

SOP: How to Document MAT Services in KenyaEMR

[Last updated: March 2024]

Tasks:	How to document MAT Module services offered to a client in KenyaEMR OpenMRS 3.x platform
Objective:	Successfully Log into KenyaEMR, enroll to MAT services, and document the details in KenyaEMR
Who:	All facility staff responsible for conducting MAT Services
Required Materials:	Username, password, computer with KenyaEMR 3.x (18.7.2) + installed, patient name, ID, and/or age

Introduction:

KenyaEMR has been enhanced to support comprehensive documentation of MAT (Methadone Assisted Therapy) details. The module comprises of various forms i.e. History, Symptoms, Screening and Follow up. This guide provides step by step guide for documenting the MAT Module information in KenyaEMR.

Step 1

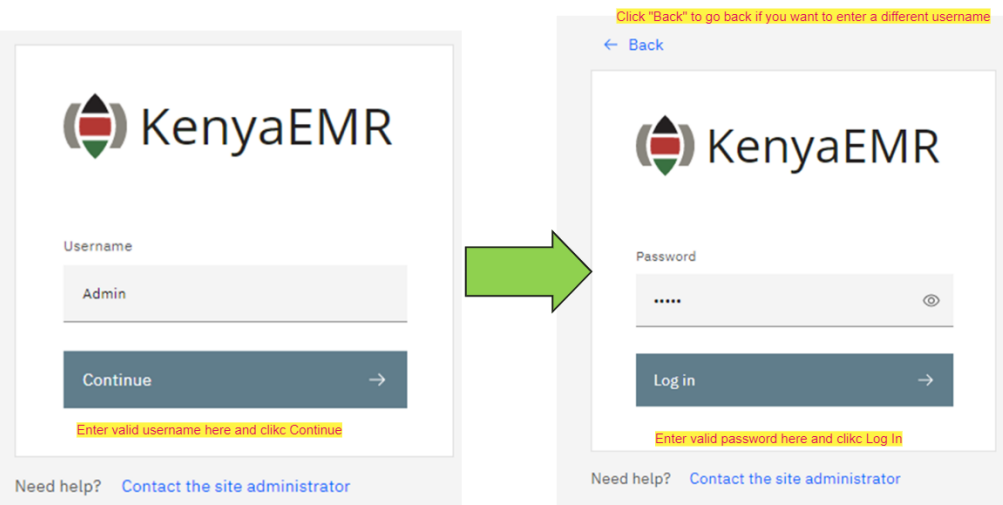
Login to KenyaEMR.

Enter the application server URL system.

"[ServerIpAddress:8080/openmrs]" 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 entry by providing username and password on the fields and click **"Login"** Upon successful login, you shall be navigated to KenyaEMR Home Page.

Successful login will direct you to the KenyaEMR Home Page where the landing page is displayed based on the user role.



Click "Back" to go back if you want to enter a different username

← Back

KenyaEMR

Username

Admin

Continue →

Enter valid username here and click Continue

Need help? [Contact the site administrator](#)

→

Click "Back" to go back if you want to enter a different username

← Back

KenyaEMR

Password

.....

Log in →

Enter valid password here and click Log In

Need help? [Contact the site administrator](#)

NB:
 With valid username and password, clicking Log in will take you to the KenyaEMR home page. Otherwise, you will receive a prompt for wrong username or password. If you don't have valid login credentials, click "Contact the site administrator"

Step 2

Locating the MAT Program

- From the landing page, select the client of interest from the active line list.
- If its a new client **Refer to Registration guideline**
- If a client is not available on the active line list, proceed to search for a client.

Active Visits

Q Filter table

Visit Time	ID Number	Name	Gender	Age	Visit Type
Today, 16:23	MGFKEJ	Maringich Maringich Maringich	M	18	Outpatient
20-Mar-2024, 17:21	MGK67Y	my email Gmail	F	24	Outpatient
20-Mar-2024, 16:08	MGK69W	Nyandi PT EMR	M	24	Outpatient
20-Mar-2024, 15:34	MGK647	Rose Awino James	F	27	Outpatient
20-Mar-2024, 15:25	MGK4VK	hesbon atieno atieno	M	31	Outpatient
20-Mar-2024, 15:25	MGK63A	Dorine Akiinyi Onyango	F	34	Outpatient
20-Mar-2024, 15:23	MGK4WH	Newton LAWI Isack	M	31	Outpatient

