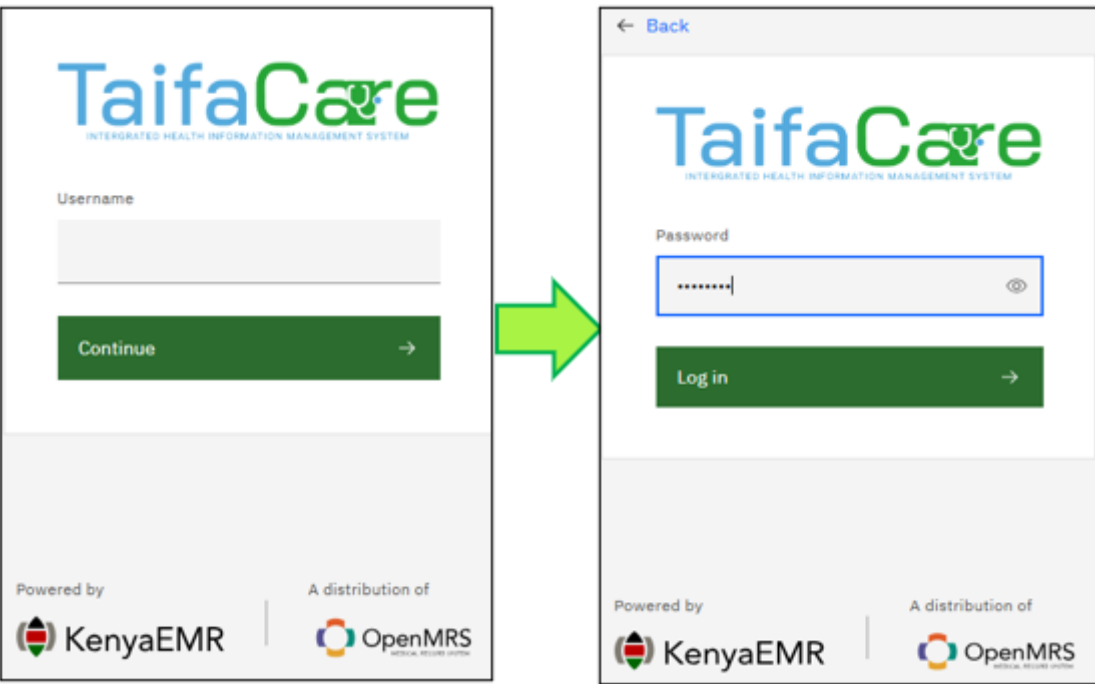


SOP: How to Document NCD Module Services in TAIFACARE EMR

[Last updated: August 2025]

Tasks:	How to document NCD Module services offered to a client in Taifa Care
Objective:	Successfully Log into TaifaCare, enroll to NCD services, and document the details in Taifa Care
Who:	All facility staff responsible for conducting NCD Services
Required Materials:	Username, password, computer with Taifa Care installed, patient name, ID, and/or age

Steps	Actions	Screenshots
Learning Objectives	By the end of this session, you will be able to • Successfully Log into TaifaCare • Successfully document NCD Workflow	

Login to TaifaCare Enter the application server URL System localhost:8080/openmrs/spa/login and click on the load button or Enter key from the keyboard. On successful loading, you should be navigated to the system login page. Authenticate user entry by providing username and password on the fields, then. Step 1 Click “Login” button	 The diagram illustrates the login process for TaifaCare. It shows two sequential mobile app screens connected by a green arrow. The first screen displays the 'TaifaCare' logo, a 'Username' input field, a green 'Continue' button with a right arrow, and footer text: 'Powered by KenyaEMR' and 'A distribution of OpenMRS'. The second screen shows the 'TaifaCare' logo, a 'Password' input field with a blue border and a toggle icon, a green 'Log in' button with a right arrow, and the same footer text. A 'Back' button is visible at the top left of the second screen.
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Step 2

Locating the MAT Program

Upon successful login, you shall be navigated to the Active visits page of the facility

Click on the “Service Queues” option from the menu items available on the left side of the screen to find the client if they are already enrolled and are in queue. If they are not enrolled refer to client’s **enrolment manual on how to enroll clients to Taifa Care**

