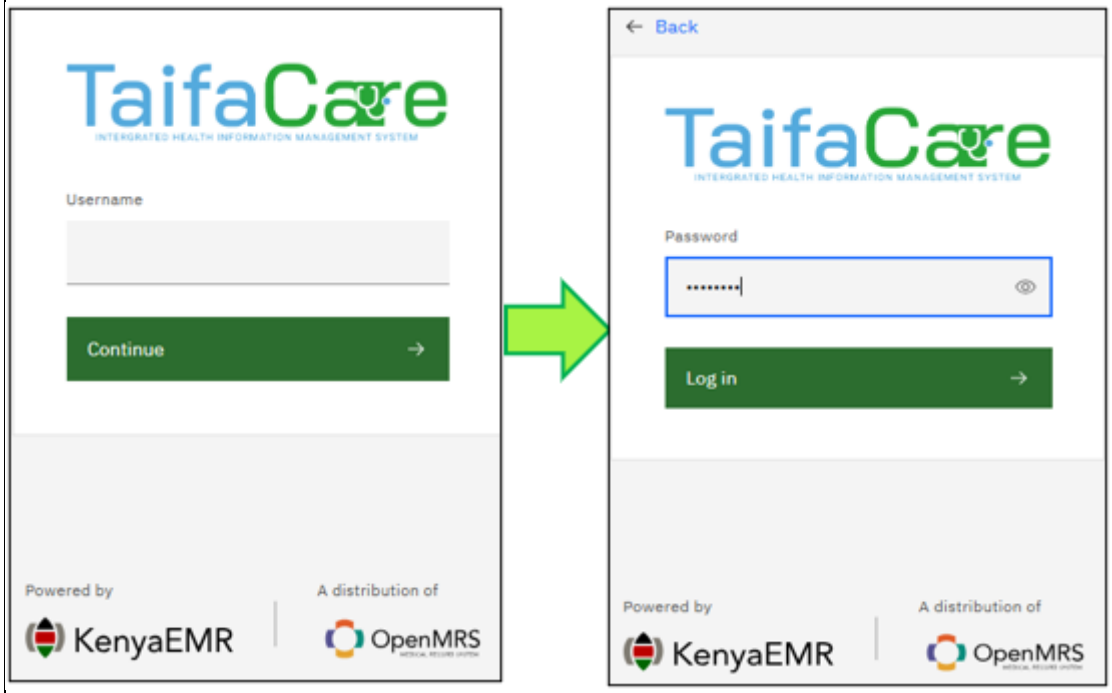
SOP: TaifaCare Mortuary Management Module – Compartment Setup User Guide

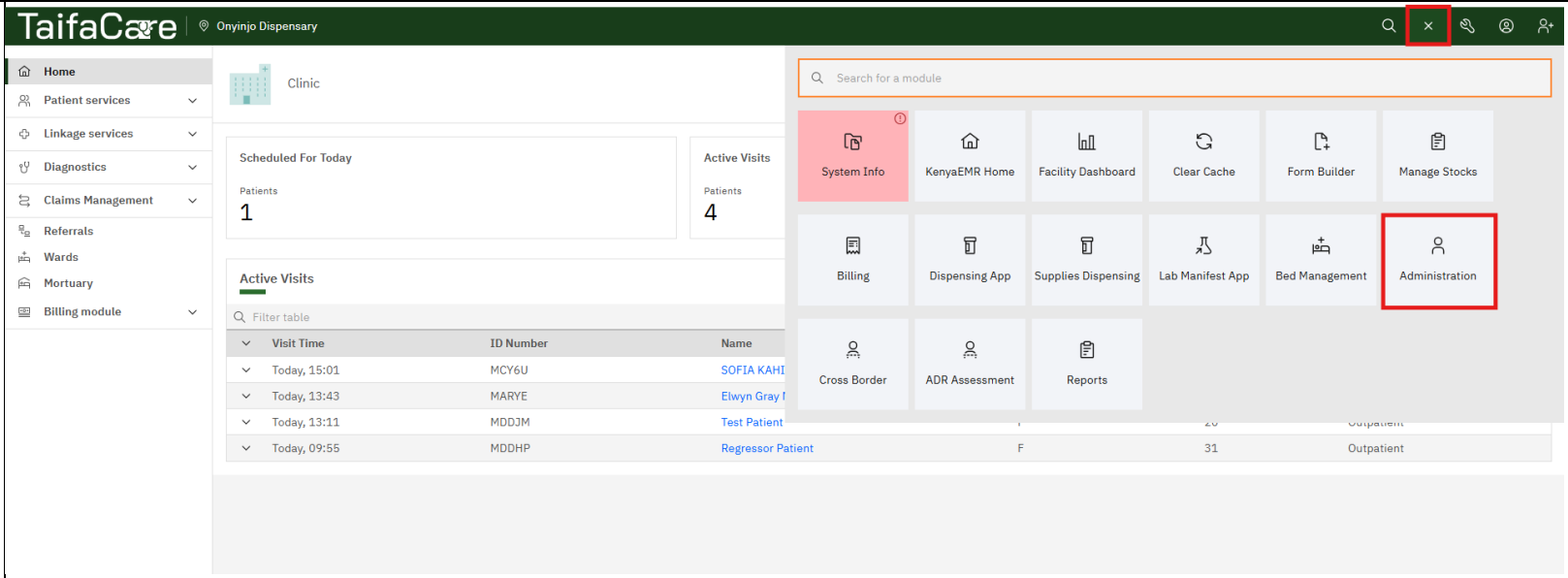
(Last updated: August 2025)

