

SOP: How to Document PrEP Services in TaifaCare

Tasks:	Using PrEP Module on TaifaCare
Objective:	Provide end user guide on the use of PrEP Module in TaifaCare
Audience:	Healthcare providers, Counselors, Peer Educators
Required Materials:	Functional TaifaCare with PrEP module installed.
Version:	TaifaCare Version 19.2.0 and above
Last Updated:	August 2025

Step	Action	Screen shots
Introduction	This document provides detailed guide on the use of PrEP module in TaifaCare system. The guide has been accompanied by relevant screenshot images for illustration purposes. The step-by-step guide is clustered into groups of related workflows for ease of reference.	

Learning Objectives

By the end of this session, you will be able to:

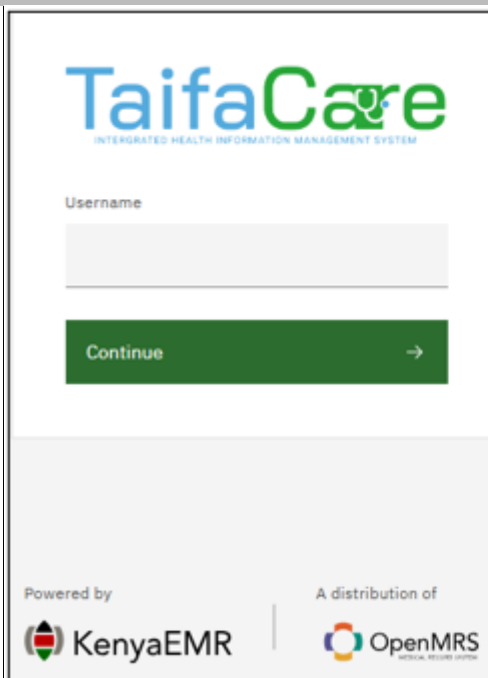
- Successfully log into TaifaCare
- Register a client in the EMR and record all client details
- Conduct client eligibility screening into PrEP program
- Successfully Enroll clients into PrEP program and complete all encounter forms.

1. Login and Registration

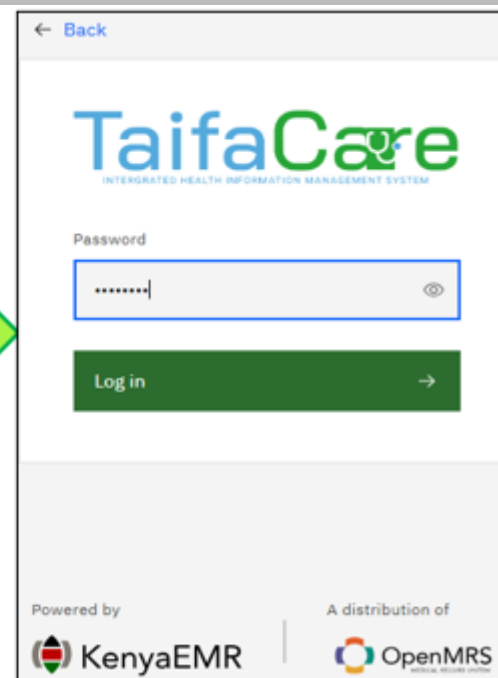
Log into TaifaCare

Before using PrEP module, the user is required to gain access into TaifaCare system by supplying correct username and password.

- Enter Username
- Enter Password
- Click “Login”



The screenshot shows the TaifaCare login interface. At the top is the TaifaCare logo with the tagline 'INTEGRATED HEALTH INFORMATION MANAGEMENT SYSTEM'. Below the logo is a 'Username' label followed by a text input field. Underneath the input field is a green 'Continue' button with a right-pointing arrow. At the bottom, it says 'Powered by' with the KenyaEMR logo and 'A distribution of' with the OpenMRS logo.

