# MANUAL USER GUIDE FOR EMR PRIMARY HEALTH CARE SYSTEM

By

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Version 1.0

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# USER GUIDE FOR EMR PRIMARY HEALTH CARE SYSTEM

## Browser

This user guide is to be used by the registration clerk in using the primary health care system:

1. If using a laptop or another computer, click to open Mozilla fire fox
2. In case there is no Mozilla fire fox, install it on your machine because it's suitable in Mozilla fire fox and this system doesn't support internet explorer :

### 1. *Download the product*

You can download the latest version of Firefox for free from here:
http://www.mozilla.com/en-US/products/download.html
The current version is recommended.

### 2. *Install Firefox*
Locate the file you downloaded in step 1. It should be called Firefox Setup 3.6.exe or something very similar. Double click on the file to start installation.

Once the install is under way agree to the license and accept the suggested default options.
At one stage in the Firefox installation you will be asked whether you want to make Firefox your default browser. I suggest you initially answer "no." That way you can test out Firefox without altering any of your current Windows settings.

If at a later date you want to make Firefox your default browser you can do so by selecting this option from within Firefox.

## Log in openmrs website

3. In case fire fox is launched enter in address bar an OpenMRS primary health care link https://rwanda.pih-emr.org/openmrs/ to proceed with login in system:

*OpenMRS welcome page*

4. The User is directed to OpenMRS welcome page once user is logged into the OpenMRS server
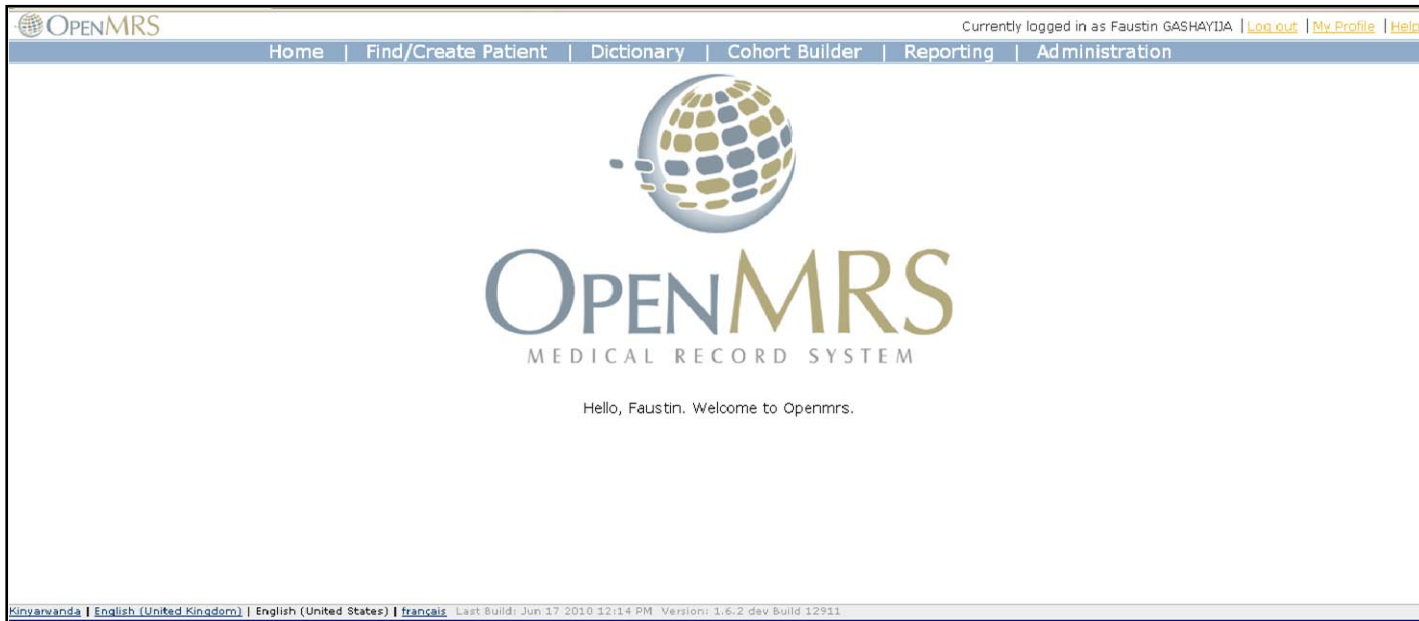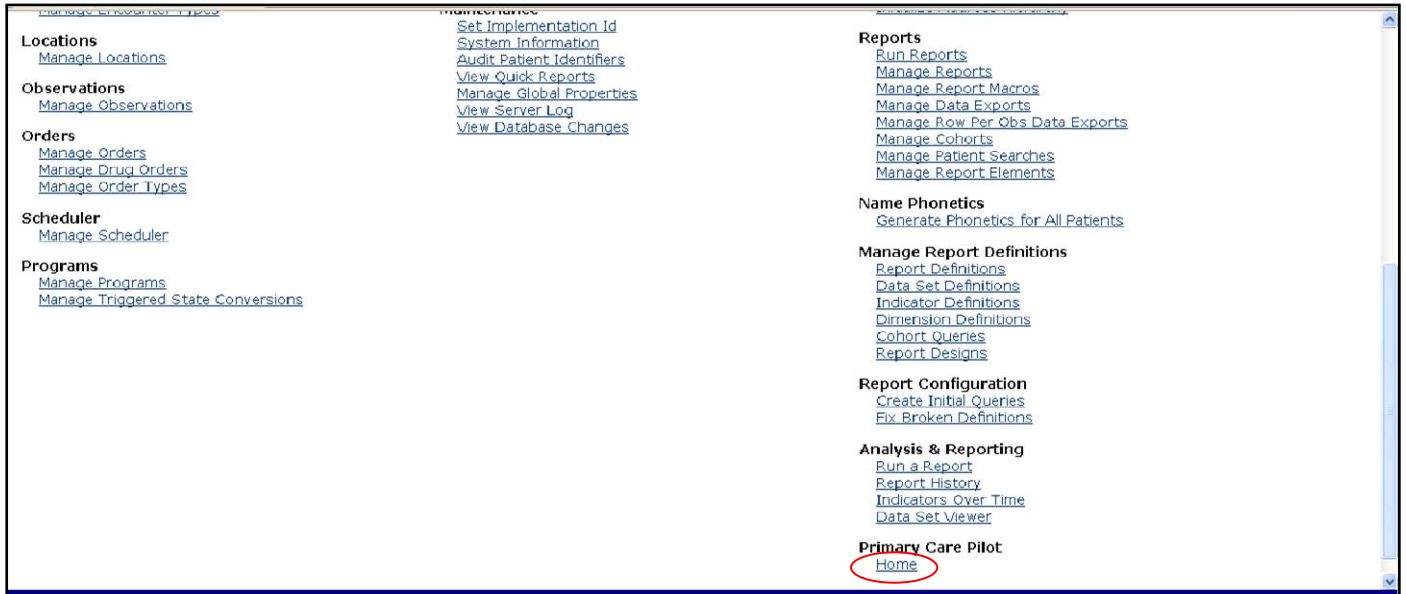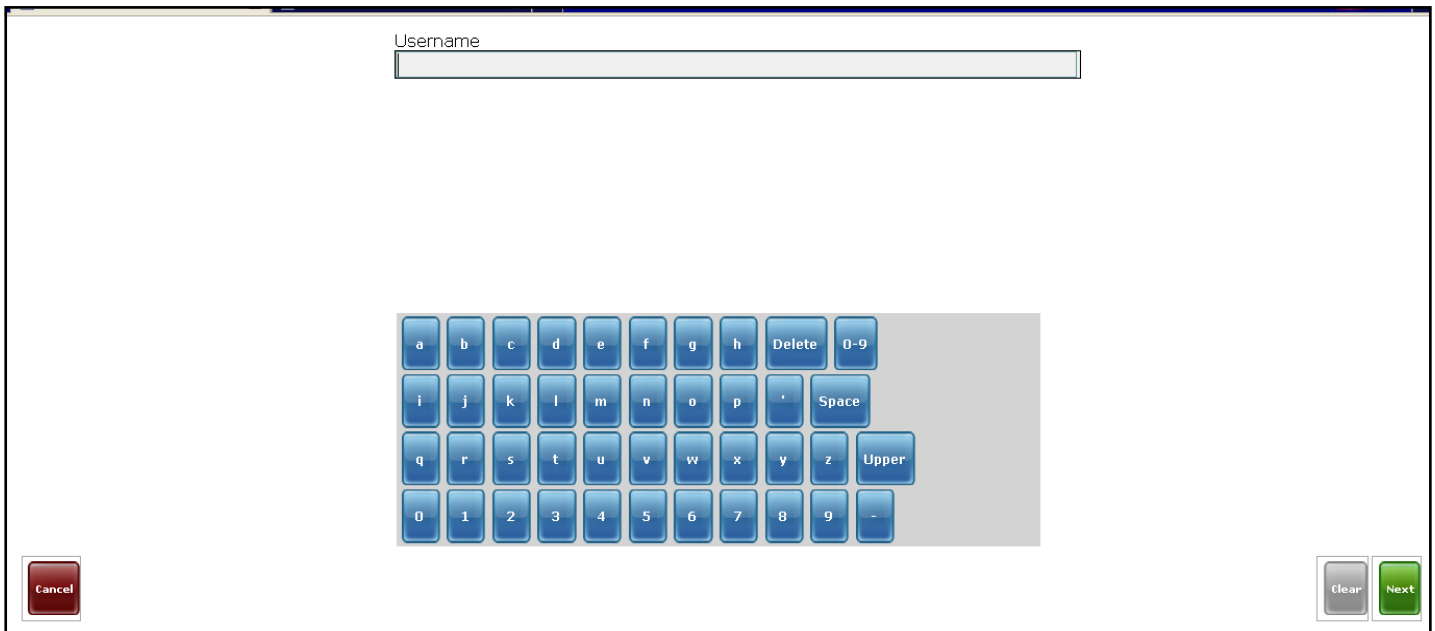


