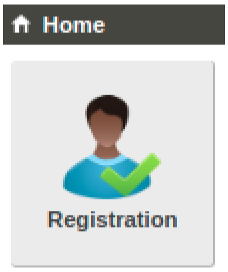
KenyaEMR+ Modules and their Features

Registration

This module is used to register new patients. It is also used to find details of patients who are already registered in the system.

To access this module, click on the “registration” icon on the ‘Home’ page. Registration icon appears as displayed below.



Go to Appendix 2: Registration Module Workflow to access Registration module flow chart

Registration Module Features

When you click on the registration icon, a window will appear as per the screenshot below. There are four tabs on the registration module which enables a user to;

1. Find or create a patient - enables a user to find a patient already registered in the system or register a new patient
2. View scheduled patients - enables a user to view scheduled patients (patients with appointments)
3. View Active visits - allows a user to view patients currently receiving services in various clinics within a facility
4. View seen patients - allows a user view patients who have visited a facility in a given day whether still receiving a service or have left the facility

The four tabs on registration module are as shown on the screenshot below;

<insert screenshot>

The first step of a patient's journey in a facility begins at registration. First, find if the patient exists in the system, otherwise, create them as new patient.

Finding a Patient in the System

> **To find an existing patient, click on ‘find or create patient’ on the ‘Registration’ window and a window below will pop up as per screenshot below. You can search a patient by name or system patient ID in the steps below**

1. Click on find or create patient on the Registration window.

<Insert Screenshot>

2. **Type in the patient ID or Name in the search box**

<Insert screenshot>

3. The patient's details will appear on the right side of your screen, select the exact patient by clicking on their name

4. On the Patient window that will pop up, click check-in for visit as per screenshot below

<insert screenshot>

This window also allows a user to;

1. Update obstetric information of a patient
2. Add relationships information for the patient
3. Enroll them to HIV, TB, IPT, MCH & Key population services.

5. **Select the preferred visit type, then finally submit.**

<Insert screenshot>

6. Move to Queue Patient Module on the ‘Home’ screen to queue the patient

Creating a New Patient

To register a new patient follow the steps below;

1. Click on ‘find or create patient’ on the ‘Registration Module’ as per screenshot below;

<Insert screenshot>

A new window will appear as per screenshot below.

2. Click on ‘Create New patient’ Tab to register a new patient

<insert screenshot>

A new window will pop providing you with 2 options as per screenshot below

<insert screenshot>

These two options provided to register a new patient will enable a user to;

Option 1: Register New Patient Tab- this tab is used to register a new patient who does not exist in the system

Option 2: Register Existing User to Patient Tab- this tab is used to register a new patient who exists as a user BUT not as a patient in the system. A good example is an employee in a health facility who is registered as a user to offer services to patients but is now seeking health services

Option 1: Register New patient

To register a new patient follow the steps below;

1. Click on ‘register new patient’ icon (Option 1), registration window below will pop up. Input patient information by clicking and typing on spaces provided alongside each information required. All fields marked with an asterisk (*) are mandatory fields.
2. Click create patient at the bottom right of the page to create the patient

<Insert Screenshot>

3. A new window as per screenshot below will pop up. Click on ‘Check in for visit’ Tab

<insert screenshot>

4. Select the preferred visit type, then finally submit.

<insert screenshot>

5. Move to Queue Patient Module on the ‘Home’ screen to queue the patient to respective queue

Option 2: Register existing user to patient

To register an existing user to patient, follow the steps below;

1. Click ‘Register existing user to patient’ icon (Option 2), the filter window below will pop and will enable you to search and pick an existing user.
2. Type in the staff name on the filter space provided and when their name appears, move your mouse pointer and select the user (staff) you want to register.

