

SOP: Basic TaifaCare EMR Navigation

Last Update: August 2025

Task	To guide users on how to navigate enhanced TaifaCare based on OpenMRS 3.x platform
Objective	Effectively use Taifa Care to provide quality HIV care services
Target Group	Healthcare providers, HRIO, HIS
Requirements	A working instance of TaifaCare

Introduction

TaifaCare routinely undergoes enhancements to improve on its functionalities and support additional clinical interventions at the facility. One of the key improvements undertaken recently was to gradually transform the workflow and the user interface using the latest technology deployed by OpenMRS 3.x. Some of the key features in the 3.x based KenyaEMR included a refined interface, offline mode, possible multi-tenancy support and better computing resource management.

As a user, at first you are likely to find a whole new user-experiences with the new interface from what you are used to in 2.x based TaifaCare. But this is ok because this usermanual is designed with indepth illustration to help start you off on to this exciting interface.

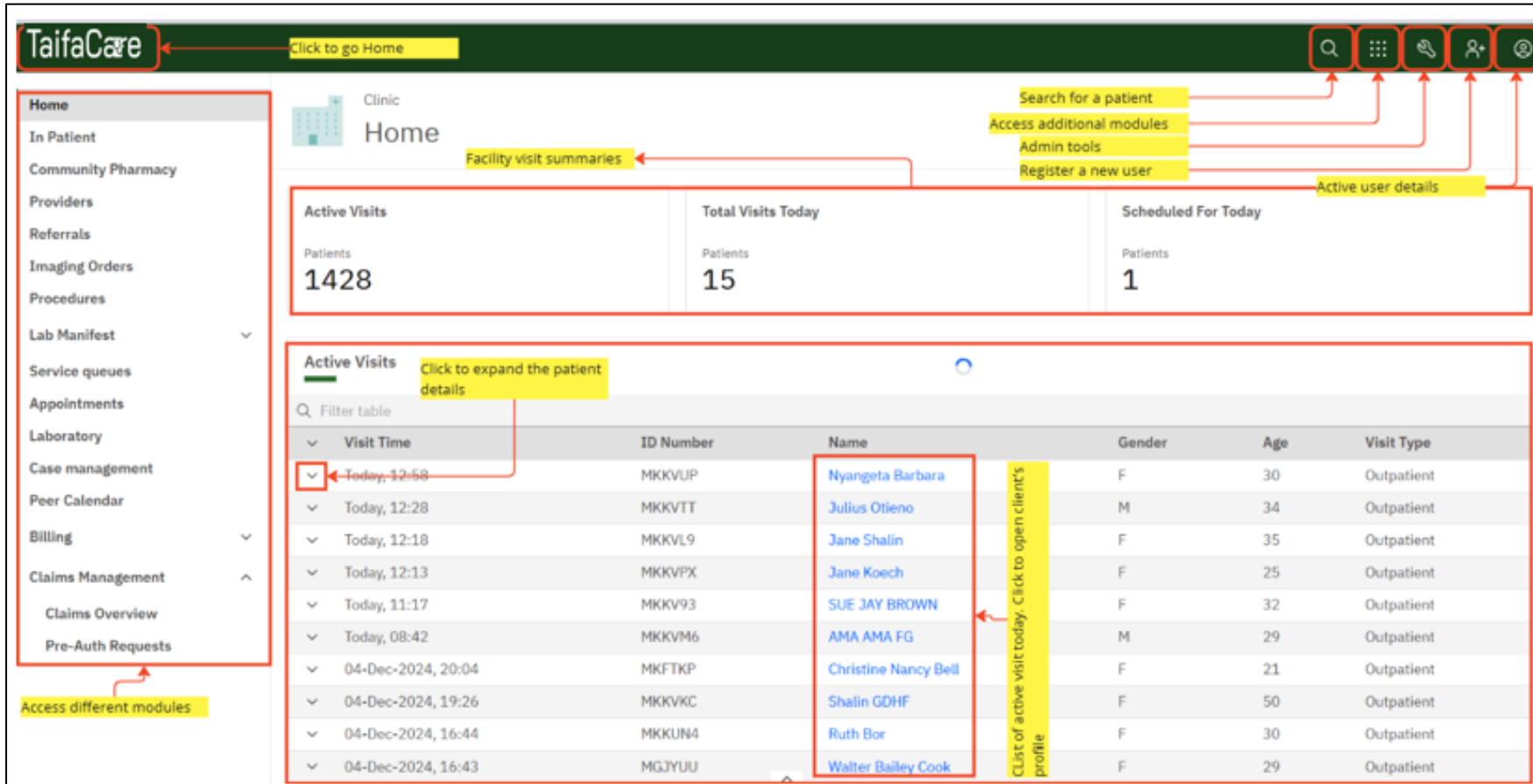
To begin, you need to have your user login credentials (username and password) and the correct URL to access EMR.