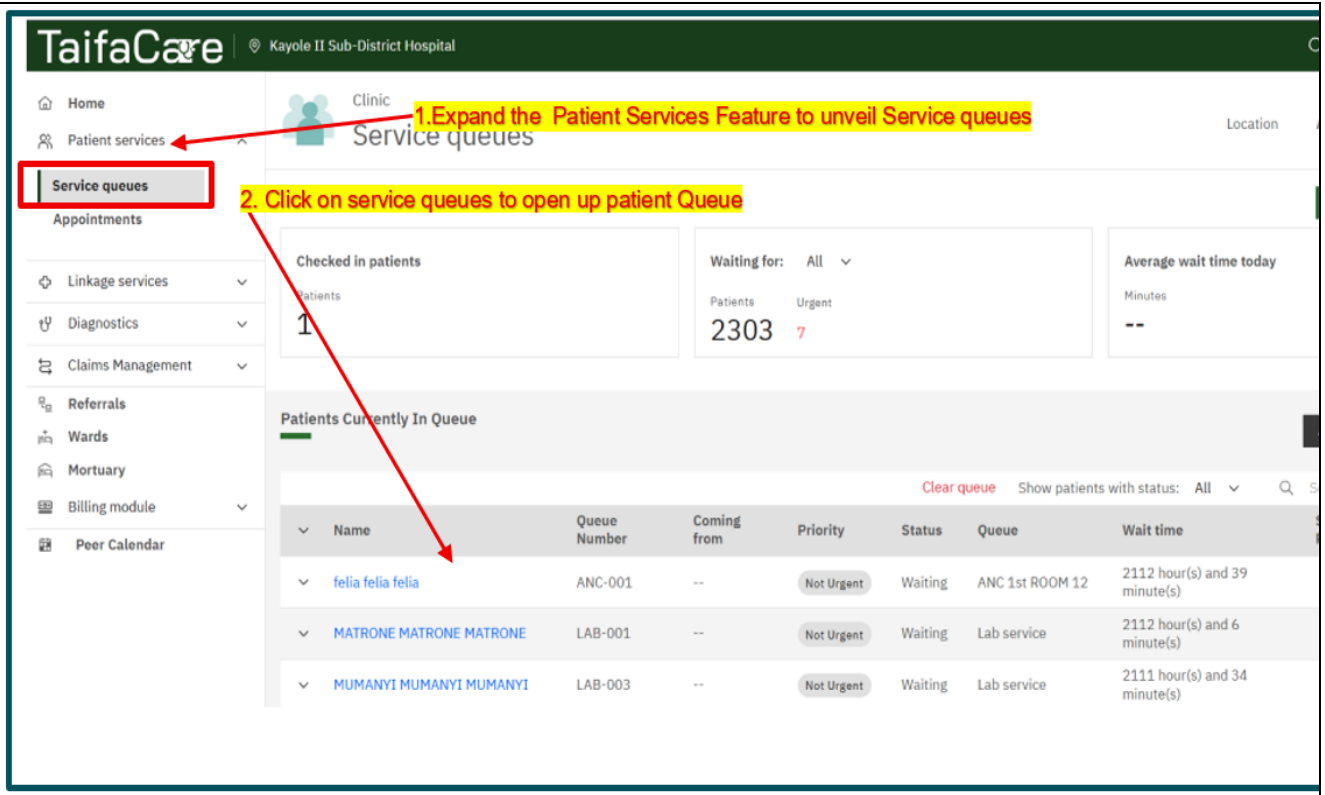
The screenshot shows the second step of the TaifaCare login interface. At the top is a 'Back' link with a left-pointing arrow. Below is the TaifaCare logo. Underneath is a 'Password' label followed by a password input field with a toggle icon. Below the input field is a green 'Log in' button with a right-pointing arrow. At the bottom, it says 'Powered by' with the KenyaEMR logo and 'A distribution of' with the OpenMRS logo.

Patient Search and Registration

Upon successful login, the home page will load with the active list of clients visiting the facility “today”.

Expand the Patient Services Menu to unveil the “Service Queues” menu which lists the patient in queue if the client is already enrolled in the EMR

For Clients not enrolled to EMR, refer to **Client registration SOP** for in-depth guidance on client registration



TaifaCare | Kayole II Sub-District Hospital

Home | Clinic | Service queues | Location

Patient services

Service queues

Appointments

Linkage services

Diagnostics

Claims Management

Referrals

Wards

Mortuary

Billing module

Peer Calendar

Checked in patients

Patients

1

Waiting for: All

Patients

2303

Urgent

7

Average wait time today

Minutes

--

Patients Currently In Queue

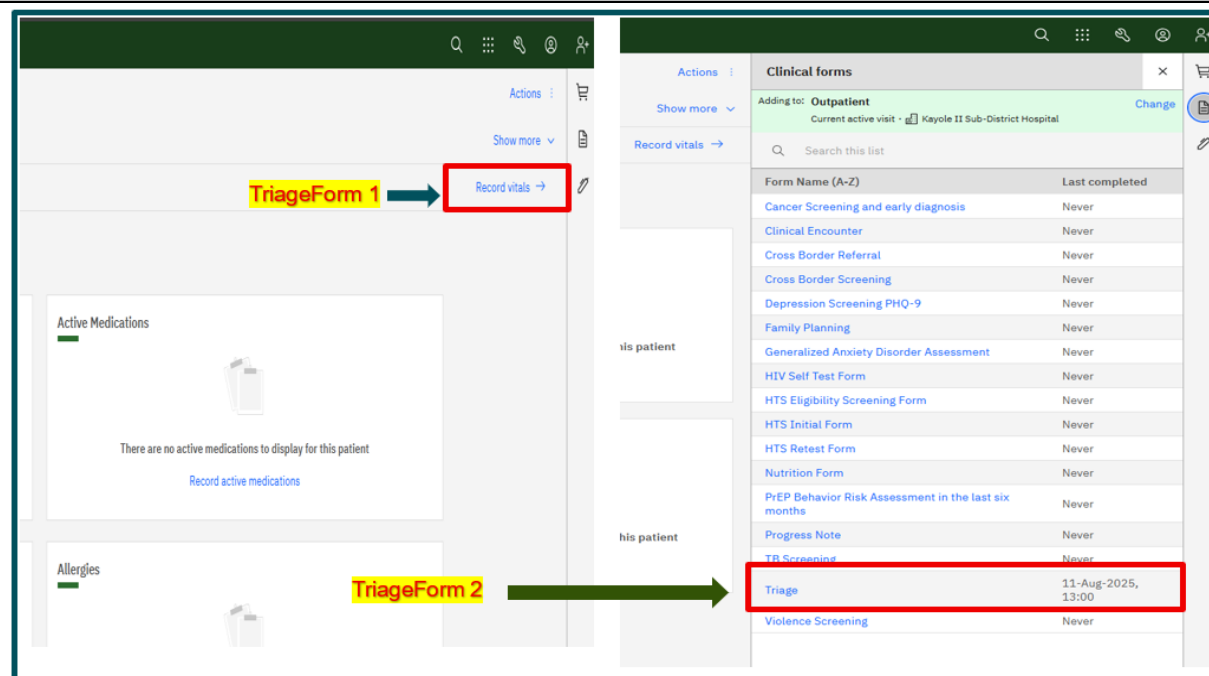
Clear queue | Show patients with status: All