<insert screenshot>

3. When you select an existing user on the screen above to register as a new patient, then the registration window below will pop up with new user details which are already in the system populated in respective fields. Add any missing details of the patient

<insert screenshot>

4. Click on Save Changes to register existing user to patient

5. A new window as per screenshot below will pop up. Click on ‘Check in for visit’ Tab

<insert screenshot>

6. Then select the preferred visit type, then finally click on submit button.

<insert screenshot>

7. Move to Queue Patient Module on the ‘Home’ screen to queue the patient to respective queue

<insert screenshot>

Scheduled Patient

You can view scheduled patients according to the dates they are scheduled for visits by clicking on respective dates on the calendar. When you click on a date, the names of scheduled patients will display as per screenshot below;

<insert screenshot>

Queue Patient Module

This module provides more information about the patient including the billing details, specified patient category (Paying, non-paying and special schemes), payment categories. In this module a user is able to:

1. Search for patient
2. Enter patient details
3. Queue the patients for different rooms: Triage/OPD/Special Clinic etc

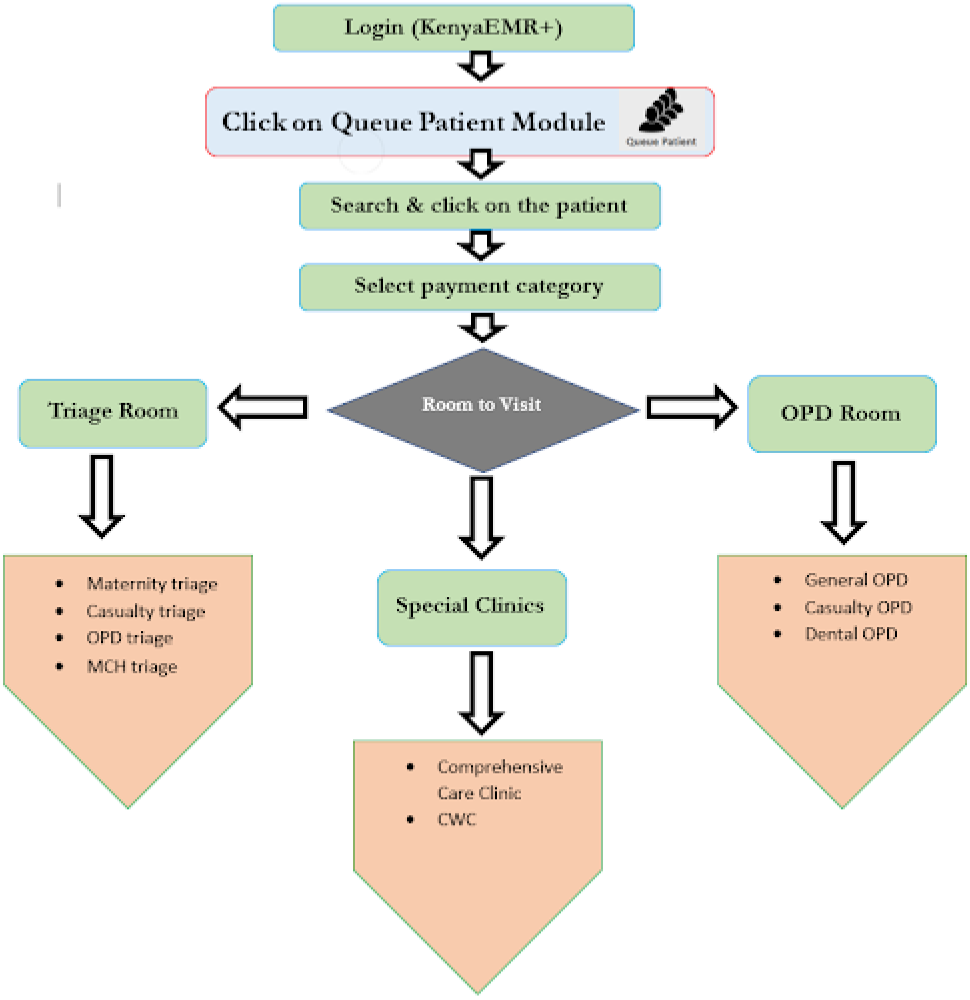
To access this module, click on the “Queue Patient” icon on ‘Home’ screen as displayed below

<insert screenshot>

Queue Patient Module Workflow

> **Go to Appendix 3: Queue Patient Module Workflow to view Queue Patient module workflow**

The figure below illustrates the workflow in the queue patient module.



Search a Patient

On clicking the Queue patient icon, a user is able to search a patient by typing the first three characters of the patient name on the "ID or name" text box that is on the left-pane of the screen, This will display a list of possible patients that you are searching for, then click on the patient from the list below.