TaifaCare

Ober Kamoth Sub County Hospital

Home

Patient services

Service queues

Appointments

Linkage services

Diagnostics

Claims Management

Referrals

Wards

Mortuary

Billing module

Clinic

Service queues

Location

All

Clinic metrics

Checked in patients

Patients

0

Waiting for:

Patients

19

Average wait time today

Minutes

--

Patients Currently In Queue

Filter by service: All

Filter by status: All

Clear queue

Name	Queue Number	Coming from	Priority	Status	Queue	Wait time	Serve Patient	Actions
PHINTER PHINTER PHINTER	PHA-001	--	Not Urgent	Waiting	Pharmacy service	887 hour(s) and 44 minute(s)		Transition
OLIAWO OLIAWO OLIAWO	CLI-001	--	Not Urgent	Waiting	Clinical consultation	887 hour(s) and 6 minute(s)		Transition
CHELSEA CHELSEA CHELSEA	CLI-002	--	Not Urgent	Waiting	Clinical consultation	887 hour(s) and 4 minute(s)		Transition
prudence prudence prudence	CLI-003	--	Not Urgent	Waiting	Clinical consultation	886 hour(s) and 53 minute(s)		Transition
NAGANA NAGANA NAGANA	CLI-004	--	Not Urgent	Waiting	Clinical consultation	886 hour(s) and 40 minute(s)		Transition
Zainab Zainab Zainab	CLI-005	--	Not Urgent	Waiting	Clinical consultation	886 hour(s) and 15 minute(s)		Transition
Ogum Ogum Ogum	CLI-006	--	Not Urgent	Waiting	Clinical consultation	885 hour(s) and 55 minute(s)		Transition
VERONICA VERONICA VERONICA	CLI-007	--	Not Urgent	Waiting	Clinical consultation	885 hour(s) and 47 minute(s)		Transition
Belinda Belinda Belinda	CLI-008	--	Not Urgent	Waiting	Clinical consultation	885 hour(s) and 38 minute(s)		Transition
Bela Bela Bela	CLI-009	--	Not Urgent	Waiting	Clinical consultation	885 hour(s) and 29 minute(s)		Transition