Step 3 Searching for a patient to screen

- List of clients with active visits for the day will be listed on the screen as shown.
- If the patient of interest is not listed, you need to search for the patient. Click on the “Search button  “ located at the top right to open the search window.
- Enter the name or Patient ID in the field provided. A list of possible matches will be displayed as you type the identifier.
- To conduct a refined search, input the patient’s name on the search button then press “ENTER” to search.
- Under refine search, specify the sex of the client, date of birth (if known), age of the client, phone number (if available) and postal code where applicable. Upon entering the details, click on ‘Apply’ else click on ‘Reset Fields’

×
Search

26 search results

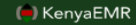

Test Test Test
 Female · 17 yrs · OpenMRS ID MGH4YJ


Test Test Test Active Visit
 Unknown · 16 yrs · OpenMRS ID MGH6CX


Test Mwatate Test
 Male · 23 yrs · OpenMRS ID MGK6L4


test dmi test test Active Visit
 Female · 40 yrs · OpenMRS ID MGK449


Test Test Likoni Active Visit
 Female · 23 yrs · OpenMRS ID MGK3L7



×
Search

Refine search

Sex

Day of Birth Month of Birth Year of Birth

Age

Phone number

Postcode

26 search results


Test Test Test Actions
 Female · 17 yrs · 24 — Apr — 2006
 MGH4YJ


Test Test Test Active Visit Actions
 Unknown · 16 yrs · 15 — Jun — 2007
 MGH6CX, REC11902-00065


Test Mwatate Test Actions
 Male · 23 yrs · 15 — Jun — 2000
 MGK6L4, 123444689


test dmi test test Active Visit Actions
 Female · 40 yrs · 05 — May — 1983
 MGK449, 1234500008

Step 4

Check in the patient.

- To start the process of enrolling a client to MAT program, you need to Check-in the client by clicking the checking button shown.

Start a visit

Date and time of visit

Date

07/11/2022

Specify visit date. Click here

Time

11:58 AM

Specify visit Time. Click here

Visit Location

Select a location

10 Engineer VCT

Specify location (Facility) from the list. Click here

Visit type

Recommended

All

Search for a visit type

Specify visit Type from the options listed here

Outpatient

1 / 1 items

1 of 1 page

2.x Chart
Check in

Start a visit

Billing
Is patient exempted from payment?
☐ Yes ☐ No
Payment methods
Select payment method
Cash
Insurance
Mobile Money
Waiver

Queue Location
Select a queue location
CCC

Service
Select a service
Triage service

Priority
☐ Emergency ☒ Not Urgent ☐ Urgent

Discard
Check in

Indicate if patient is exempted from paying or not.

If yes, indicate reason for exemption.

If No, proceed to select payment method

Select the preferred mode of payment

Select the service point

Select the the service the client is receiving

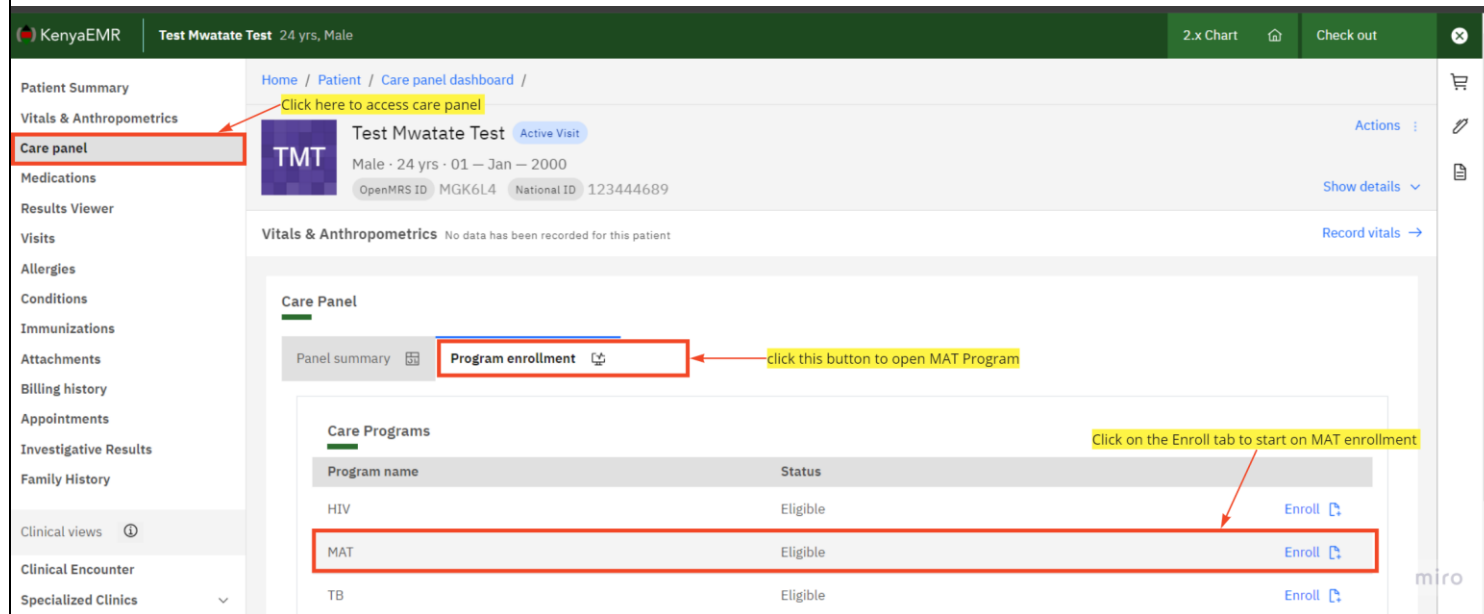
Select the priority level of the client based on their health conditio

