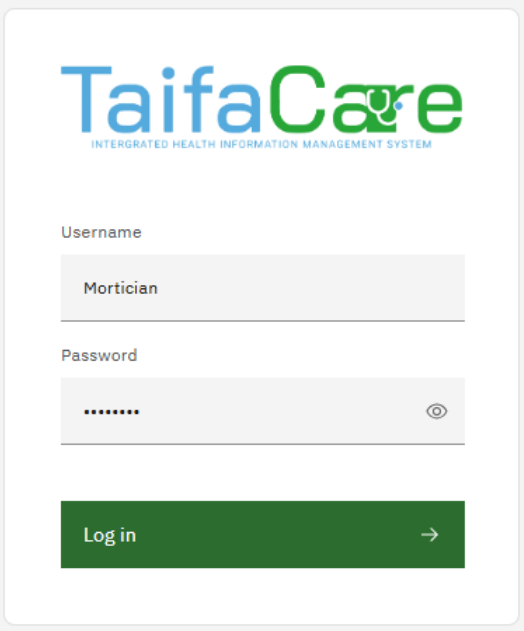


SOP: Mortuary Admission Using TaifaCare System

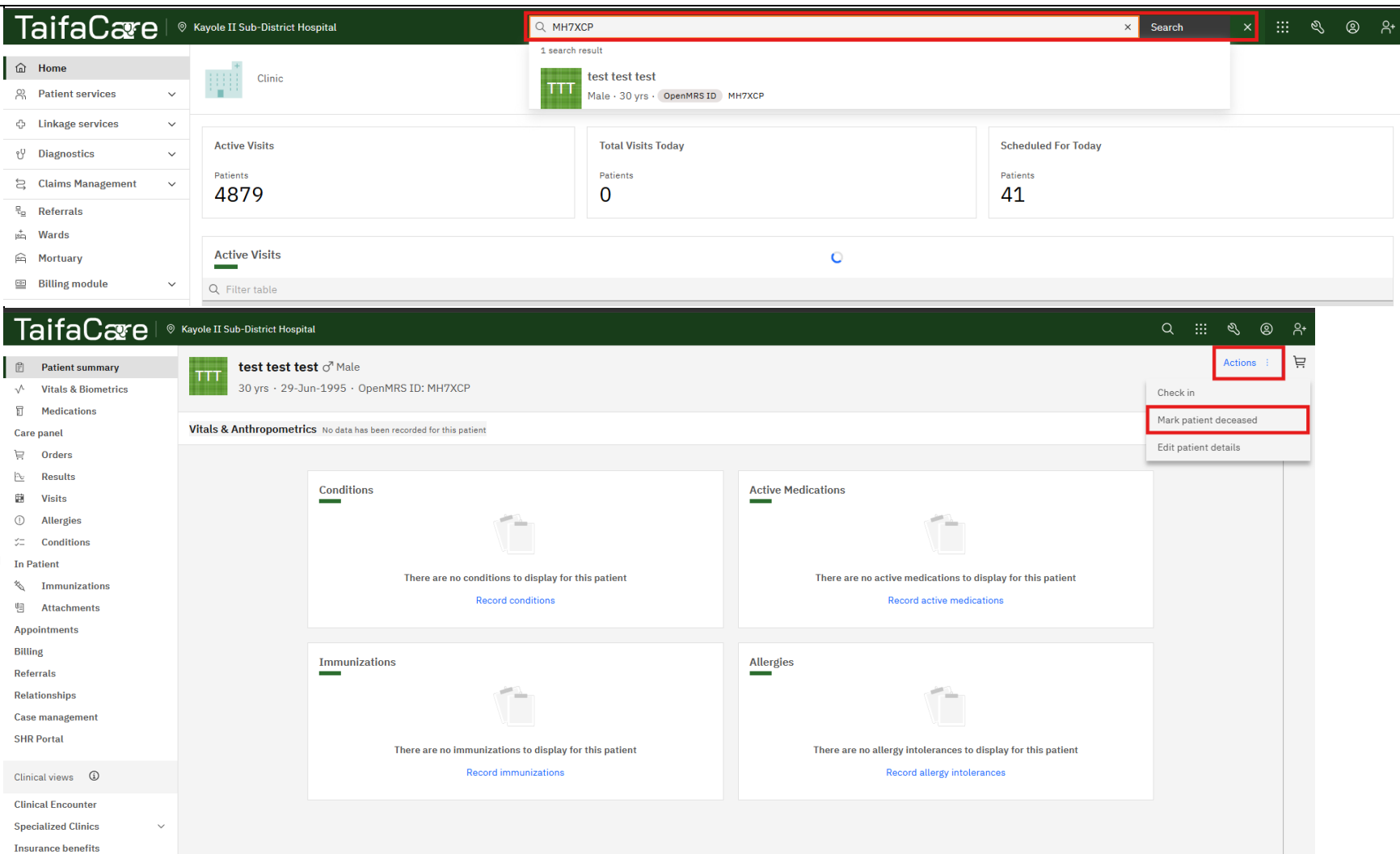
(Last updated: August 2025)

Tasks:	Admitting a deceased patient
Objective:	To provide a standardized process for admitting deceased patients to the 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.	