Part 1: Login in to the system

- Enter the correct URL on your browser (i.e localhost:8080/openmrs/spa)
- The logging screen below will be displayed. Enter the correct username and password in the sequences shown
- If the details supplied are valid, the home page will be displayed, otherwise you'll receive "Invalid username or password" error.

Part 1. Exploring the Home Page

The home page will be displayed. The homepage has several features that have been outlined in yellow labels in the figure below. You should take a few minutes to familiarise yourself with all the features provided.



TaifaCare Click to go Home

Search for a patient
Access additional modules
Admin tools
Register a new user
Active user details

Home
In Patient
Community Pharmacy
Providers
Referrals
Imaging Orders
Procedures
Lab Manifest
Service queues
Appointments
Laboratory
Case management
Peer Calendar
Billing
Claims Management
Claims Overview
Pre-Auth Requests

Access different modules

Facility visit summaries

Active Visits
Patients
1428

Total Visits Today
Patients
15

Scheduled For Today
Patients
1

Active Visits

Click to expand the patient details

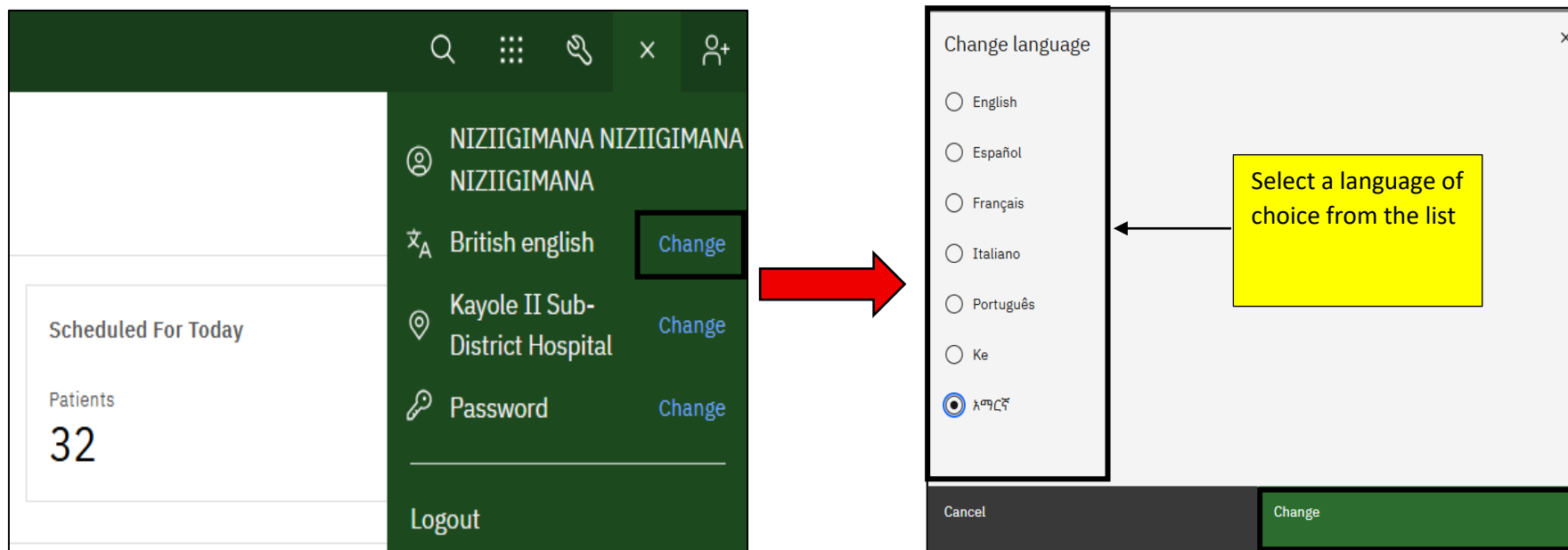
Visit Time	ID Number	Name	Gender	Age	Visit Type
Today, 12:58	MKKVUP	Nyangeta Barbara	F	30	Outpatient
Today, 12:28	MKKVTT	Julius Otieno	M	34	Outpatient
Today, 12:18	MKKVL9	Jane Shalin	F	35	Outpatient
Today, 12:13	MKKVPX	Jane Koech	F	25	Outpatient
Today, 11:17	MKKV93	SUE JAY BROWN	F	32	Outpatient
Today, 08:42	MKKVM6	AMA AMA FG	M	29	Outpatient
04-Dec-2024, 20:04	MKFTKP	Christine Nancy Bell	F	21	Outpatient
04-Dec-2024, 19:26	MKKVKC	Shalin GDHF	F	50	Outpatient
04-Dec-2024, 16:44	MKKUN4	Ruth Bor	F	30	Outpatient
04-Dec-2024, 16:43	MGJYUU	Walter Bailey Cook	F	29	Outpatient