Items per page: 10

1-10 of 19 items

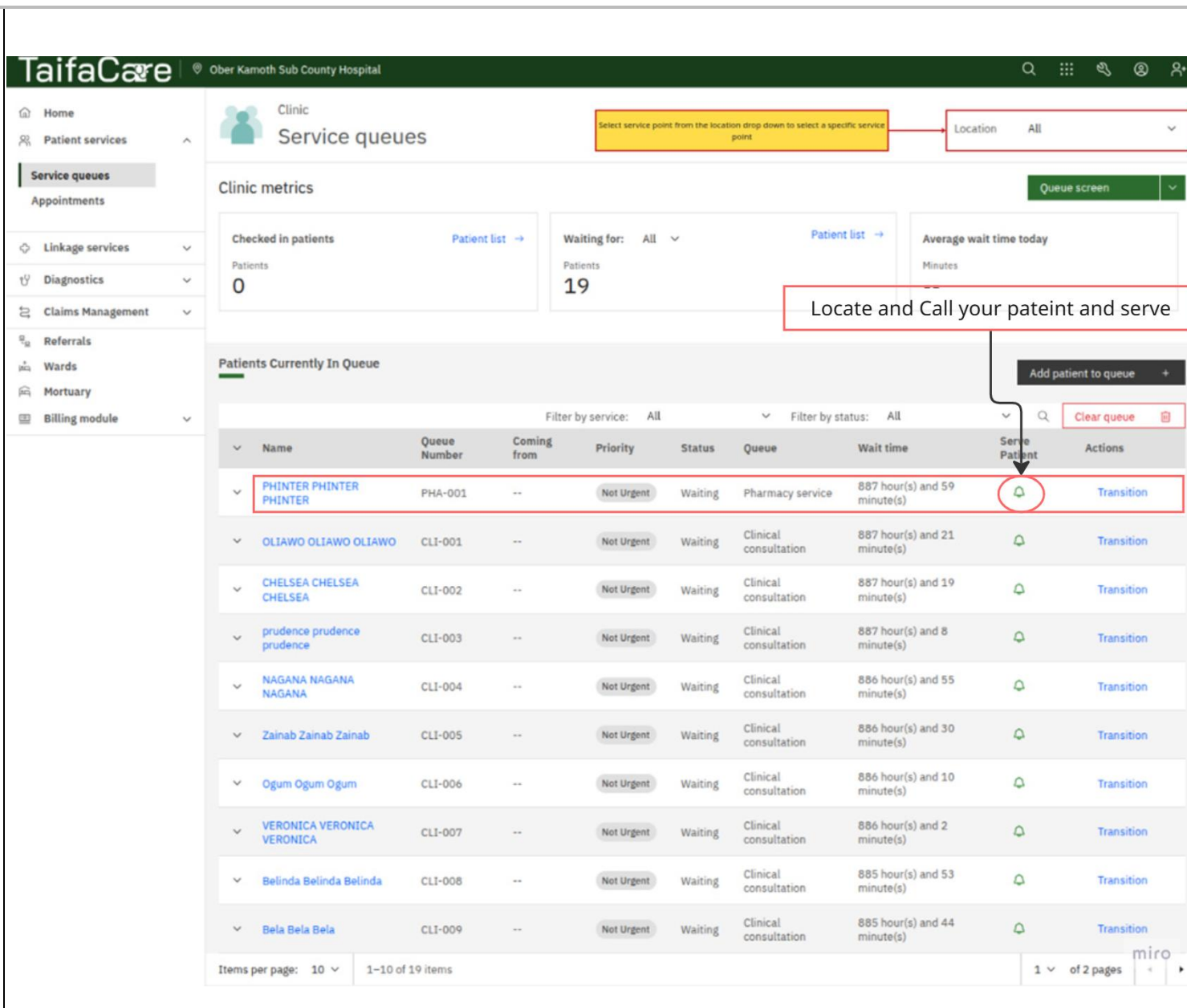
1 of 2 pages

Step 3

Taifa Care Service Queues Page

To find clients who are in queue for the different services points.

- Pick on the client you want to offer service from the service queue.



The screenshot shows the TaifaCare interface for Ober Kamothe Sub County Hospital. The left sidebar contains navigation options: Home, Patient services, Service queues (selected), Appointments, Linkage services, Diagnostics, Claims Management, Referrals, Wards, Mortuary, and Billing module. The main content area is titled 'Clinic Service queues'. It includes a 'Select service point from the location drop down to select a specific service point' dropdown, a 'Location' dropdown set to 'All', and a 'Queue screen' dropdown. Below these are 'Clinic metrics' showing 'Checked in patients' (0) and 'Waiting for' (19). A table titled 'Patients Currently In Queue' lists 9 patients with columns for Name, Queue Number, Coming from, Priority, Status, Queue, Wait time, Serve Patient, and Actions. The first patient, PHINTER PHINTER PHINTER, is highlighted with a red box, and a red circle is drawn around the 'Serve Patient' icon (a bell) in the 'Serve Patient' column. A red arrow points from the text 'Locate and Call your pateint and serve' to this icon. The bottom of the page shows 'Items per page: 10' and '1-10 of 19 items'.

TaifaCare Ober Kamothe Sub County Hospital

Home Patient services **Service queues** Appointments Linkage services Diagnostics Claims Management Referrals Wards Mortuary Billing module

Clinic Service queues

Select service point from the location drop down to select a specific service point Location All