Name	Queue Number	Coming from	Priority	Status	Queue	Wait time
felia felia felia	ANC-001	--	Not Urgent	Waiting	ANC 1st ROOM 12	2112 hour(s) and 39 minute(s)
MATRONE MATRONE MATRONE	LAB-001	--	Not Urgent	Waiting	Lab service	2112 hour(s) and 6 minute(s)
MUMANYI MUMANYI MUMANYI	LAB-003	--	Not Urgent	Waiting	Lab service	2111 hour(s) and 34 minute(s)

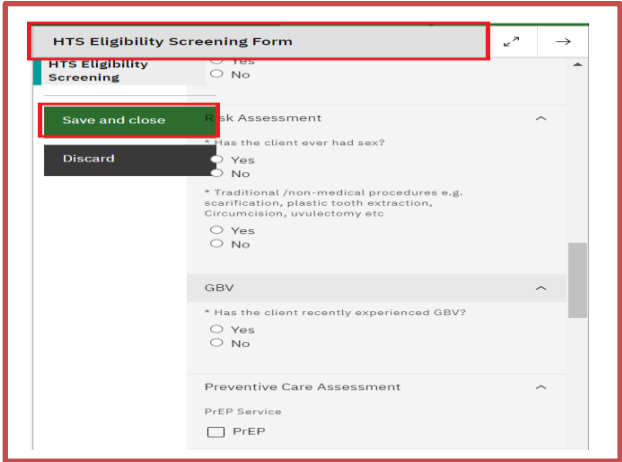
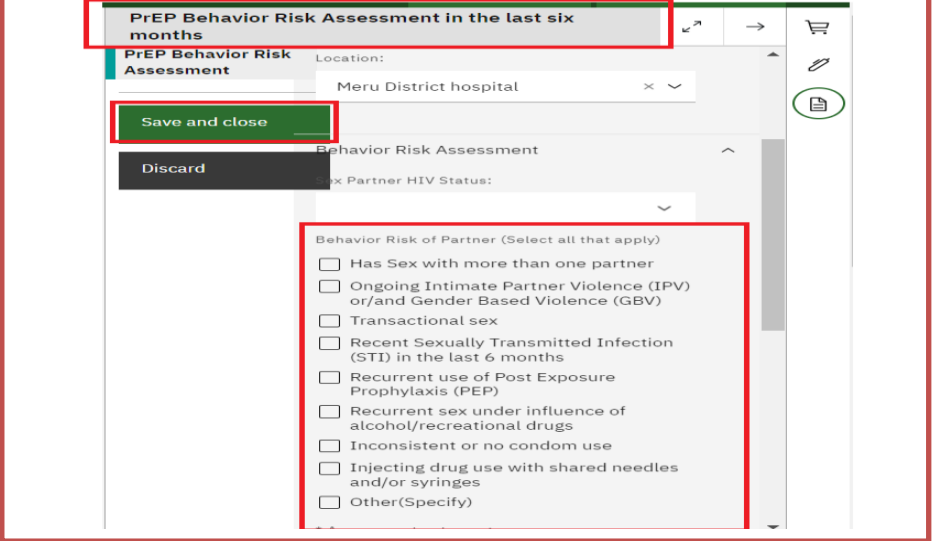
2. Triage and Eligibility Screening

Triage

- To capture the client's vital signs and anthropometric details, click "Home" then select "Triage".
 - Check-in the client
 - Enter correct check-in date and time
 - Click "Submit" to initiate a Clinical encounter.
- The Triage form can be accessed as a standalone form in the client's profile labeled "Record Vitals" or under the "Clinical Forms" Click on "Triage" Form
 - Enter all the vital signs and all other anthropometric information on the form
 - Click "Enter form" to save.