<insert screenshot>

Queue patients

After selecting the patient, you will be able to queue the patient according to;

1. Patients category
2. Paying category
3. Visit type
4. Room to visit
5. Visit information

By selecting the patient details accordingly, then click on the Green Finish button as per screenshot below;

<insert screenshot>

After selecting the details, click on the green ‘finish’ button on the above screen then a receipt will be displayed as appears below.

Click on the purple ‘print’ button to print the receipt which is issued to the patient.

<insert screenshot>

Triage Module

This module is used to enter the patient's vital information at the triage section of the facility

It is accessed by clicking the 'Triage' icon shown below on the 'home' screen.

<insert screenshot>

Triage Queue Page

This page appears when the triage page and from the "Select Queue" drop down menu, select the triage section.

Filter the name of the patient from the queue

<insert screenshot>

A user in the triage section enters the patients' vital information below:

1. Temperature* - mandatory field
2. Blood pressure
3. Body Mass Index
4. Circumference: MUAC, Chest and Abdomen
5. Room to visit * - mandatory field

Note: All the fields marked * are mandatory

<insert screenshot>

After entering the patients' vitals, click the finish button in green at the bottom left of your screen.

Note that the 'Finish' button will be activated only after filling in all fields marked with an asterisk (*).

> The patient will be queued in the OPD queue (respective queue selected under ‘room to visit’) as shown in screenshot below;

<insert screenshot>

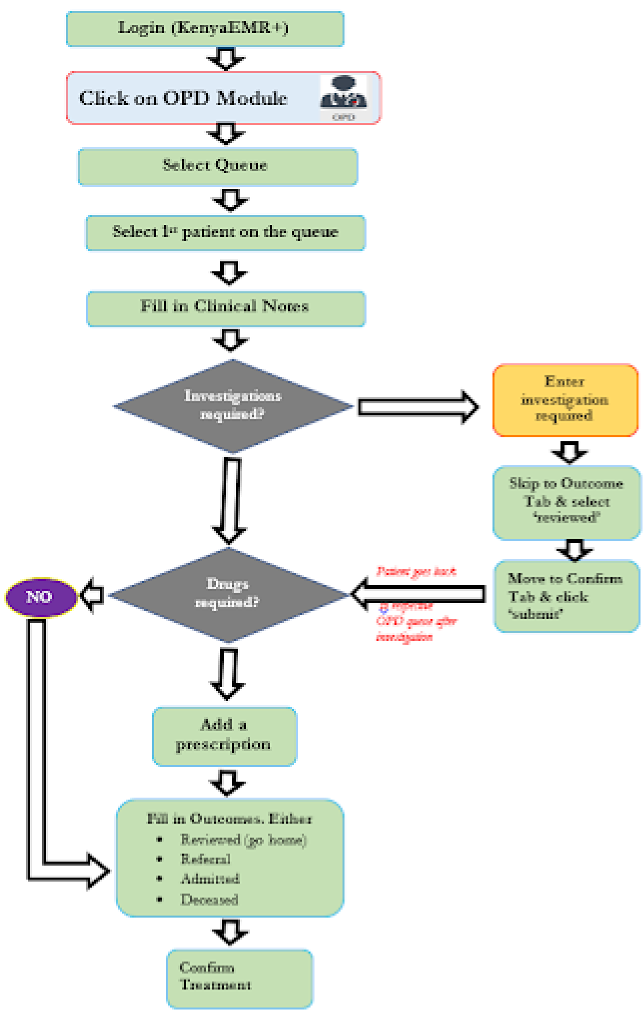
Outpatient Department (OPD) Module

The Outpatient Department, interfacing with several departments, is where patient management is done. It is accessed by clicking the ‘OPD’ icon shown below on the ‘home’ screen.

<insert screenshot>

OPD Workflow

The diagram below shows the Out-Patient Department Module Workflow



Billing Module

Inventory Module

Pharmacy Module

Laboratory Module

Procedure Room

Radiology

InPatient Department

MCH Triage

Mother and Child Health Clinic(MCH)

Delivery Room

MCH Stores

Post Abortion Care (PAC) Module

Pharmacy Module

Oncology Module

Morgue Module