Queue screen

Clinic metrics

Checked in patients Patient list → Patients 0

Waiting for: All Patient list → Patients 19

Average wait time today Minutes

Locate and Call your pateint and serve

Patients Currently In Queue

Filter by service: All Filter by status: All Clear queue

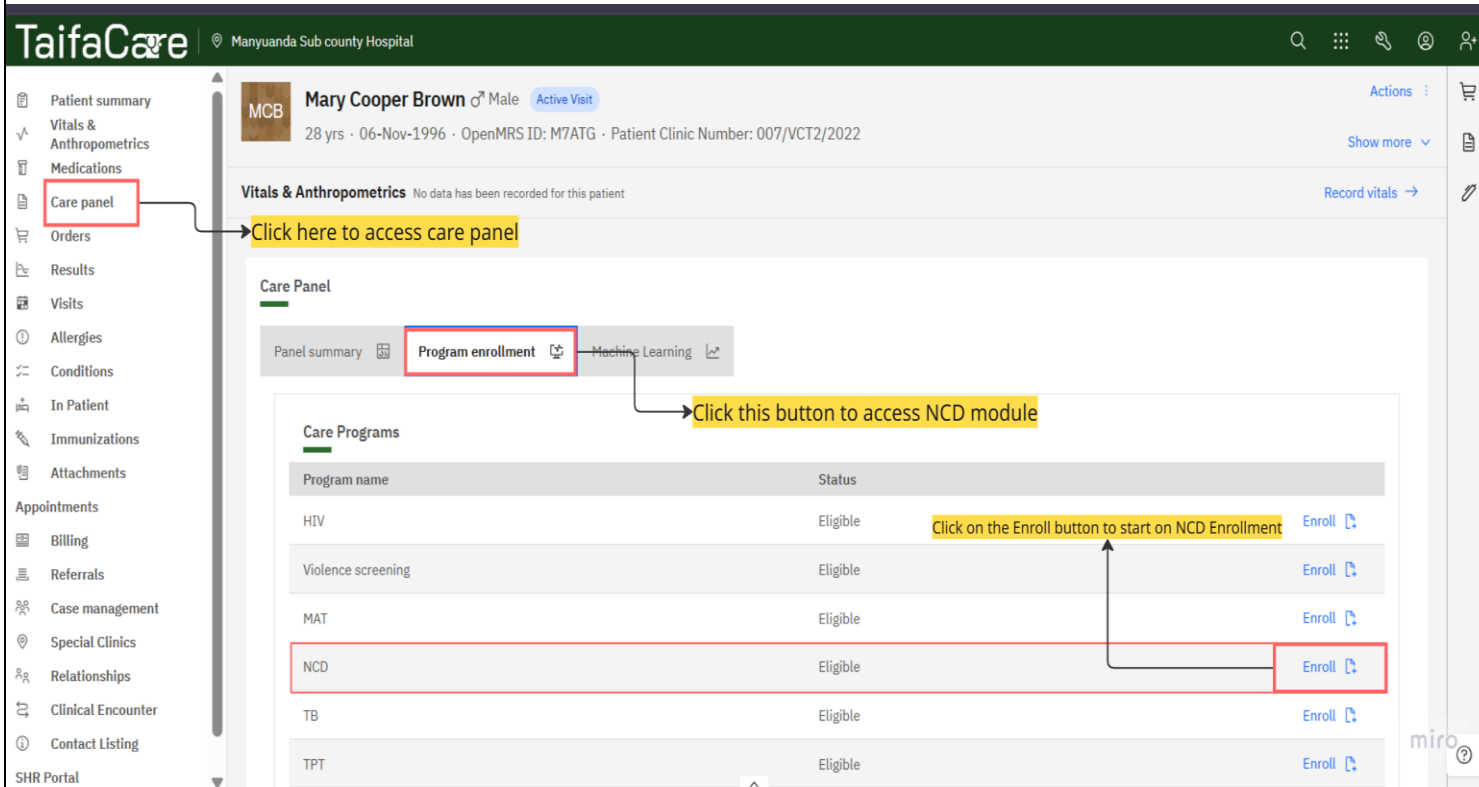
Name	Queue Number	Coming from	Priority	Status	Queue	Wait time	Serve Patient	Actions
PHINTER PHINTER PHINTER	PHA-001	--	Not Urgent	Waiting	Pharmacy service	887 hour(s) and 59 minute(s)		Transition
OLIAWO OLIAWO OLIAWO	CLI-001	--	Not Urgent	Waiting	Clinical consultation	887 hour(s) and 21 minute(s)		Transition
CHELSEA CHELSEA CHELSEA	CLI-002	--	Not Urgent	Waiting	Clinical consultation	887 hour(s) and 19 minute(s)		Transition
prudence prudence prudence	CLI-003	--	Not Urgent	Waiting	Clinical consultation	887 hour(s) and 8 minute(s)		Transition
NAGANA NAGANA NAGANA	CLI-004	--	Not Urgent	Waiting	Clinical consultation	886 hour(s) and 55 minute(s)		Transition
Zainab Zainab Zainab	CLI-005	--	Not Urgent	Waiting	Clinical consultation	886 hour(s) and 30 minute(s)		Transition
Ogum Ogum Ogum	CLI-006	--	Not Urgent	Waiting	Clinical consultation	886 hour(s) and 10 minute(s)		Transition
VERONICA VERONICA VERONICA	CLI-007	--	Not Urgent	Waiting	Clinical consultation	886 hour(s) and 2 minute(s)		Transition
Belinda Belinda Belinda	CLI-008	--	Not Urgent	Waiting	Clinical consultation	885 hour(s) and 53 minute(s)		Transition
Bela Bela Bela	CLI-009	--	Not Urgent	Waiting	Clinical consultation	885 hour(s) and 44 minute(s)		Transition