Click to open client's profile

1.1. How to change the default language

KenyaEMR default language is British English. However, the user may alter the context language by following the following process.

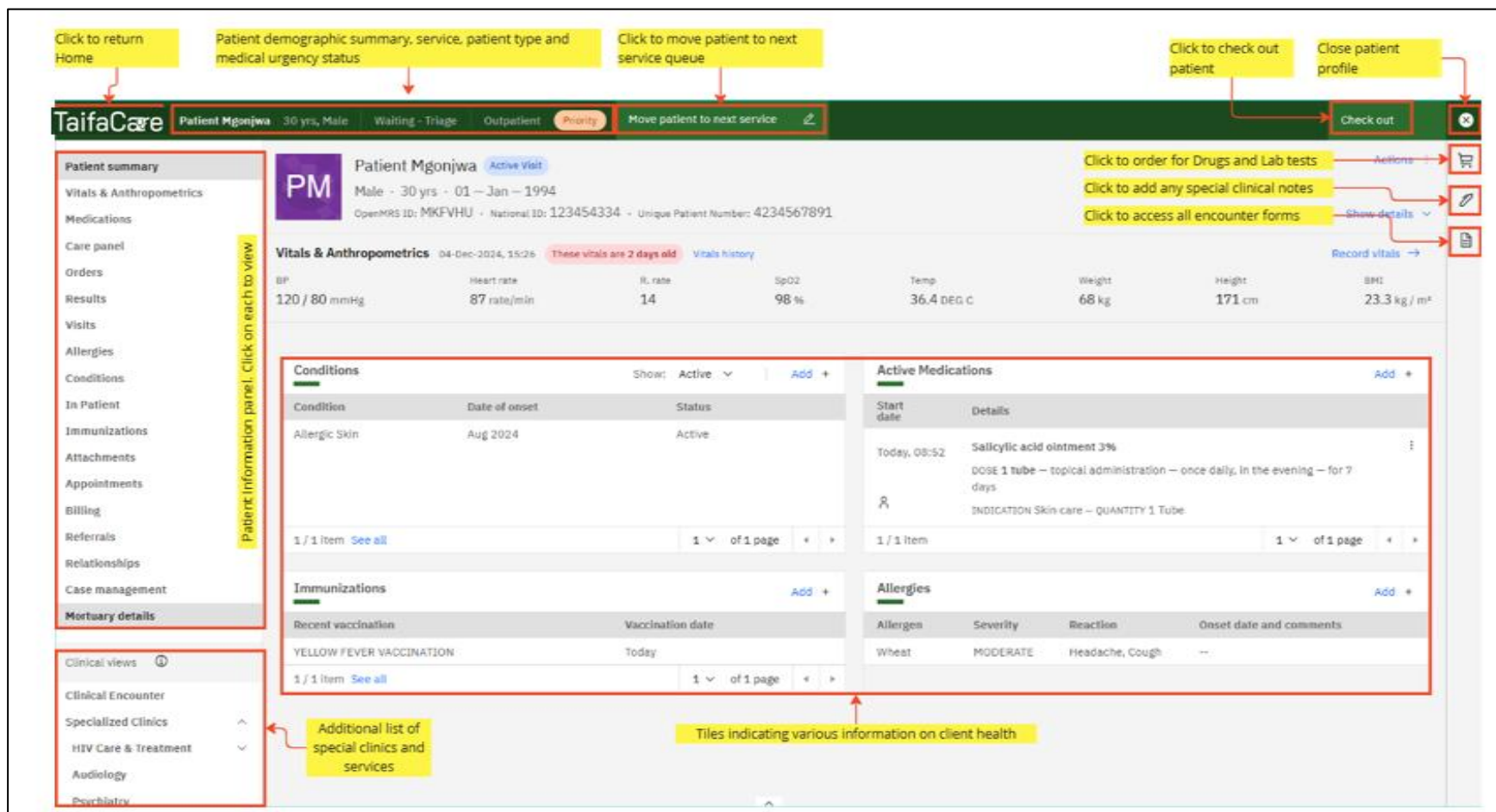
- Click My Account icon shown:
- From the list, Click Change
- A dialogue will open with a list of supported languages as shown below
- Select preferred language and click **Change** to save.