Click check in upon completion of all required details

Step 5

Enrolling to MAT 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 MAT care program enroll button to enroll the client.



The screenshot displays the KenyaEMR interface for a patient named Test Mwatate Test, 24 yrs, Male. The left navigation panel shows the 'Care panel' icon highlighted. The main content area shows the 'Care Panel' with a 'Program enrollment' button highlighted. Below this, the 'Care Programs' table lists HIV, MAT, and TB programs, all with an 'Enroll' button. The MAT program is highlighted in the table.

Annotations on the screenshot:

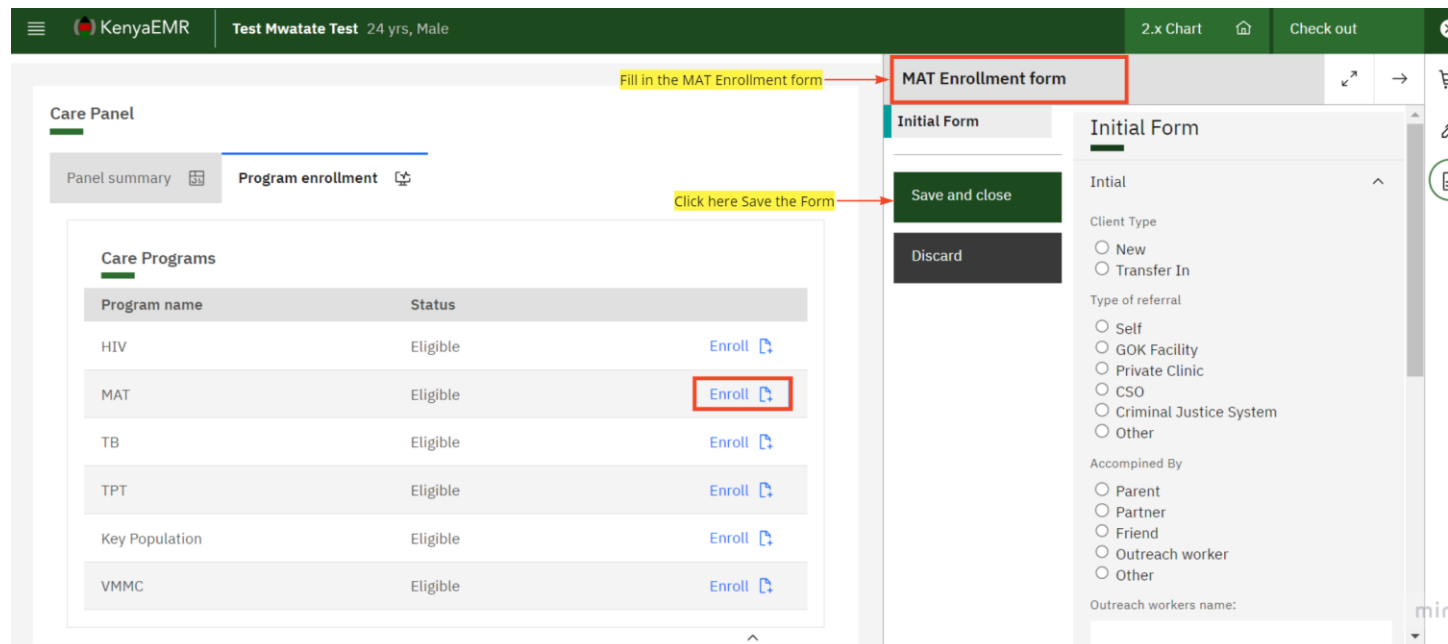
- Click here to access care panel (points to the Care panel icon in the left navigation panel)
- click this button to open MAT Program (points to the Program enrollment button)
- Click on the Enroll tab to start on MAT enrollment (points to the Enroll button for the MAT program)