The screenshot displays the KeHMIS interface for a patient's clinical forms. On the left, under the 'Actions' menu, there is a 'Record vitals' link highlighted with a red box. An arrow labeled 'TriageForm 1' points from this link to the 'Triage' form in the 'Clinical forms' list on the right. The 'Clinical forms' list shows various forms such as 'Cancer Screening and early diagnosis', 'Clinical Encounter', 'Cross Border Referral', etc. The 'Triage' form is highlighted with a red box, and an arrow labeled 'TriageForm 2' points from it to the 'Record vitals' link.

HTS Screening	Go to “Home” and click “PrEP” to load the module. - Under the “Available Forms”, click and open “HTS Eligibility Screening Form” - Complete all the eligibility questions including risk score. - Click “save and close” when done to save the details	
Behavior Risk Assessment Screening	- Under the available form, click on “prep Behavior Risk Assessment” form - Specify Partner HIV Status from the drop-down list - Tick all applicable risk behavior(s) that apply - Assessment outcome will be selected automatically - Complete all the necessary risk assessment details as shown - Confirm if client has been referred for other prevention services and document. - Click “Enter Form” to save	

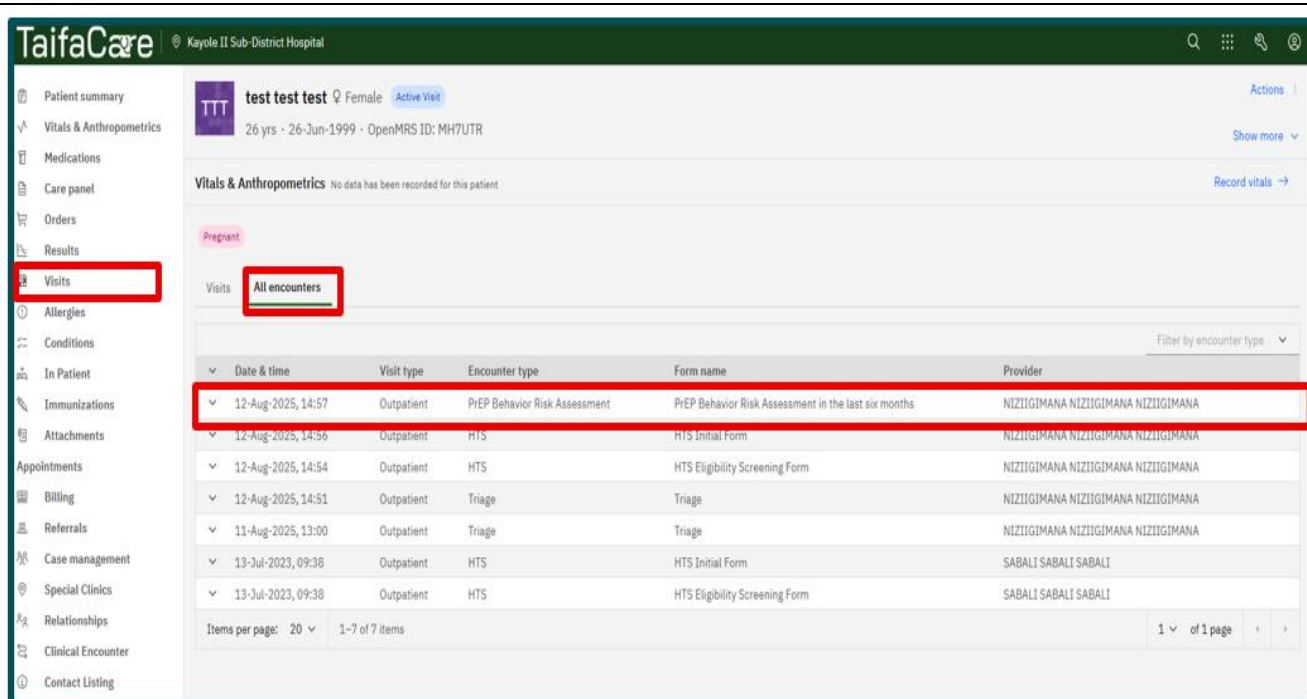
HTS Initial HIV Test	Under the “Available forms” section, click and open “HTS Initial Form” • Fill in all the HIV testing information including test date, results and all other related test outcomes as shown. • Click “Enter Forms” to submit. Note: This form is only completed once at the point of initiation to PrEP. PrEP follow up form should be used in the subsequent client visits including possible PrEP restarts.	HTS Initial Form Encounter Details HTS Recordings Save and close Discard HTS Strategy * Indicate HTS strategy used: HP:Provider Initiated Testing(PITC) HTS Entry Point * Indicate HTS entry point: Out Patient Department(OPD) TB Screening Tb Screening results: ☒ No TB Signs ☐ Presumed TB ☐ Not Done ☐ On TB Treatment
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PrEP Eligibility Summary

The system will automatically determine the eligibility of the client based on all the information captured above. These include

- HIV status (Client must be HIV-Negative)
- Age – (Client must be aged above 14 years)
- Weight- (Clients current weight must be above 35kgs)
- Willingness to start PrEP – (Client must have consented to PrEP and this documented in the Risk assessment Tool RAST).
- Creatinine test result – (Where a creatinine test has been done, the results must be **> or = 50mL/Min.**)

The final eligibility summary should look as shown before enrolment int PrEP service, otherwise Enrolment service will be unavailable.