The image shows a two-step process for changing the default language in KenyaEMR. On the left, a screenshot of the application interface shows a dark green sidebar menu. The 'My Account' icon (a person with a plus sign) is circled in orange. Below it, the menu items are: 'NIZIIGIMANA NIZIIGIMANA NIZIIGIMANA', 'British english' (with a 'Change' button), 'Kayole II Sub-District Hospital' (with a 'Change' button), 'Password' (with a 'Change' button), and 'Logout'. A red arrow points from the 'Change' button next to 'British english' to the right. On the right, a 'Change language' dialog box is shown. It has a list of languages with radio buttons: English, Español, Français, Italiano, Português, Ke, and Kiswahili (which is selected). A yellow box with the text 'Select a language of choice from the list' has an arrow pointing to the 'Français' option. At the bottom of the dialog box are 'Cancel' and 'Change' buttons.

2. Patient Summary dashboard

The figure below shows a dashboard summary for a newly registered client. From here you can proceed to provide services and record the visit information by navigating the tabs on the left side of the screen.



TaifaCare Patient Mgonjwa 30 yrs, Male Waiting - Triage Outpatient Priority Move patient to next service

Click to return Home Patient demographic summary, service, patient type and medical urgency status Click to move patient to next service queue Click to check out patient Close patient profile

Click to order for Drugs and Lab tests Click to add any special clinical notes Click to access all encounter forms

Patient summary

Vitals & Anthropometrics

BP 120 / 80 mmHg Heart rate 87 rate/min R. rate 14 SpO2 98 % Temp 36.4 DEG C Weight 68 kg Height 171 cm BMI 23.3 kg / m²

Conditions

Condition	Date of onset	Status
Allergic Skin	Aug 2024	Active

Active Medications

Start date	Details
Today, 08:52	Salicylic acid ointment 3% DOSE 1 tube — topical administration — once daily, in the evening — for 7 days INDICATION Skin care — QUANTITY 1 Tube

Immunizations

Recent vaccination	Vaccination date
YELLOW FEVER VACCINATION	Today

Allergies

Allergen	Severity	Reaction	Onset date and comments
Wheat	MODERATE	Headache, Cough	--