Program name	Status	Enroll
HIV	Eligible	Enroll
MAT	Eligible	Enroll
TB	Eligible	Enroll

Step 6

Documenting MAT Enrollment process

- Once the user clicks on Enroll tab the MAT Enrollment form pops up
- Complete the Initial form details
- Click Save and Close when done filling the form



KenyaEMR | Test Mwatate Test 24 yrs, Male | 2.x Chart | Check out

Fill in the MAT Enrollment form → **MAT Enrollment form**

Care Panel

Panel summary | **Program enrollment**

Program name	Status	
HIV	Eligible	Enroll
MAT	Eligible	Enroll
TB	Eligible	Enroll
TPT	Eligible	Enroll
Key Population	Eligible	Enroll
VMMC	Eligible	Enroll

Click here Save the Form → **Save and close**

Initial Form

Initial

Client Type

☐ New

☐ Transfer In

Type of referral

☐ Self

☐ GOK Facility

☐ Private Clinic

☐ CSO

☐ Criminal Justice System

☐ Other

Accompanied By

☐ Parent

☐ Partner

☐ Friend

☐ Outreach worker

☐ Other

Outreach workers name:

Step 7
Accessing other MAT Forms

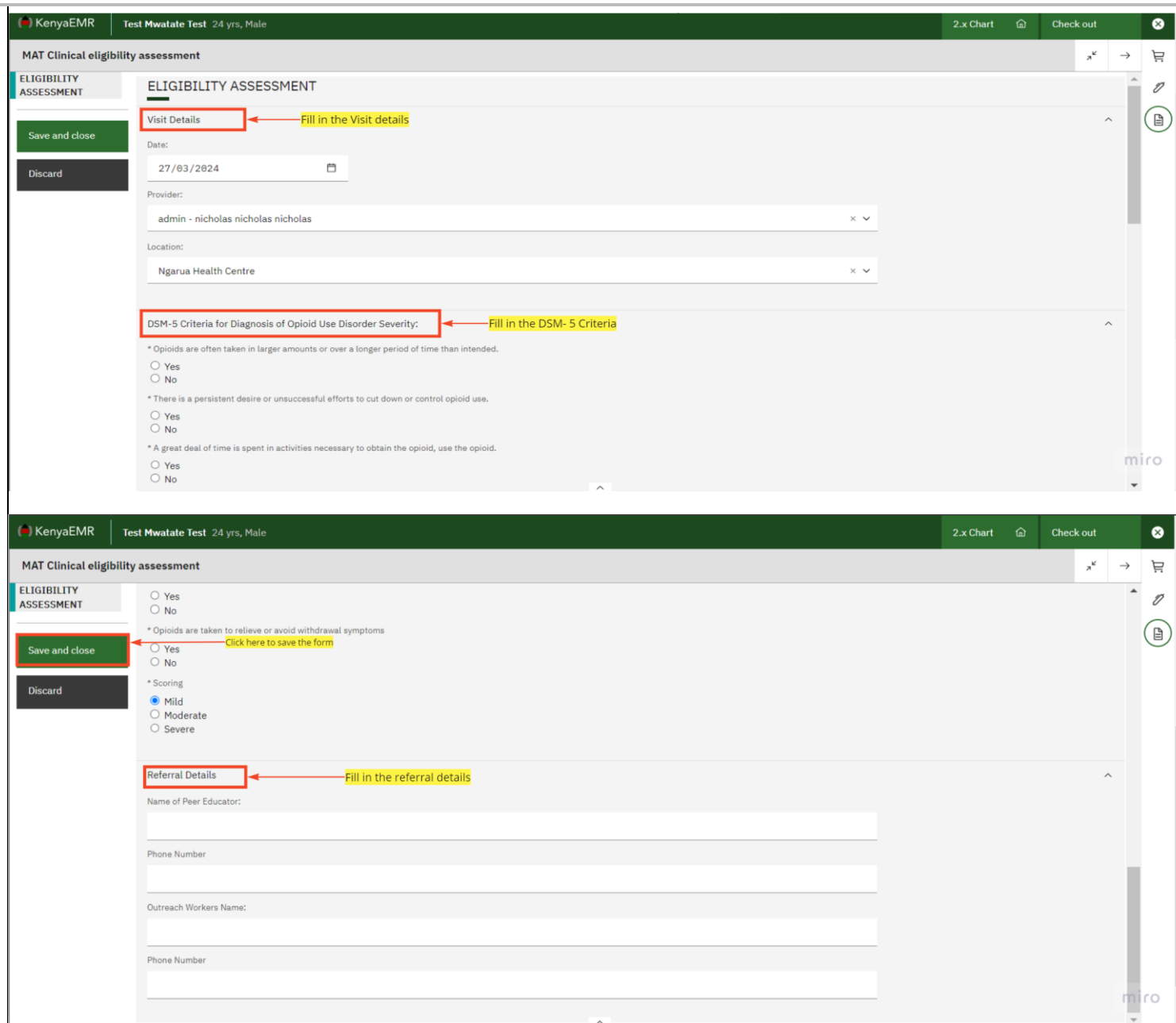
- Once a client has been enrolled to MAT program the various MAT forms will be accessible in the forms panel as highlighted