Tasks:	Mortuary and Compartment Allocation Management
Objective:	To guide KenyaEMR users through the process of setting up and managing mortuary compartment using the Bed Management module.
Who:	EMR Admin User/HRIO/Mortician/Pathologist
Required Materials:	Username, password, computer installed with TaifaCare version 19.2.0 and above
Step	**Action**
Login to KenyaEMR 3.X • 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.	

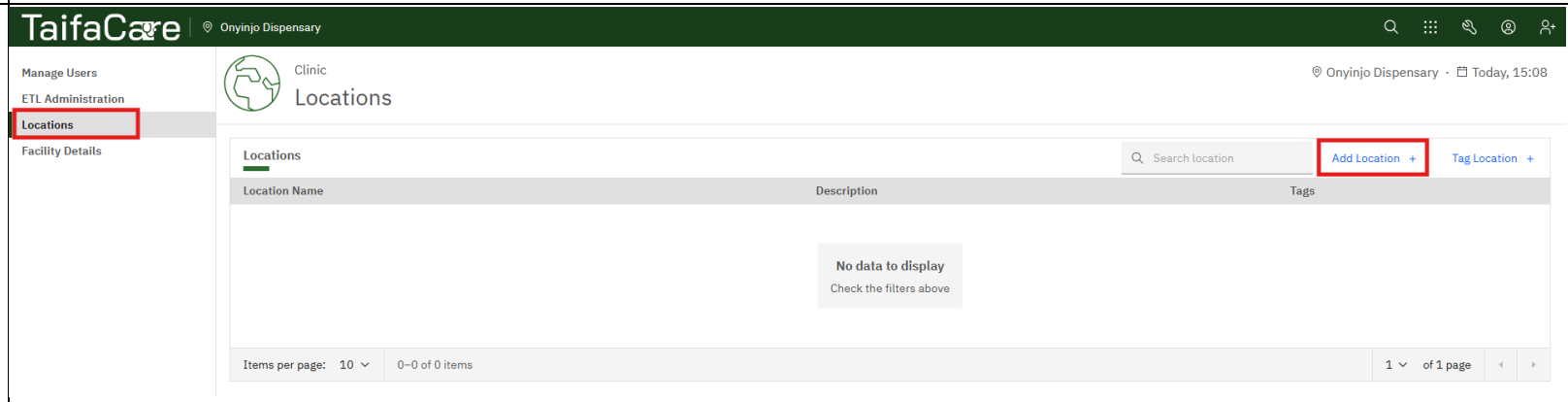
How to perform Mortuary Bed Management Configuration