Additional list of special clinics and services

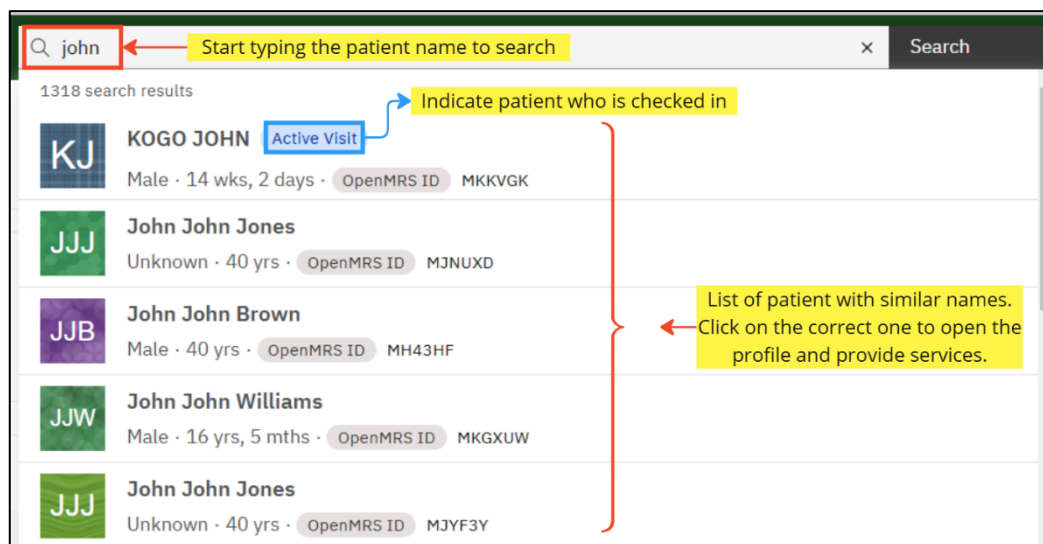
Tiles indicating various information on client health

You can perform additional functions as highlighted on the form.

Part 3: Search for Existing Client

You don't need to create existing client details afresh, rather, you only perform a search, locate the patient and open their profile. You can search for existing client either by using their name (any part of the name) or by their client Identifier number. To begin the search, locate the **Search Patient** icon on the upper right corner (refer to figure 2). On the search box, type any part of the name or identifier. From the drop down list, locate and click on the correct patient to open their profile.

Note: The search action commences after typing three or more characters.



Part 4. Starting a visit

To start providing services through the EMR, you need to first Check-in the client by starting the visit. As illustrated in Step 10 above, locate and click “**Start Visit**” button.

Start visit form will be displayed as shown. On the forms, specify the visit date by clicking on the calendar, click the time and specify. Check if visit location is pre-selected, if not, please contact your EMR champion or administrator.

Specify the visit type from the available visit types.

Once done, click “**Start Visit**” button at the bottom to save

Start a visit

Visit start date and time

Date

05/12/2024

Time

03:20 PM

Upcoming appointments

No upcoming appointments found

Visit location

Select a location

Wema Centre Medical Clinic

Visit Type

Search for a visit type

Outpatient

Inpatient

2 / 2 items

1 of 1 page

Start a visit

Outpatient

Inpatient

2 / 2 items

1 of 1 page

Billing

Is patient exempted from payment?