Clinical Forms		×
MAT		×
Form Name (A-Z)	Last completed	
MAT Cessation form	Never	
MAT Clinical eligibility assessment	Never	
MAT Clinical form	Never	
MAT Discontinuation form	Never	
MAT Initial registration form	Never	
MAT Psychiatric intake and followup form	Never	
MAT Psychosocial Follow Up Form	Never	
MAT Psychosocial intake and followup form	Never	
MAT Transit/Referral form	Never	
MAT Treatment form	Never	

Step 8

MAT Clinical Eligibility Assessment.

- This is the first form filled to assess the eligibility criteria of the client to the MAT Program
- Fill in the Eligibility assessment sections which consists of three sections i.e. Visit details, DSM-5 and Referral details.
- Click on Save and Close to save the form when done.



KenyaEMR | Test Mwalale Test | 24 yrs, Male | 2.x Chart | Check out

MAT Clinical eligibility assessment

ELIGIBILITY ASSESSMENT

Visit Details ← Fill in the Visit details

Date: 27/03/2024

Provider: admin - nicholas nicholas nicholas

Location: Ngarua Health Centre

DSM-5 Criteria for Diagnosis of Opioid Use Disorder Severity: ← Fill in the DSM- 5 Criteria

* Opioids are often taken in larger amounts or over a longer period of time than intended.
☐ Yes
☐ No

* There is a persistent desire or unsuccessful efforts to cut down or control opioid use.
☐ Yes
☐ No

* A great deal of time is spent in activities necessary to obtain the opioid, use the opioid.
☐ Yes
☐ No

Save and close ← Click here to save the form

Discard

Referral Details ← Fill in the referral details

Name of Peer Educator:

Phone Number

Outreach Workers Name:

Phone Number

Step 9

MAT Psychosocial Intake and follow up form.

Record Visit Details

- Document Encounter details and Visit type details
- Click Next to move to next section

Fill in the Visit details section

MAT Psychosocial intake and followup form

Visit Details
History Details
Management Details

Save and close
Discard

Visit Details

Encounter Details

* Visit date:
27/03/2024

Provider:
admin - nicholas nicholas nicholas

Location:
Ngarua Health Centre

Visit Type

* Type of Visit?
☐ Initial
☐ Follow up

Click here to go to the next section

Next
History Details

Record History Details

- Document History details i.e. social details, sexual history, occupational, family relationships and legal status details
- Click Next to move to next section

Fill in the History details section

MAT Psychosocial intake and followup form

Visit Details
History Details
Management Details

Save and close
Discard

History Details

Legal criminal status

Have you committed and /or arrested for crimes for drugs in the last 30 days

☐ Shoplifting/Vandalism
☐ Drunk and disorderly
☐ Drug possession
☐ Drug peddling
☐ Weapons Offense
☐ Burglary/Larceny
☐ Robbery
☐ Assault
☐ Rape
☐ Murder
☐ Sex work
☐ Fraud/ Forgery

Do you have any ongoing case
☐ Yes
☒ No

Click here to toggle to the previous section

Previous
Visit Details

Click here to go to the next section

Next
Management Details

Record Management Details

- Document the management details i.e. Treatment plan
- Click on Save and close to save the form.

Fill in the Management details section

Click here to save form

MAT Psychosocial intake and followup form

Visit Details

History Details

Management Details

Save and close

Discard

☐ Physical Health

☐ Social Functioning

Psychological Outcomes

☐ Reintegration

☐ Employment

☐ Stable accommodation

☐ legal problems

☐ GBV

☐ Other

Case summary and interventions

Counsellor Name

Next Appointment Date

dd/mm/yyyy

[Previous](#)

[History Details](#)