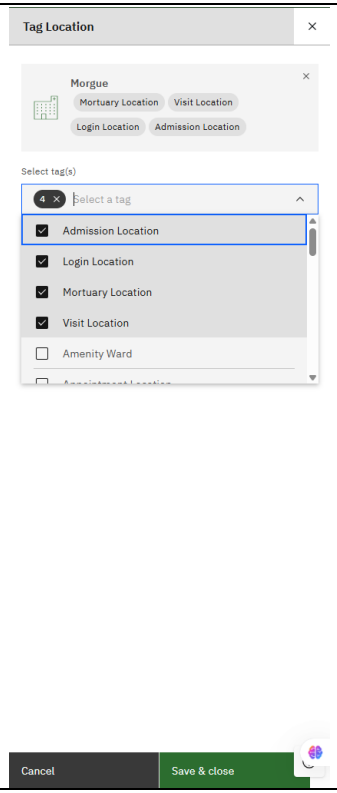
Steps

1. On the TaifaCare Home Page, click on the **Grid Icon** on the top-right corner to display KenyaEMR applications then click on **Administration**

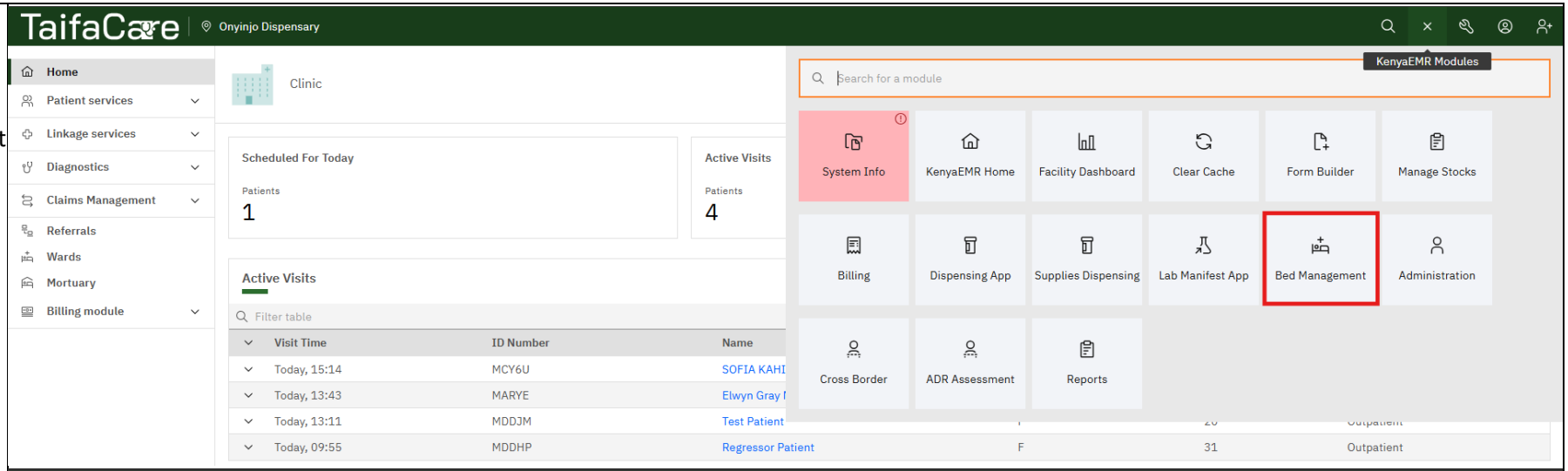


1. Navigate to **Location** > **Add Location**.

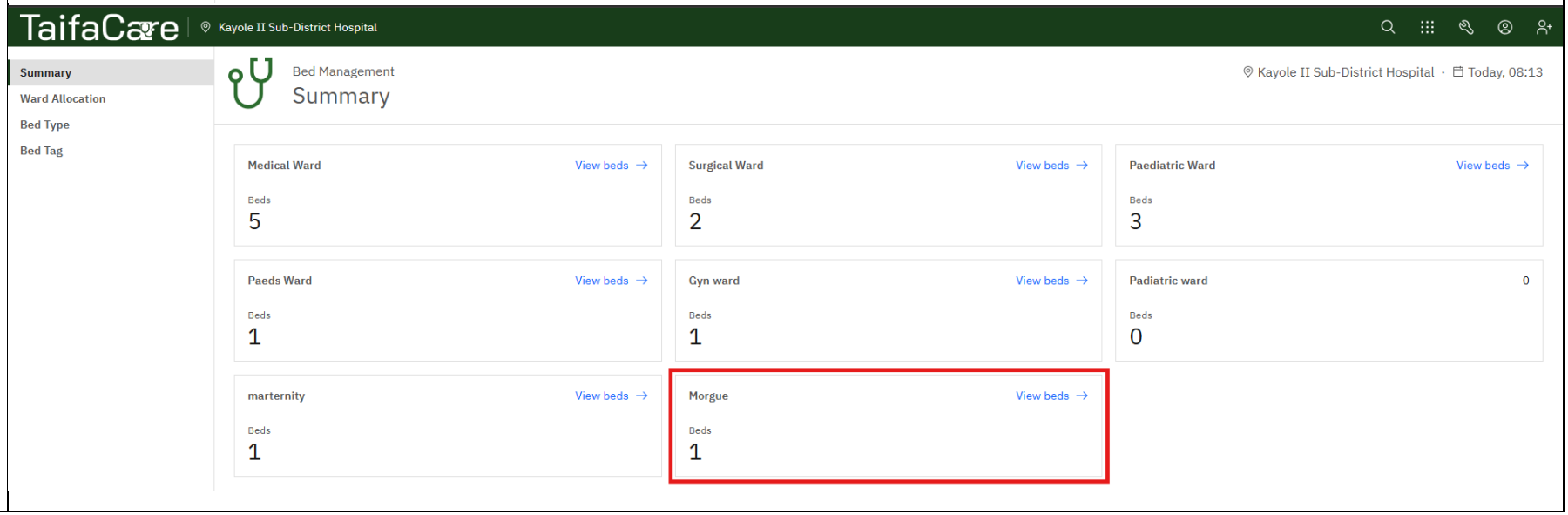