Items per page: 10 1-10 of 19 items 1 of 2 pages

Step 4

Enrolling in the NCD Program

- After checking in the client, proceed to click on the **'Care panel'** Icon on the left navigation panel. Locate the **Program Enrollment tab** (as highlighted). Click the NCD care program enroll button to enroll the client.



TaifaCare | Manyuanda Sub county Hospital

MCB **Mary Cooper Brown** ♂ Male **Active Visit**

28 yrs · 06-Nov-1996 · OpenMRS ID: M7ATG · Patient Clinic Number: 007/VCT2/2022

Vitals & Anthropometrics No data has been recorded for this patient

Care Panel

Panel summary **Program enrollment** Machine Learning

Care Programs

Program name	Status	Action
HIV	Eligible	Enroll
Violence screening	Eligible	Enroll
MAT	Eligible	Enroll
NCD	Eligible	Enroll
TB	Eligible	Enroll
TPT	Eligible	Enroll

Navigation Panel (Left): Patient summary, Vitals & Anthropometrics, Medications, **Care panel**, Orders, Results, Visits, Allergies, Conditions, In Patient, Immunizations, Attachments, Appointments, Billing, Referrals, Case management, Special Clinics, Relationships, Clinical Encounter, Contact Listing, SHR Portal.

Annotations:

- Click here to access care panel (points to Care panel in navigation panel)
- Click this button to access NCD module (points to Program enrollment tab)
- Click on the Enroll button to start on NCD Enrollment (points to Enroll button for NCD)

Step 6

Documenting NCD Enrollment process

- Once the user clicks on the Enroll tab the NCD Enrollment form pops up
- Complete the **Visit, History, Examination and Management** Details
- Click Save and Close when done filling in the form.

NCD Enrollment form

Adding to: Outpatient

Current active visit: Manyuanda Sub county Hospital

Change

Visit Details

Patient History

Patient's Examination

Patient's Management

Save and close

Discard

Visit Details

Encounter Details

* Visit date:

14/08/2025

* Provider:

admin - Joshua John Perry

* Location:

Manyuanda Sub county Hospital

Patient Details

* Visit Type?

☐ New visit
☐ Return Visit
☐ Referrals

Next

Patient History

NCD Enrollment form

Visit Details

Patient History

Patient's Examination

Patient's Management

Save and close

Discard

Patient History

Chief Complaints

* Patient having complaint(s) today?

☐ Yes
☐ No

Clinical Notes

Disease type

* Type of disease

☐ Diabetes
☐ Hypertension
☐ Co-morbid

* HIV status:

☐ HIV Negative
☐ HIV Positive
☐ Unknown

* TB Screening

☐ No TB Signs
☐ Presumed TB
☐ TB Confirmed
☐ TB Screening Not Done

Current Lifestyle

Do you smoke?

☐ Yes
☐ No

NCD Enrollment form

Visit Details

Patient History

Patient's Examination

Patient's Management

Save and close

Discard

Patient's Examination

Examinations

* General examination findings:

☐ None
☐ Cyanosis
☐ Dehydration
☐ Finger Clubbing
☐ Jaundice
☐ Lethargic
☐ Lymph Node Axillary
☐ Lymph Nodes Inguinal
☐ Nasal Flaring
☐ Oedema
☐ Oral thrush
☐ Pallor
☐ Convulsions
☐ Wasting

Cardiovascular

☐ Normal
☐ Abnormal

Respiratory

☐ Normal
☐ Abnormal

Abdominal pelvic

☐ Normal
☐ Abnormal

NCD Enrollment form

Visit Details

Patient History

Patient's Examination

Patient's Management

Save and close

Discard

Patient's Management

Treatment/Management

Final Diagnosis

* Fill in the Patient's management details

Add

* Treatment given

☐ Diet & physical activity
☐ Oral glucose-lowering agents (OGLAs)
☐ Insulin and OGLAs
☐ Insulin
☐ Anti hypertensives
☐ Herbal
☐ Others