Click here to toggle to the previous section

miro

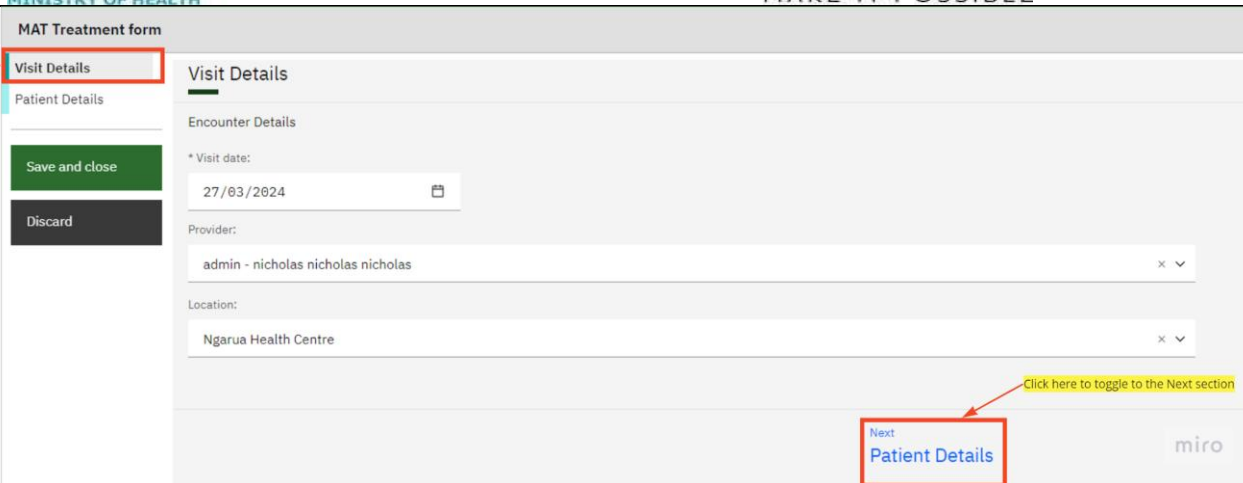
MAT Treatment Form

This is an encounter form filled by a clinician

Record Visit Details

- Document Encounter details and Visit type details
- Click Next to move to next section

Fill in the Visit details section



The screenshot shows the 'MAT Treatment form' with the 'Visit Details' section active. The left sidebar has 'Visit Details' highlighted. The main form area contains 'Encounter Details' with fields for 'Visit date' (27/03/2024), 'Provider' (admin - nicholas nicholas nicholas), and 'Location' (Ngarua Health Centre). At the bottom, there is a 'Next Patient Details' button. A red box highlights the 'Next Patient Details' button, and a yellow callout points to it with the text 'Click here to toggle to the Next section'.

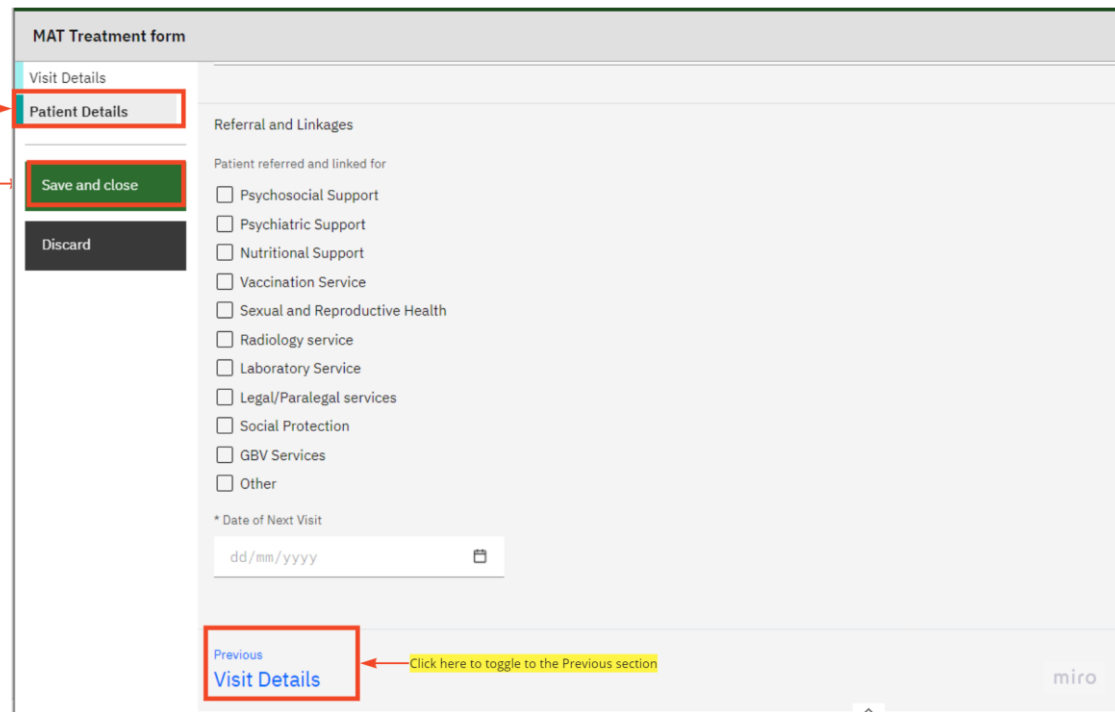
MAT Treatment Form

Record Patient Details

- Document the patient details i.e. Methadone maintenance, management of comorbidities and referrals.
- Click on Save and close to save the form.