2. Enter the name of the Mortuary you would like to create e.g. '**KNH Mortuary**', Ensure you add the correct location Tag i.e. **Admission Location, Mortuary Location** and **Visit Location** then save the form.	

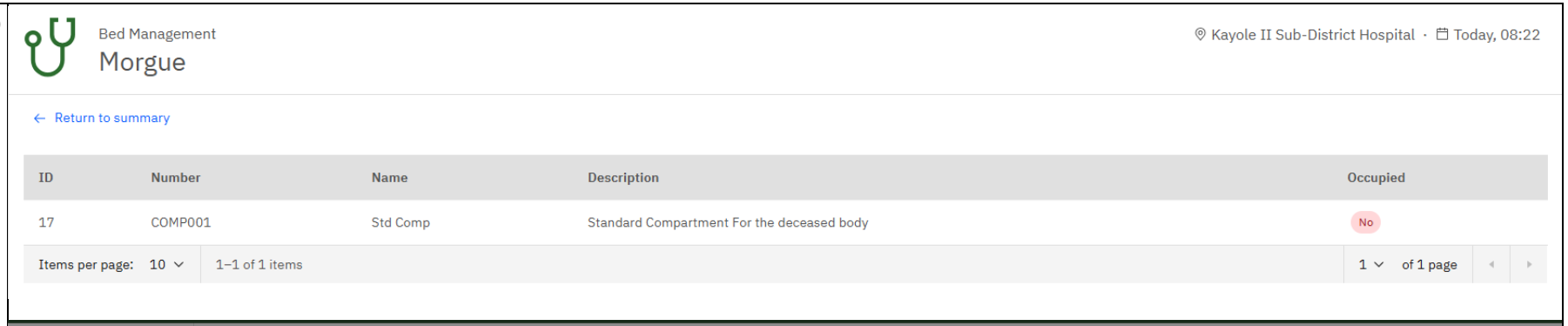
1. On the TaifaCare Home Page, click on the **Grid Icon** on the top-right corner to display TaifaCare applications then click on **Bed Management**