* Lifestyle Advice

☐ Physical Activities
☐ Support Group
☐ Nutrition
☐ Mental wellbeing
☐ Alcohol
☐ Alcohol Cessation
☐ Tobacco Cessation
☐ Other substances
☐ Herbal use or alternative therapies advise remarks

Click Save and close the form

Step 7
Accessing other NCD Forms

- Once a client has been enrolled in the NCD program the NCD follow up form will be accessible in the forms panel as highlighted

Clinical forms
×

Adding to: **Outpatient** Change
 Current active visit • Manyuanda Sub county Hospital

Search this list

Form Name (A-Z)	Last completed
Cancer Screening and early diagnosis	Never
Clinical Encounter	Never
Cross Border Referral	Never
Cross Border Screening	Never
Depression Screening PHQ-9	Never
Generalized Anxiety Disorder Assessment	Never
HIV Self Test Form	Never
HTS Eligibility Screening Form	Never
HTS Initial Form	Never
HTS Retest Form	Never
NCD Followup Form	Never
Nutrition Form	Never
PrEP Behavior Risk Assessment in the last six months	Never
Progress Note	Never
TB Screening	Never
Triage	Never
Violence Screening	Never

?

Click here to access Encounter forms

Click here to access NCD Follow up form



Step 9

NCD follow up form.

Record Visit Details

- Document Encounter details and Status of Patient
- Click Next to move to next section

Record History Details

- Document History details i.e. Current Lifestyle and Complications sections
- Click Next to move to next section

NCD Followup Form

Adding to: Outpatient

Current active visit · Manyuanda Sub county Hospital

Change

Fill in the Visit details in this section

Visit Details

Patient's History

Patient's Examination

Patient's Management

Save and close

Discard

Visit Details

Encounter Details

* Visit date:

14/08/2025

* Provider:

admin - Joshua John Perry

* Location:

Manyuanda Sub county Hospital

Status of patient

* Type of visit

☐ Scheduled
 ☐ Unscheduled
 ☐ Sick

Next

Patient's History

Click here to go to the Next session

Fill in the History details in this section

Visit Details

Patient's History

Patient's Examination

Patient's Management

Save and close

Discard

Patient's History

Current lifestyle

* Tobacco use

☐ Yes
 ☐ Stopped
 ☐ No

* Drink alcohol

☐ Yes
 ☐ Stopped
 ☐ No

* Adequate physical activity

☐ Yes
 ☐ No

* Healthy diet

☐ Yes
 ☐ No

Complications

* Patient having complications?