TaifaCare | Kayole II Sub-District Hospital

Patient summary | **test test test** ♀ Female | Active Visit | 26 yrs · 26-Jun-1999 · OpenMRS ID: MH7UTR

Vitals & Anthropometrics | No data has been recorded for this patient | Record vitals →

Pregnant

Visits | **All encounters**

Date & time	Visit type	Encounter type	Form name	Provider
12-Aug-2025, 14:57	Outpatient	PrEP Behavior Risk Assessment	PrEP Behavior Risk Assessment in the last six months	NIZIIGIMANA NIZIIGIMANA NIZIIGIMANA
12-Aug-2025, 14:56	Outpatient	HTS	HTS Initial Form	NIZIIGIMANA NIZIIGIMANA NIZIIGIMANA
12-Aug-2025, 14:54	Outpatient	HTS	HTS Eligibility Screening Form	NIZIIGIMANA NIZIIGIMANA NIZIIGIMANA
12-Aug-2025, 14:51	Outpatient	Triage	Triage	NIZIIGIMANA NIZIIGIMANA NIZIIGIMANA
11-Aug-2025, 13:00	Outpatient	Triage	Triage	NIZIIGIMANA NIZIIGIMANA NIZIIGIMANA
13-Jul-2023, 09:38	Outpatient	HTS	HTS Initial Form	SABALI SABALI SABALI
13-Jul-2023, 09:38	Outpatient	HTS	HTS Eligibility Screening Form	SABALI SABALI SABALI

Items per page: 20 | 1-7 of 7 items | 1 of 1 page

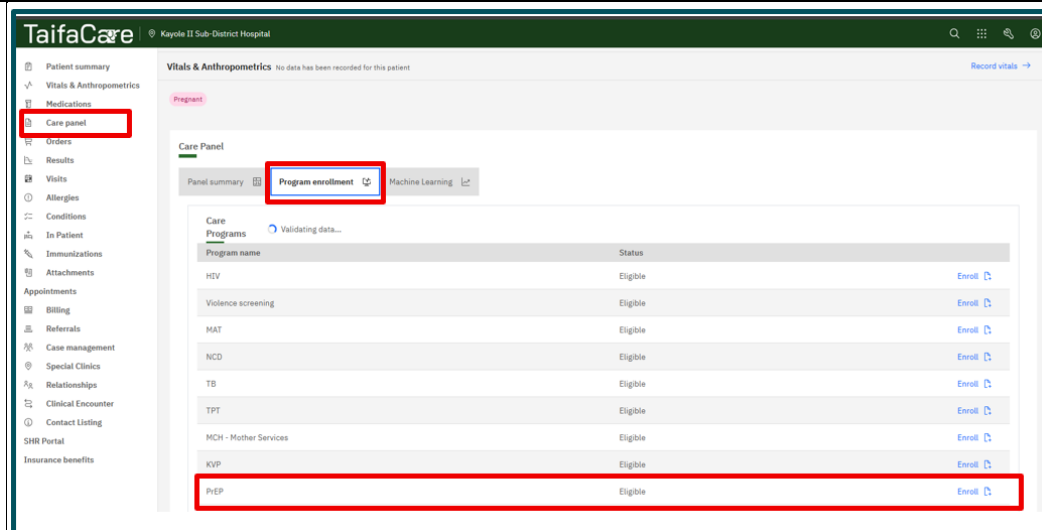
3. Client Enrollment into PrEP Service

PrEP Enrolment

For a client to be eligible for enrollment to PrEP service the following conditions must be met.

1. The patient must have a recent weight of at least 30kg.
2. The client must be aged greater or equals to 15 years of age.
3. They must have tested HIV Negative from a HTS test conducted lately.
4. They must be of a high risk of HIV infection based on the screening outcome of the risk assessment tool (RAST)
5. They must have consented to be enrolled in the PrEP program.

Only if the 5 above conditions have been met by way of documentation in the EMR will the PrEP service be available in the client Care enrollment panel