Fill in the patient details section

Click here to save form



The screenshot shows the 'MAT Treatment form' with the 'Patient Details' section active. The left sidebar has 'Patient Details' highlighted. The main form area contains 'Referral and Linkages' with a list of services: Psychosocial Support, Psychiatric Support, Nutritional Support, Vaccination Service, Sexual and Reproductive Health, Radiology service, Laboratory Service, Legal/Paralegal services, Social Protection, GBV Services, and Other. There is also a field for 'Date of Next Visit' (dd/mm/yyyy). At the bottom, there is a 'Previous Visit Details' button. A red box highlights the 'Previous Visit Details' button, and a yellow callout points to it with the text 'Click here to toggle to the Previous section'.

MAT Clinical Form

This is an encounter form filled by a clinician

Record Visit Details

- Document Encounter details, Visit type and presenting complaints
- Click Next to move to History section

Fill in the patient details section

MAT Clinical form

Visit Details

History Details
Examination Details
Diagnosis & Management

Save and close

Discard

27/03/2024

Provider:
48b55692-e061-4ffa-b1f2-fd4aaf506224

Location:
a92f9952-1c4c-4659-893b-a6b56a16b1df

Visit Type
Type of visit :
☐ Induction
☐ ReInduction
MAT ID

* Patient having complaint(s) today?
☐ Yes
☐ No

[Next History Details](#)

Click here to toggle to the Next section

miro

Record History Details

- Document History details i.e. drug history, medical history and mental history
- Click Next to move to Examination section

Fill in the Management details section

MAT Clinical form

Visit Details ☐ No

History Details

Examination Details

Diagnosis & Management

Save and close

Discard

Family Medical History

Is there anyone in your family with any of these illnesses?

☐ Yes
☐ No

Mental and Psychological History

Is the client suffering any of these mental Disorders?

☐ None
☐ Depression
☐ Anxiety
☐ Sleep Disorder
☐ Psychosis
☐ PTSD
☐ Mood Disorder
☐ Other

Previous Visit Details

Next Examination Details

Click here to toggle to Previous section

Click here to toggle to the Next section

MAT Clinical Form (cont)

Record Examination Details

- Document the General examination and systemic details
- Click on Next to move to Management section

Fill in the Examination details section

MAT Clinical form

Visit Details

History Details

Examination Details

Diagnosis & Management

Save and close

Discard

☐ Normal
☐ Delusions
☐ Suicidal
☐ Phobias
☐ Obsessions
☐ Homicidal

Hallucinations

☐ Auditory hallucinations
☐ Olfactory Hallucinations
☐ Tactile Hallucinations
☐ Visual Hallucinations
☐ Absent

Orientation status

☐ Oriented to time
☐ Oriented to place
☐ Oriented to person
☐ Absent

Previous History Details

Next Diagnosis & Management

Click here to toggle to Previous section

Click here to toggle to the Next section

Record Management Details

- Document the treatment plan and referrals details
- Click on Save and close to save the form.

Fill in the Management details section

Click here to Save form

MAT Clinical form

[Visit Details](#)
[History Details](#)
[Examination Details](#)
Diagnosis & Management
Save and close

Discard

- ☐
- Recovery Support
-
- ☐
- Other

Referral & Linkages

Type of Referral & Linkages offered

- ☐
- HIV Care and Treatment
-
- ☐
- Psychiatric care
-
- ☐
- Surgical care
-
- ☐
- Consultant physician care
-
- ☐
- STI/Reproductive health services
-
- ☐
- Maternal and child care services
-
- ☐
- TB treatment services(DOTS)
-
- ☐
- Drug treatment facilities: Drop in Centres Rehabilitation Centres
-
- ☐
- Nutritional support
-
- ☐
- Support groups: Legal aid, PLHA or PWUD network, SelfhelpGroups, Womens organizations, Youth Groups
-
- ☐
- Welfare agencies: food, shelter, clothes,IGAs for PWID
-
- ☐
- Other(specify)

[Previous](#)
[Examination Details](#)

miro

MAT Psychiatric Intake and Follow up Form

This is an encounter form filled by a psychiatrist

Record Visit Details

- Document Encounter details and Visit type details
- Click Next to move to History section