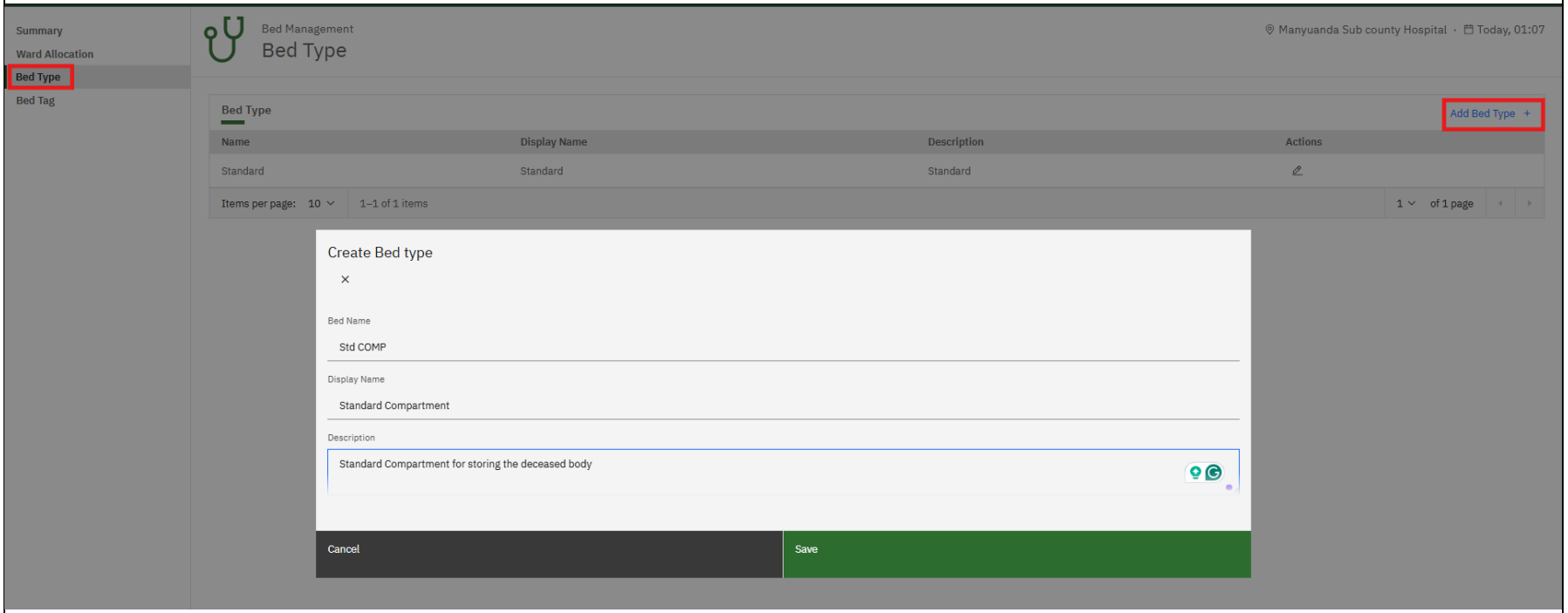


2. Under **Summary** you will see the location you had earlier added, Navigate to **Bed Type** > **Add Bed Type** > Enter **Bed Type Details** (Type a meaningful bed