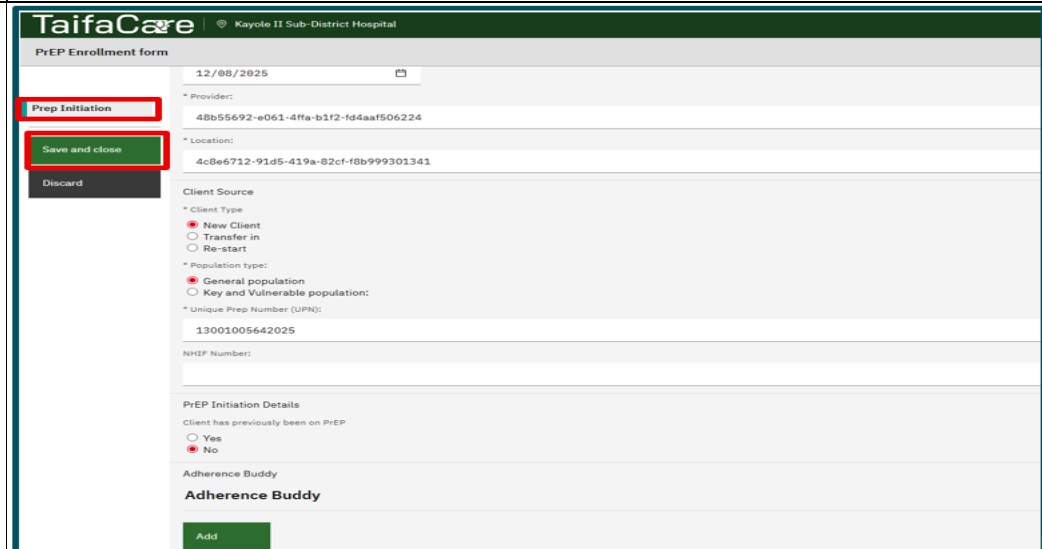
The screenshot shows the TaifaCare interface for Kayole II Sub-District Hospital. The left sidebar lists various patient summary categories, with 'Care panel' highlighted. The main area shows the 'Vitals & Anthropometrics' section, which includes a 'Program enrollment' button. Below this, a table lists various care programs with their status and an 'Enroll' button. The 'PrEP' program is highlighted at the bottom of the table.

Program name	Status	Enroll
HEV	Eligible	Enroll
Violence screening	Eligible	Enroll
MAT	Eligible	Enroll
NCD	Eligible	Enroll
TB	Eligible	Enroll
TPT	Eligible	Enroll
MCH - Mother Services	Eligible	Enroll
KVP	Eligible	Enroll
PrEP	Eligible	Enroll

PrEP Enrolment

From the clients Care Panel, Drill down to Program enrollment and Click on the Enroll button adjacent to PrEP as captioned in the screenshot above.

A PrEP enrolment Form will be yielded, fill the relevant fields on the Form and click on “Save and Close”

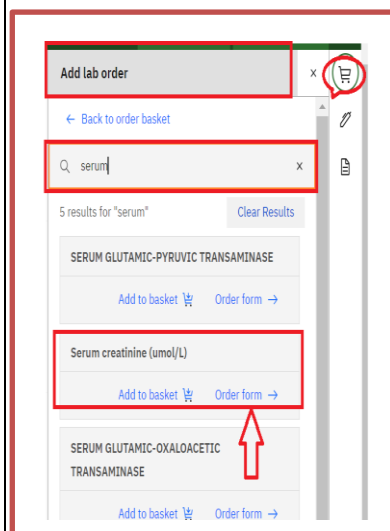


The screenshot shows the TaifaCare PrEP Enrollment form. The form includes fields for the date (12/08/2025), provider ID (48b55692-e061-4ffa-b1f2-fd4aa1506224), and location ID (4c8e6712-91d5-419a-82cf-f8b999301341). It also has sections for Client Source (New Client, Transfer in, Re-start), Population type (General population, Key and Vulnerable population), Unique Prep Number (UPN) (13001005642025), and NHIF Number. The PrEP Initiation Details section includes a checkbox for 'Client has previously been on PrEP' (No) and a section for 'Adherence Buddy' with an 'Add' button.

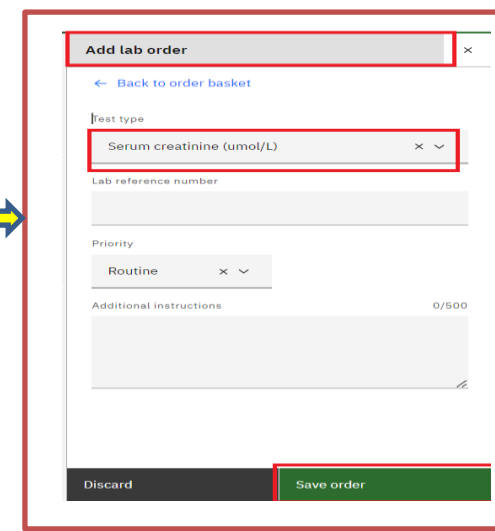
Laboratory Order for Creatinine

Go to “Basket” and click on “Lab orders” tab and click add (+) to open a search bar,

- Type “Serum” Category
- Pick the right serum test as shown
- Under the TESTS, tick Serum Creatinine box.
- Click Order form as shown with the arrow
- Open lab form, next. Showing the test picked fill in lab reference number
- Click save order.



The screenshot shows the 'Add lab order' form with a search bar containing 'serum'. Below the search bar, there are 5 results for 'serum'. The first result is 'SERUM GLUTAMIC-PYRUVIC TRANSAMINASE'. The second result is 'Serum creatinine (umol/L)', which is highlighted with a red box. Below this result, there are two buttons: 'Add to basket' and 'Order form →'. A red arrow points to the 'Order form →' button. The third result is 'SERUM GLUTAMIC-OXALOACETIC TRANSAMINASE'.