Record History Details

- Document History details i.e. Presenting complaints, Past psychiatric history, Medical and surgical history, substance use history, Family and Personal history
- Click Next to move to Examination section

Fill in the Visit details section

Fill in the History details section

MAT Psychiatric Intake and Follow up Form

Visit Details

History Details

Examination Details

Management Details

Save and close

Discard

Provider:

admin - nicholas nicholas nicholas

Location:

Ngarua Health Centre

Visit Type Details

Type of Referral :

- ☐ Self
- ☐ Peer Educator
- ☐ Relatives/Friends
- ☐ Healthcare workers
- ☐ CSO
- ☐ Other

Accompanying Treatment Supporter

- ☐ Yes
- ☐ No

Click here to toggle to the Next section

Next
History Details

miro

MAT Psychiatric Intake and Follow up Form

Visit Details

History Details

Examination Details

Management Details

Save and close

Discard

Patient Education history

Patient Occupation history

Patient Sexual history

Patient Premorbid history

Patient Forensic history

Click here to toggle to the Next section

Previous
Visit Details

Next
Examination Details

miro

MAT Psychiatric Intake and Follow up Form (Cont)

Record Examination Details

- Document the General examination and Mental status details
- Click on Next to move to Management section

Record Management Details

- Document the management plan and psychiatrist follow up details
- Click on Save and close to save the form.

Fill in the Examination details section

Fill in the Management details section

Click here to Save form

MAT Psychiatric Intake and Follow up Form

Visit Details

History Details

Examination Details

Management Details

Save and close

Discard

☐ Normal

☐ Delusions

☐ Suicidal

☐ Phobias

☐ Obsessions

☐ Homicidal

Hallucinations

☐ Auditory hallucinations

☐ Olfactory Hallucinations

☐ Tactile Hallucinations

☐ Visual Hallucinations

☐ Absent

Orientation status

☐ Oriented to time

☐ Oriented to place

☐ Oriented to person

☐ Absent

Previous

History Details

Click here to toggle to the Next section

Next

Management Details

mi8

MAT Psychiatric Intake and Follow up Form

Visit Details

History Details

Examination Details

Management Details

Save and close

Discard

Biopsychosocial & Spiritual management plan

Psychiatric Follow Up

Progress Report

Treatment Plan

Date of Next Visit

dd/mm/yyyy

Previous

Examination Details

miro

MAT Cessation Form

- This is the first form filled to assess the cessation criteria of the client to the MAT Program
- Fill in the Eligibility assessment sections which consists of two sections i.e. Visit details and Assessment checklist
- Click on Save and Close to save the form when done.

Fill in the Assessment section

Click here to Save form

MAT Cessation form

Assessment Checklist

Save and close

Discard

Assessment Checklist

Visit Details

Date:

27/03/2024

Provider:

admin - nicholas nicholas nicholas

Location:

Ngarua Health Centre

Assessment Checklist

* Have you been abstaining from drugs of addiction, such as heroin, cannabis, benzodiazepines, etc.?

☐ Yes

☐ No

* Do you have a supportive family or non-drug using friends that you spend time with?

☐ Yes

☐ No

* Do you have a stable living arrangement?

☐ Yes

☐ No

miro

MAT Transfer/Transit Form

- This Form is filled to initiate a Transfer or Transit to a client
- Fill in the Transit/Referral sections which consists of two sections i.e. Visit details and transit/transfer details
- Click on Save and Close to save the form when done.

Fill in the Assessment section

Click here to Save form

MAT Transit/Referral form

Transit Client Mat Referral

Save and close

Discard

Transit Client Mat Referral

Visit Details

Date:

27/03/2024

Provider:

admin - nicholas nicholas nicholas

Location:

Ngarua Health Centre

Transit Client Mat Referral

* Mat enrollment date

dd/mm/yyyy

* Type of Movement

☐ Transfer

☐ Transit

☐ Other Referral

Clinical & Drug Use History

miro

How to edit an encounter form

- To access the completed form, navigate to patient summary on the left navigation panel and then click on visits. Click on all encounters to access the completed forms.
- Edit any of the encounter forms as you wish

How to Discontinue from MAT program

- To access the discontinuation form, navigate to patient summary on the left navigation panel and then click on care panel. Click on Program enrollment to access the MAT program
- Click on the MAT program as highlighted and on the far left click on the dots as indicated and click on discontinue

Discontinuation Form

- Once discontinue is clicked the discontinuation form should appear on the clinical forms.
- Fill in the form details and save and close.
- Once saved the client will be discontinued from the program.

THE END