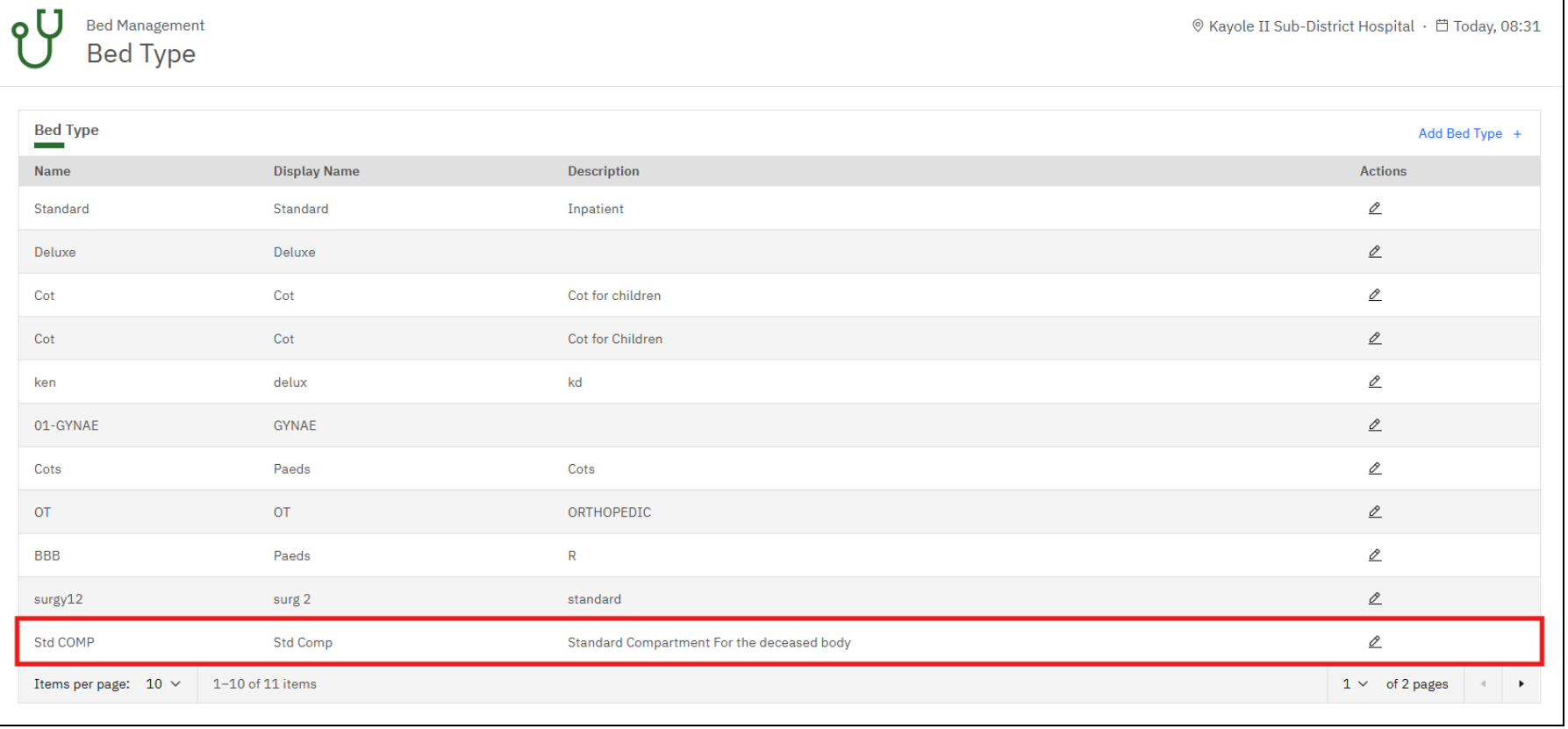


type e.g. **Std Comp** to denote when adding a Compartment that it will be a basic compartment for accommodating a deceased patient) then click on **Save** to submit the form