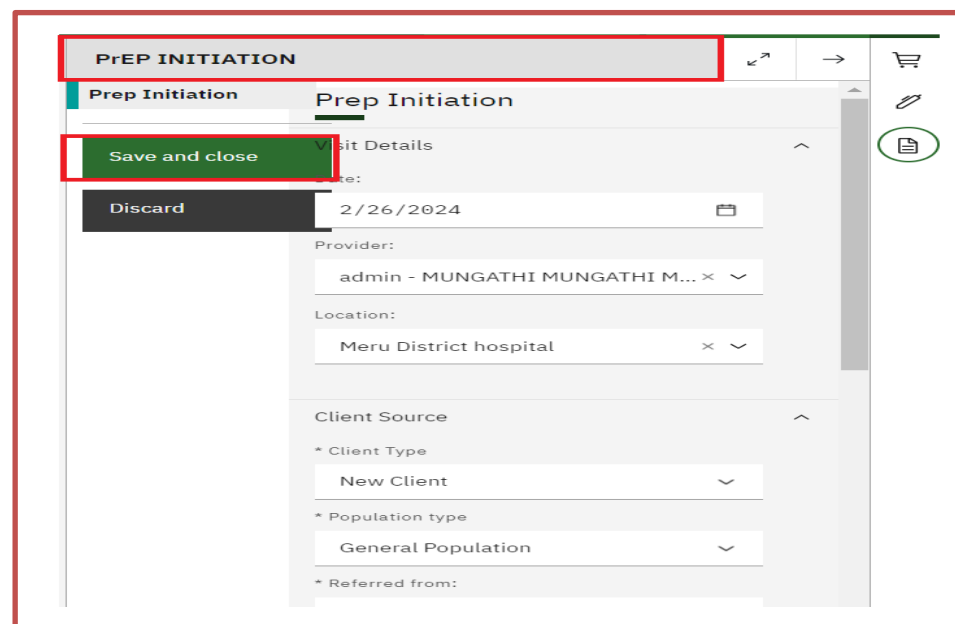


The screenshot shows the 'Add lab order' form with the 'Serum creatinine (umol/L)' test selected. The form includes fields for 'Test type', 'Lab reference number', 'Priority', and 'Additional instructions'. The 'Priority' is set to 'Routine'. At the bottom, there are two buttons: 'Discard' and 'Save order'.

Completing PrEP Initial Form

PrEP initial form will only be shown after successful client enrolment into the service.

- Under “Clinical forms” click PrEP Initial form.
- Complete all required details on the form required.
- **NB:** All fields marked with asterisk are mandatory.
- Click on “Save and Close” to submit



PrEP INITIATION

Prep Initiation

Save and close

Discard

Visit Details

Date: 2/26/2024

Provider: admin - MUNGATHI MUNGATHI M... ×

Location: Meru District hospital ×

Client Source

* Client Type: New Client

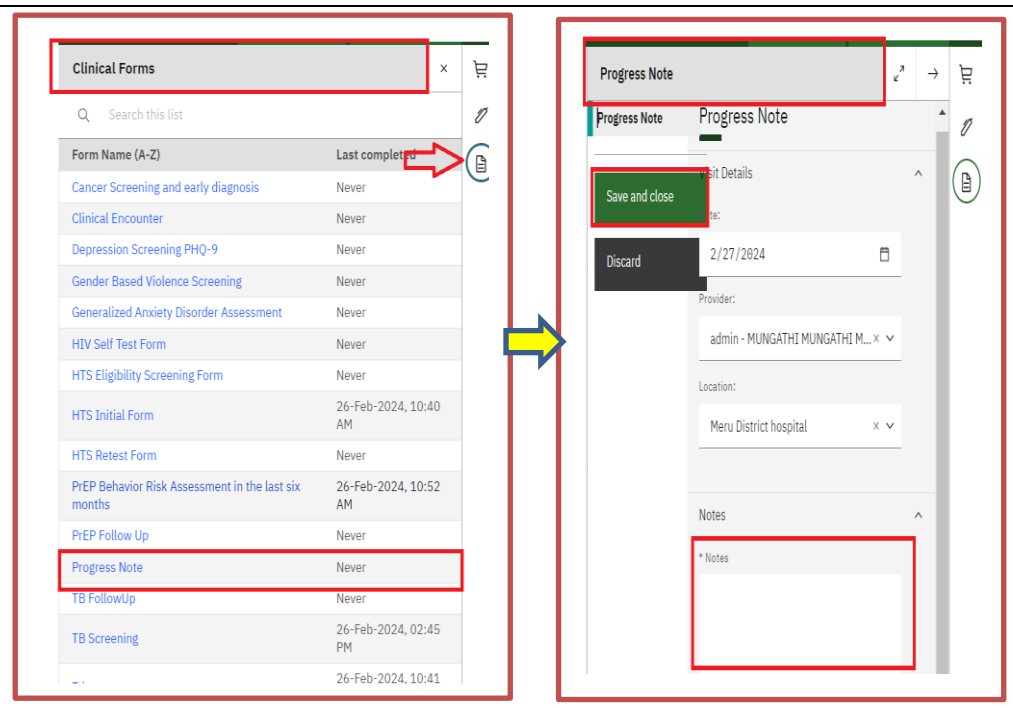
* Population type: General Population

* Referred from:

PrEP Progress Notes

PrEP progress notes can be captured in the system using the progress notes form.