How to Initiate Mortuary Admission via Mortuary Module

Steps

1. Use the Client Search to locate the patient by name, OpenMRS ID, or Unique Patient Number. Select the patient to open their summary dashboard.
2. For bodies being admitted from another facility, register the body first using the registration module where you can mark them as 'dead'. Refer to the '**SOP for Registration**', once the process is done follow the next steps here.
3. Confirm patient demographics: Name, Age, Gender, ID Number, Visit Type (Morgue).



The screenshot displays the TaifaCare interface for Kayole II Sub-District Hospital. The top navigation bar includes the hospital name and a search bar. A search for 'MH7XCP' yields one result: 'test test test', a 30-year-old male with OpenMRS ID MH7XCP.

The patient summary dashboard for 'test test test' is shown below. The left sidebar contains various modules: Home, Patient services, Linkage services, Diagnostics, Claims Management, Referrals, Wards, Mortuary, and Billing module. The main content area displays patient statistics: Active Visits (4879), Total Visits Today (0), and Scheduled For Today (41). Below these are sections for Active Visits, Conditions, Active Medications, Immunizations, and Allergies, each with a 'Record' button. The 'Vitals & Anthropometrics' section indicates no data has been recorded for this patient. The right sidebar includes an 'Actions' menu with options: Check in, Mark patient deceased, and Edit patient details.

How to Mark a Patient Deceased

1. Navigate to the 'Action' button and click to open > Click on the 'Mark Patient Deceased'
2. Navigate to the mark patient deceased form and enter the date of death, and the cause of death then save the form. One successful saving of the patient, the patient chart should show a 'Deceased' tag next to the patient's name.
3. Click on 'Action' to check-in the deceased body to the Morgue Location to Queue the body for Admission

Mark patient deceased

Marking the patient as deceased will end any active visits for this patient

Date of death

Date

12/08/2025

Cause of death

hum

☐ HIV disease resulting in mycobacterial infection
 ☐ HIV disease resulting in Burkitt's lymphoma
 ☐ HIV disease resulting in multiple malignant neoplasms
 ☐ HIV disease resulting in malignant neoplasm
 ☐ HIV disease resulting in multiple infections
 ☐ HIV disease resulting in cytomegaloviral disease
 ☐ Co-infection with human immunodeficiency virus and tuberculosis
 ☐ Human immunodeficiency virus disease resulting in other specified diseases

Discard

Save and close

TTT

test test test ♂ Male

Deceased

30 yrs · 29-Jun-1995 · OpenMRS ID: MH7XCP

Vitals & Anthropometrics

No data has been recorded for this patient

Start a visit

The visit is

New

Ongoing

In the past

Upcoming appointments

No upcoming appointments found

Visit location

Select a location

Kayole II Sub-District Hospital

Visit Type

Search for a visit type

☐ Outpatient
 ☐ Inpatient
 ☒ Morgue
 ☐ Casualty/Emergency

4 / 4 items

1 of 1 page

3 / 10

- From the left-hand menu, click on Mortuary. Review the Active Requests and Mortuary Statistics. Select the patient from the Awaiting Admission Visit list. Assign the deceased patient to a Compartment by clicking on the three dots (denoted by red arrow) then click on 'Admit'. The body admission form will open.