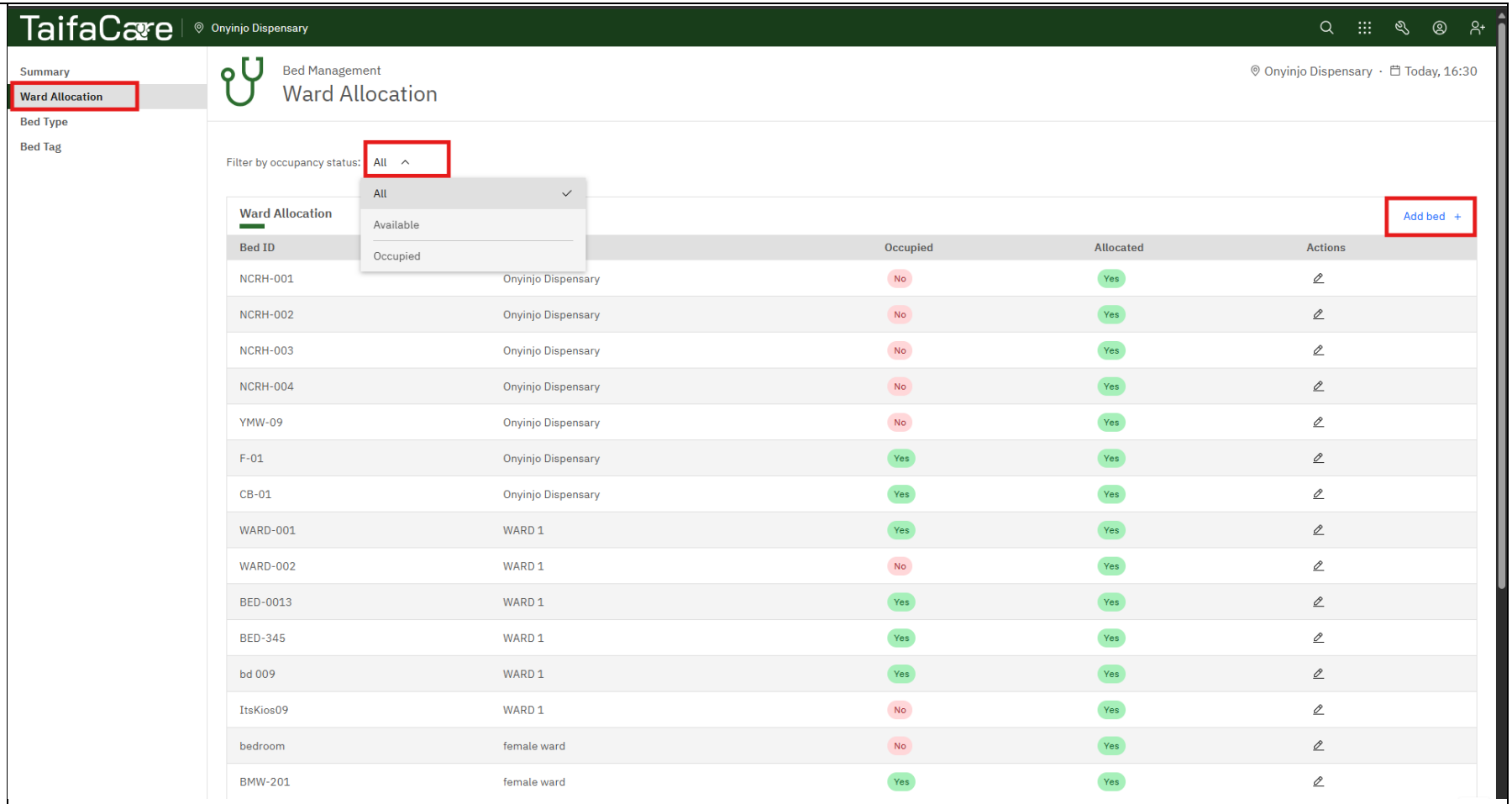


3. You should get a success pop up message and see the bed type added.
   Please note you can also **Edit** the bed type details in case of any changes you would like to make in the future by clicking on the 'Pencil' looking icon under **Actions**