- On the clinical forms, Click the PrEP progress notes as shown
- Click on progress note, to open the progress note form.
- Complete all required details on the Notes area.
- Click on “Save and Close” to submit



Clinical Forms

Search this list

Form Name (A-Z)	Last completed
Cancer Screening and early diagnosis	Never
Clinical Encounter	Never
Depression Screening PHQ-9	Never
Gender Based Violence Screening	Never
Generalized Anxiety Disorder Assessment	Never
HIV Self Test Form	Never
HTS Eligibility Screening Form	Never
HTS Initial Form	26-Feb-2024, 10:40 AM
HTS Retest Form	Never
PrEP Behavior Risk Assessment in the last six months	26-Feb-2024, 10:52 AM
PrEP Follow Up	Never
Progress Note	Never
TB FollowUp	Never
TB Screening	26-Feb-2024, 02:45 PM
	26-Feb-2024, 10:41

Progress Note

Save and close

Discard

2/27/2024

Provider:
admin - MUNGATHI MUNGATHI M...

Location:
Meru District hospital

Notes
* Notes

4. Capturing PrEP Follow Up and Refill form

PrEP follow-up form

PrEP follow-up is completed during the client's subsequent encounter visits.

Check-in in client for the visit

- Under "Clinical forms" click and open the PrEP Follow-up form.
- Complete all required details on the form required.

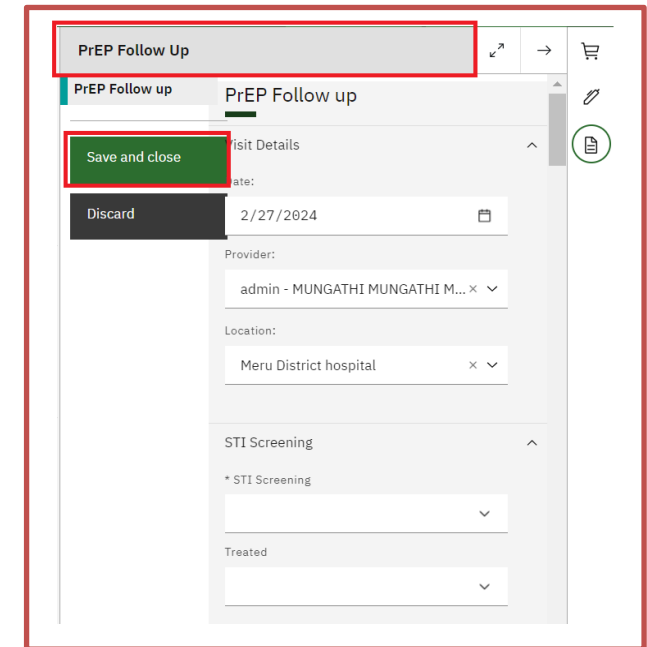
NB: All fields marked with asterisk are mandatory.

- The figure shows only a section of the form. User must complete all the sections of the forms and Click on "Save and Close" to submit



This screenshot shows a list of clinical forms available for selection. The 'PrEP Follow Up' form is highlighted with a red box.

Form Name (A-Z)	Last completed
Cancer Screening and early diagnosis	Never
Clinical Encounter	Never
Depression Screening PHQ-9	Never
Gender Based Violence Screening	Never
Generalized Anxiety Disorder Assessment	Never
HIV Self Test Form	Never
HTS Eligibility Screening Form	Never
HTS Initial Form	26-Feb-2024, 10:40 AM
HTS Retest Form	Never
PrEP Behavior Risk Assessment in the last six months	26-Feb-2024, 10:52 AM
PrEP Follow Up	Never
Progress Note	Never
TB FollowUp	Never
TB Screening	26-Feb-2024, 02:45 PM



This screenshot shows the PrEP Follow Up form. The 'Save and close' button is highlighted with a red box.

PrEP Follow Up

PrEP Follow up

Save and close

Discard

Date: 2/27/2024

Provider: admin - MUNGATHI MUNGATHI M... x v

Location: Meru District hospital x v

STI Screening

* STI Screening v

Treated v

5. PrEP Report generation

PrEP Reports	There is One PrEP Indicator Report in EMR. • MOH 731 B There are four follow-up PrEP Reports. • PrEP Register • Currently on PrEP • Ever Enrolled on PREP line list • Missed Appointments To generate the above reports. • Click on the Reports Icon • Under PrEP, select your desired report • Specify the reporting period (start date and end date) then Request • Once the report is done, choose available options for displaying the report (i.e., View, CSV, or Excel)	Indicator  MOH 731B Report-PrEP MOH 731B Report for PrEP Patient Follow-Up Reports  PrEP Register PrEP Register  Clients currently on PrEP Clients currently on PrEP  Ever Enrolled on PrEP Clients Line list A comprehensive line list of clients ever enrolled on PrEP program  Missed Appointments Missed Appointments
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THE END