Yes

No

Queue location

Select a queue location

Select a queue location

Service

Select a service

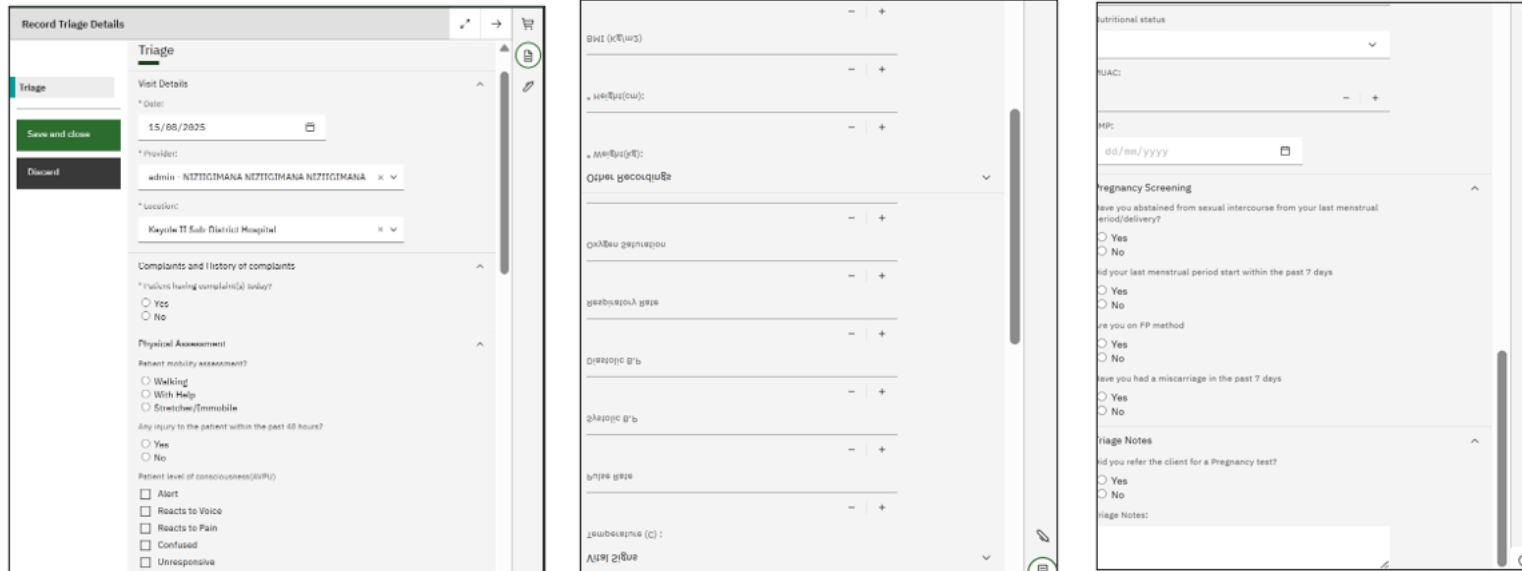
Select a queue service

Discard

Check in

Part 5. Documenting Vitals and Biometrics.

Click **Record Vitals** (refer to figure 3.1 above) to access the vitals and biometrics page. The page has been simplified into two sections i.e. Vitals and Biometrics.



The screenshot displays the 'Record Triage Details' form, which is divided into two main sections: Vitals and Biometrics.

Vitals Section:

- Triage:** Includes fields for Date (15/08/2025), Provider (admin - NITZIGIMANA NITZIGIMANA NITZIGIMANA), and Location (Kayole IT Sub District Hospital).
- Complaints and history of complaints:** Includes a field for 'Patients having complaint(s) today?' with radio buttons for Yes and No.
- Physical Assessment:** Includes a field for 'Patient mobility assessment?' with radio buttons for Walking, With Help, and Stretcher/Immobile.
- Any injury to the patient within the past 48 hours?** with radio buttons for Yes and No.
- Patient level of consciousness (Glasgow):** Includes checkboxes for Alert, Reacts to Voice, Reacts to Pain, Confused, and Unresponsive.

Biometrics Section:

- nutritional status:** A dropdown menu.
- BPAC:** A dropdown menu.
- HP:** A date field (dd/mm/yyyy).
- Pregnancy Screening:** Includes a field for 'Have you obtained from sexual intercourse from your last menstrual period/delivery?' with radio buttons for Yes and No.
- Did your last menstrual period start within the past 7 days?** with radio buttons for Yes and No.
- Are you on PP method?** with radio buttons for Yes and No.
- Have you had a miscarriage in the past 7 days?** with radio buttons for Yes and No.
- riage Notes:** Includes a field for 'Did you refer the client for a Pregnancy test?' with radio buttons for Yes and No.
- riage Notes:** A text area for additional notes.

Record all the information in the two sections.

Note: Values that are extremely outside the normal will be highlighted in red. This is to warn you to countercheck.

You can also include brief notes on the vitals

Click **Save and Close** to submit the form once done.

THE END