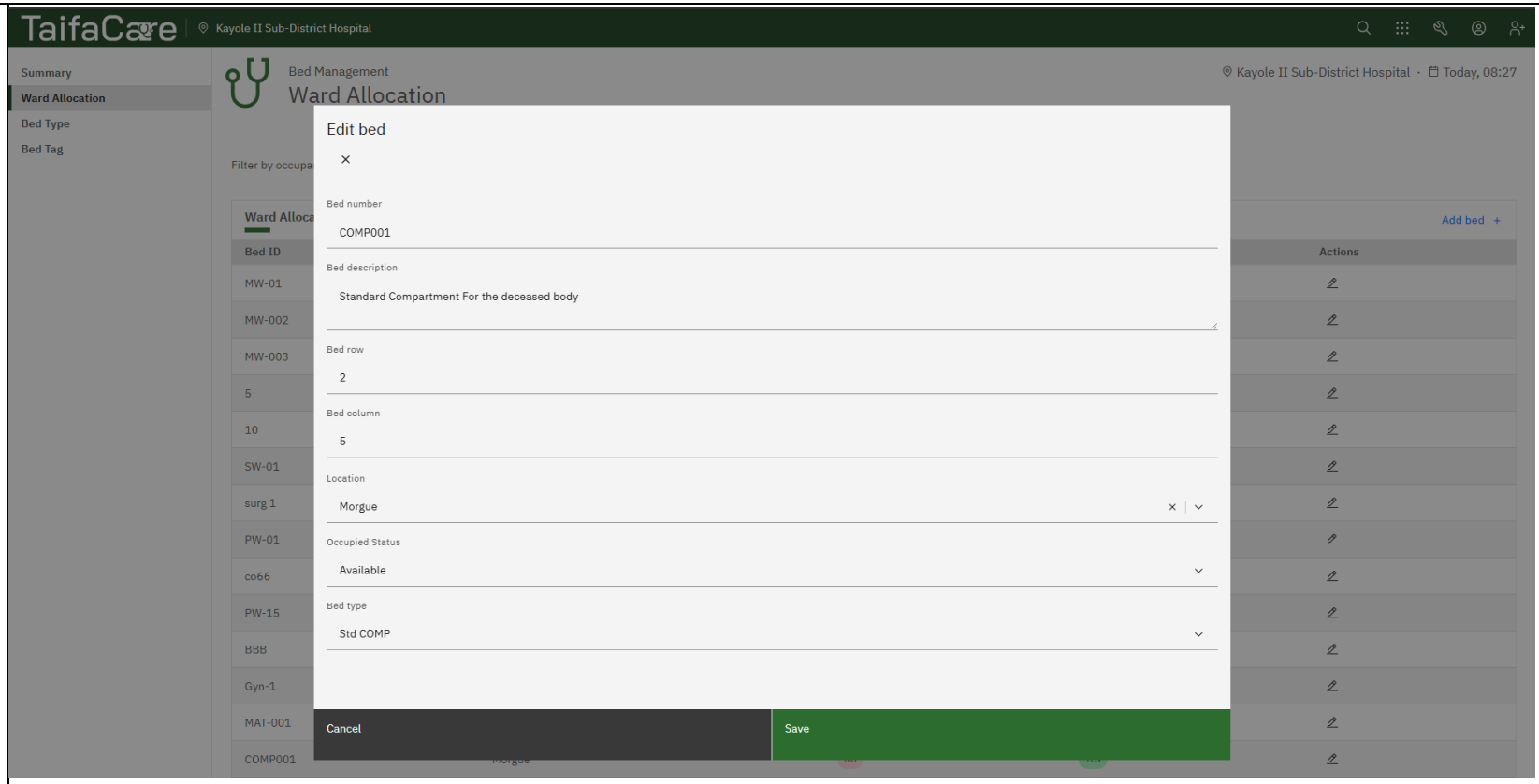


1. Navigate to **Ward Allocation** > Click on **Add Bed**, this will open a pop-up window for one to add a bed.

2. Capture the bed details as shown in the form. Enter **Bed number (Compartment)**, **Description**, **Row** and **Column number**, **Location –** ensure to choose Morgue/Mortuary i.e. the mortuary location you created, **Occupied status** and **Bed Type –** ensure to choose Std Comp then S**ave** the form.



3. You can also edit the bed details by clicking on the ‘Pencil’ icon under **Actions** then make changes before saving.



Bed Management

Ward Allocation

Kayole II Sub-District Hospital · Today, 08:29

Filter by occupancy status: All

Ward Allocation Add bed +

Bed ID	Location	Occupied	Allocated	Actions
MW-01	Medical Ward	No	Yes	
MW-002	Medical Ward	No	Yes	
MW-003	Medical Ward	No	Yes	
5	Medical Ward	No	Yes	
10	Medical Ward	No	Yes	
SW-01	Surgical Ward	No	Yes	
surg 1	Surgical Ward	No	Yes	
PW-01	Paediatric Ward	No	Yes	
co66	Paediatric Ward	Yes	Yes	
PW-15	Paediatric Ward	No	Yes	
BBB	Paeds Ward	No	Yes	
Gyn-1	Gyn ward	No	Yes	
MAT-001	marternity	No	Yes	
COMP001	Morgue	No	Yes	

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