☐ Yes
 ☐ No

Previous

Visit Details

Next

Patient's Examination

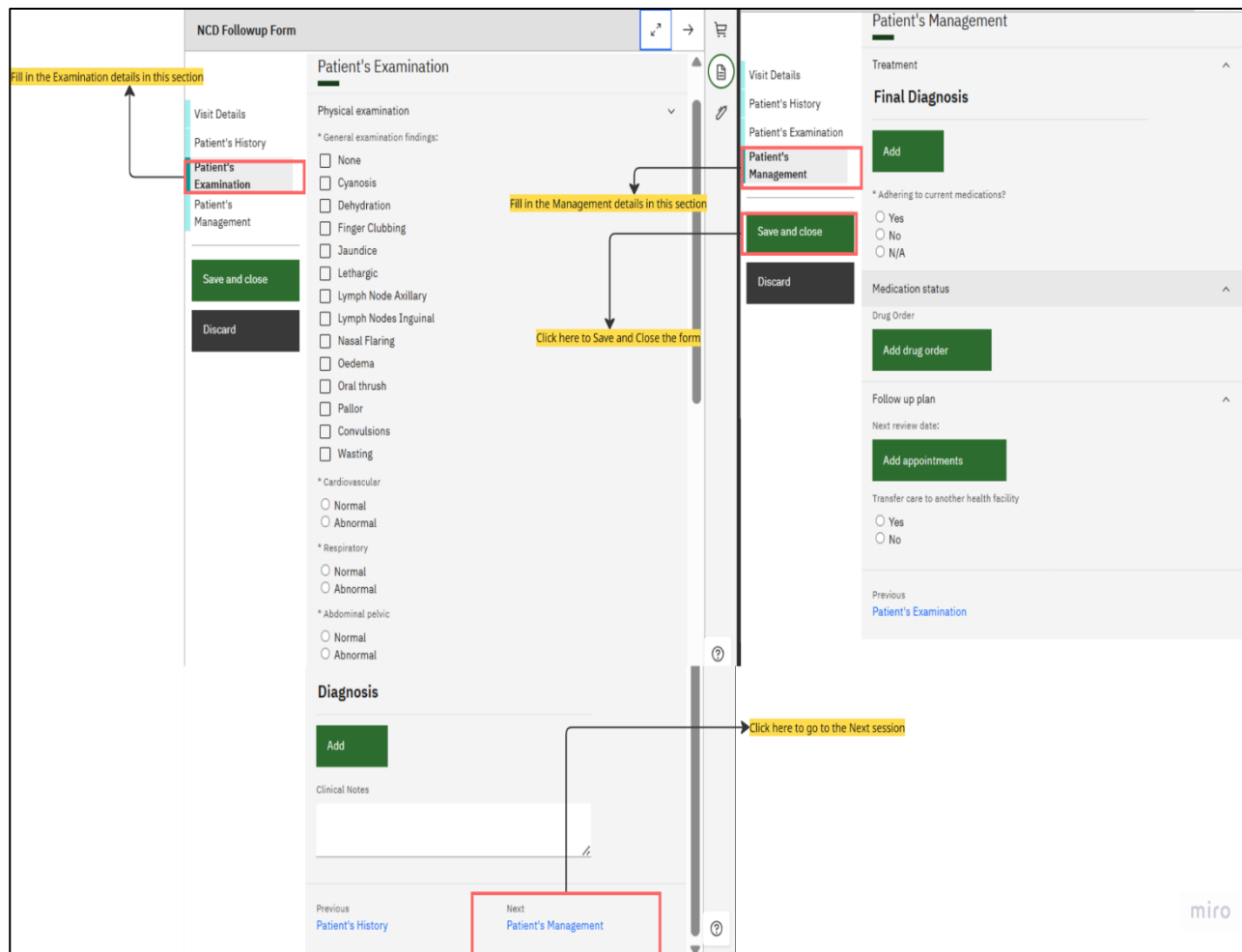
Click here to go to the Next session

Record Examination Details

- Document the examination details i.e. Physical examination, Systemic examinations and diagnosis
- Click Next to Move to the Next section

Record Management Details

- Document Management details i.e. Treatment, Final diagnosis, Medication status and follow up plan
- Click Save and Close to save the form



The screenshot displays the 'NCD Followup Form' interface. On the left, a sidebar contains navigation links: 'Visit Details', 'Patient's History', 'Patient's Examination' (highlighted with a red box), and 'Patient's Management'. Below these links are 'Save and close' and 'Discard' buttons. The main content area is divided into two sections. The top section, 'Patient's Examination', includes a 'Physical examination' list with checkboxes for various findings (None, Cyanosis, Dehydration, Finger Clubbing, Jaundice, Lethargic, Lymph Node Axillary, Lymph Nodes Inguinal, Nasal Flaring, Oedema, Oral thrush, Pallor, Convulsions, Wasting) and three sections for 'Cardiovascular', 'Respiratory', and 'Abdominal pelvic' status, each with 'Normal' and 'Abnormal' radio buttons. The bottom section, 'Diagnosis', features an 'Add' button and a 'Clinical Notes' text area. On the right, a 'Patient's Management' sidebar contains sections for 'Treatment', 'Final Diagnosis' (with an 'Add' button), 'Medication status' (with 'Yes', 'No', 'N/A' radio buttons), 'Drug Order' (with an 'Add drug order' button), 'Follow up plan' (with 'Next review date:' and an 'Add appointments' button), and 'Transfer care to another health facility' (with 'Yes' and 'No' radio buttons). At the bottom of the main form, there are 'Previous Patient's History' and 'Next Patient's Management' links, with the latter highlighted by a red box. Annotations with arrows point to specific elements: 'Fill in the Examination details in this section' points to the physical examination list; 'Fill in the Management details in this section' points to the management sidebar; 'Click here to Save and Close the form' points to the 'Save and close' button; and 'Click here to go to the Next session' points to the 'Next Patient's Management' link.

THE END