TaifaCare

Kayole II Sub-District Hospital

Home

Patient services

Linkage services

Diagnostics

Claims Management

Referrals

Wards

Mortuary

Billing module

Clinic

Mortuary

Awaiting Admission

total

72

Admitted

total

0

Discharged

total

0

Mortuary operations

List

Card

Search

Awaiting Admission (72)

Admitted (0)

Discharge body (0)

Date queued	ID Number	Name	Gender	Age	Compartment Number	Days In Queue	Action
20-Mar-2025, 12:00 AM	MGX3C3	sibonje sibonje sibonje	F	49	-	145	⋮
03-Apr-2023, 12:00 AM	MGXYNA	MUTUGI MUTUGI MUTUGI	F	30	-	862	⋮
09-Mar-2023, 12:00 AM	MGYEGD	kitumbe kitumbe kitumbe	F	27	-	887	⋮
11-May-2023, 12:00 AM	MH4MYP	NYAMBALE NYAMBALE NYAMBALE	F	59	-	824	⋮
12-Aug-2025, 09:17 AM	MH7XCP	test test test	M	30	-	0	⋮
01-Oct-2024, 12:00 AM	MHR9VY	OMUSA OMUSA OMUSA	F	29	-	315	⋮
09-Apr-2025, 04:44 PM	MHRNXX	Kakura Kakura Kakura	M	32	-	124	⋮

Admit

Cancel

4 / 10

- Admission form

TTT

test test test

M • 25 Yrs old

Visit type

Morgue

Assign compartment *

Q Search for a compartment

COMP001

Std Comp

AVAILABLE

Select payment method *

Cash only

Search services *

1 X Service

Body Stay

admission fee outside body

Admission form

Tag Number *

1234

Date of admission

08/12/2025

Time of admission *

10:05

AM

Death confirmed *

Yes

No

Death Notification Number

0987654321

Attending clinician/Doctor *

Test Doc

Doctor's remarks *

Deceased

Cause of death:

Human immunodeficiency virus disease resulting in other specified diseases

Autopsy Permission (if applicable) *

Yes

No

Dead Body preservation

Body embalment

Cold storage

Supporting Documents

Attachments

There are no attachments to display for this patient

Record attachments

Cancel

Save & close

- Under Admitted tab, search for the deceased body, click the three dots (denoted by red arrow) to capture further details about the deceased.



Clinic

Mortuary

Onyinjo Dispensary · Today, 09:09

Awaiting Admission

 total
20

Admitted

 total
2

Discharged

 total
0

Mortuary operations

List

Card

Awaiting Admission (20)

Admitted (2)

Discharge body (0)

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
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 ◀ ▶

2. Click on **'View details'** to open the 'Mortuary chart', once open click on **'Autopsy report'** to view previously captured postmortem encounter forms.



Clinic

Mortuary

Onyingo Dispensary · Today, 08:55

Awaiting Admission

total

20

Admitted

total

2

Discharged

total

0

Mortuary operations

List Card

Awaiting Admission (20)

Admitted (2)

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
-	-	-	-	-	COMP001	Empty	-	-	Available	
-	MAYJ6	test test test	M	25	COMP002	2 sharing	Std Comp	0 Days	Occupied	⋮
13-Aug-2025, 08:53 AM	MDV	Zachary Joseph King	M	56	COMP002	2 sharing	Std Comp	1 Day	Occupied	⋮

Items per page: 10

1-3 of 3 items

View details

Postmortem

Compartment swap

Discharge form

3. To add a new postmortem report, click on 'Add' button to add a Postmortem report


Clinic
Onyinjo Dispensary · Today, 08:56

Mortuary chart

Mortuary View
Back to Home

Date of admission	Date and time of death	Length of stay	Compartment
13-Aug-2025, 08:53 AM	29-Apr-2025, 12:52 PM	1 Day	COMP002

Billing history
Autopsy report
Add +

Attachments	Date & time	Visit type	Encounter type	Form name	Mortician name	Action
▼	07-Mar-2024	Outpatient	Consultation	Progress Note	Kenneth Cox Johnson	:
▼	06-Jun-2024	Outpatient	Consultation	Progress Note	Kenneth Cox Johnson	:



Clinic

Mortuary chart

Mortuary View

Date of admission	Date and time of death	Length of stay	Compartment
13-Aug-2025, 08:53 AM	29-Apr-2025, 12:52 PM	1 Day	COMP002

Billing history

Autopsy report

Attachments

Autopsy report

▼	Date & time	Visit type	Encounter type
▼	07-Mar-2024	Outpatient	Consultation
▼	06-Jun-2024	Outpatient	Consultation

Add Autopsy Report

Post-Mortem Details

Save and close

Discard

Post-Mortem Details

Encounter Details

* Visit date:

13/08/2025

* 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

4. Where there's a need to change the deceased body's storage compartment, click on **'Compartment swap'** which will open the Swap compartment form, choose a compartment of choice then click on **'Save & Close'**

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
-	-	-	-	-	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

Swap compartment

TTT

test test test

MALE · 25 YRS

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

Q Search for a compartment

☒ COMP001 Standard AVAILABLE

☐ COMP002 Standard OCCUPIED Current

Cancel

Save & close

?

THE END