5. Click on administration tab:

*Administration view*

6. Click on **Home**, under **Primary Care Pilot** on the **Administration** view,
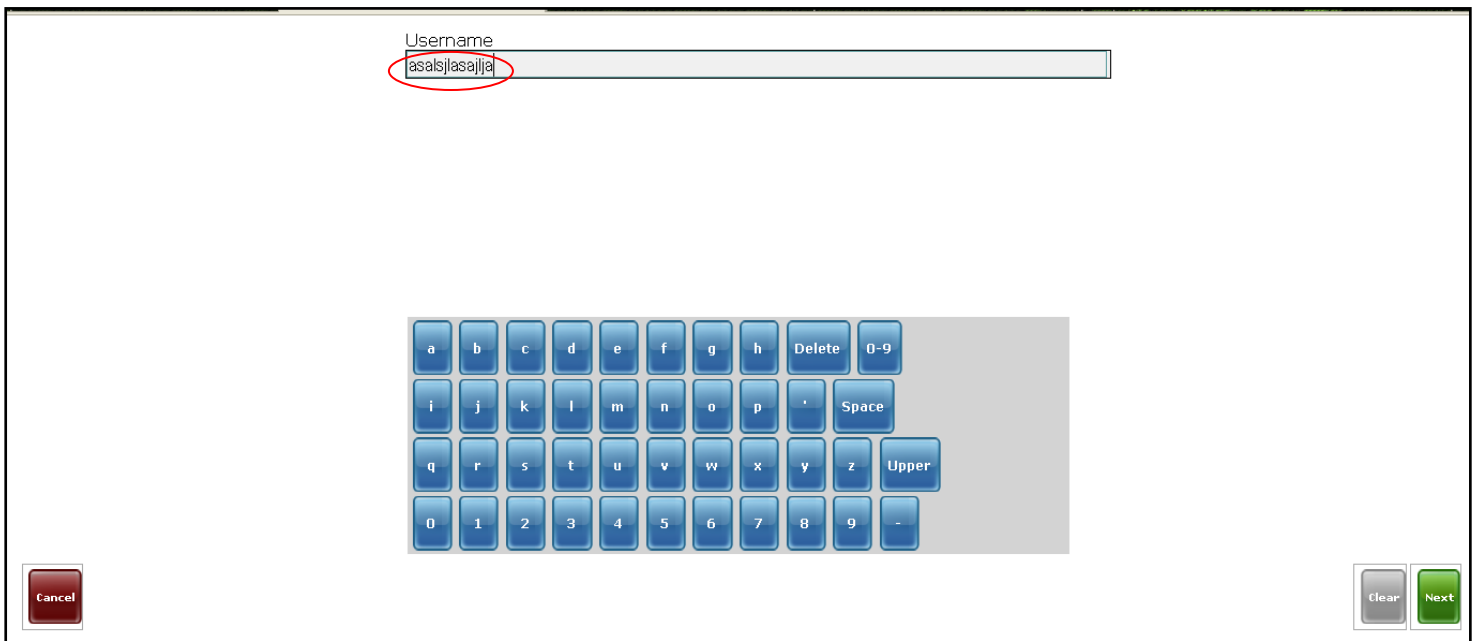   This will direct primary health care log in page to open up:



# Primary health care login page

7. Primary health care login page opens up:
   For **TOUCH SCREEN APPLICATION**, this is the user's first page log in page in the primary health care system too:
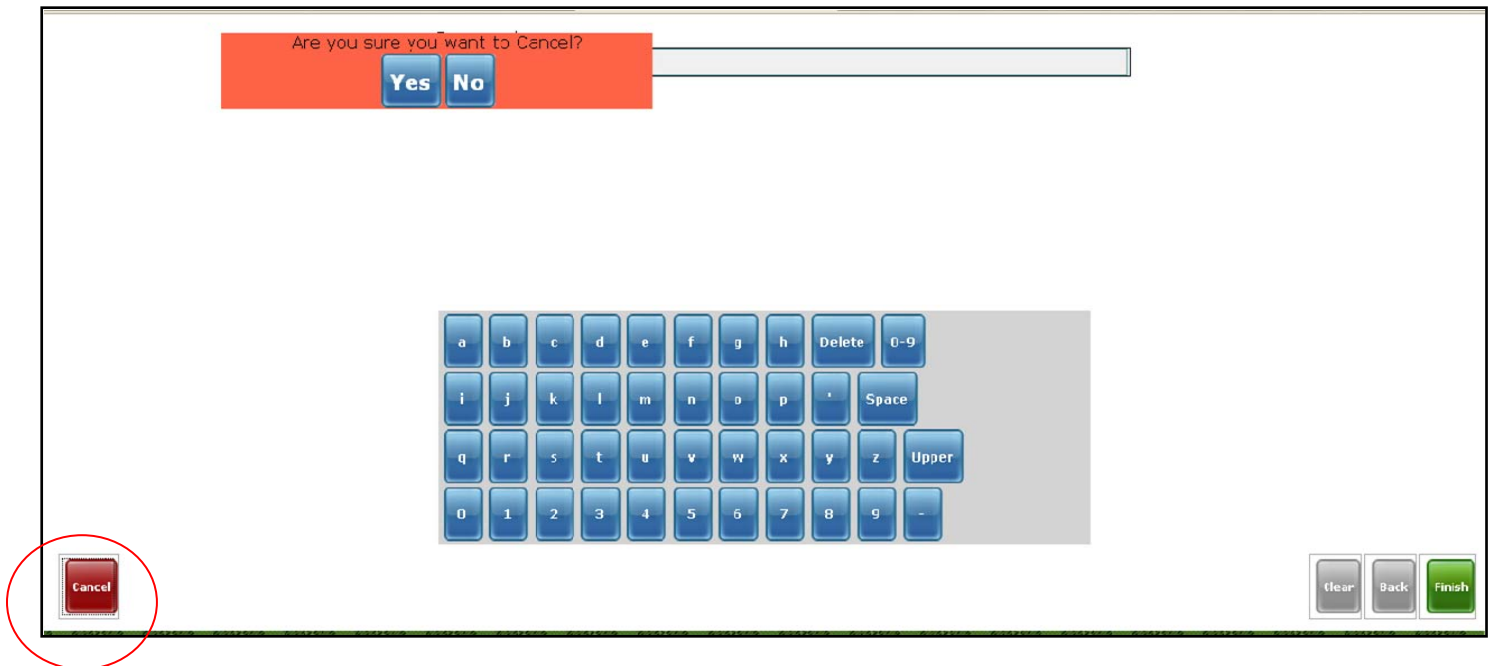
8.  Enter **Username** by selecting the appropriate letters on the screen or just use on your keyboard11:
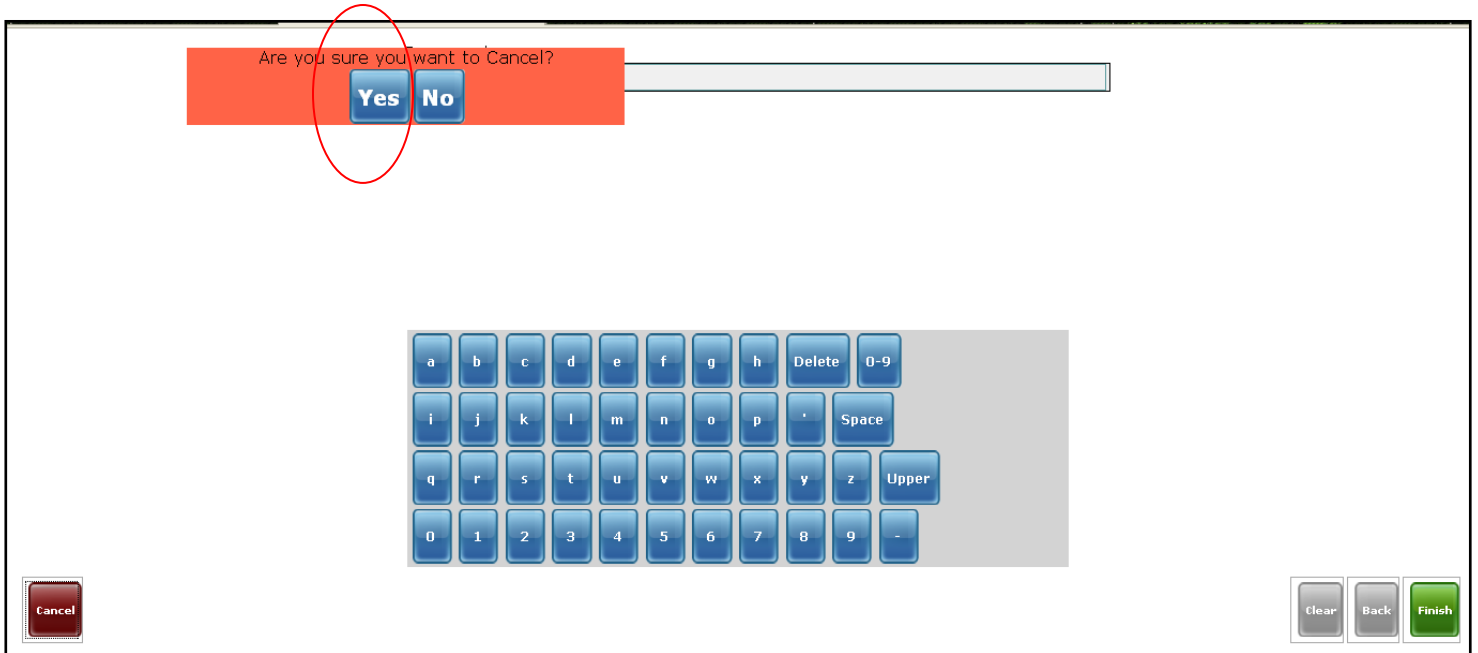


9.  Select the **Clear** button to delete the all Username letters , **Delete** to delete one by one username letters entered OR use the **Cancel** button

10. When the **Cancel** button is used, a window pops up asking if you want to cancel appears:
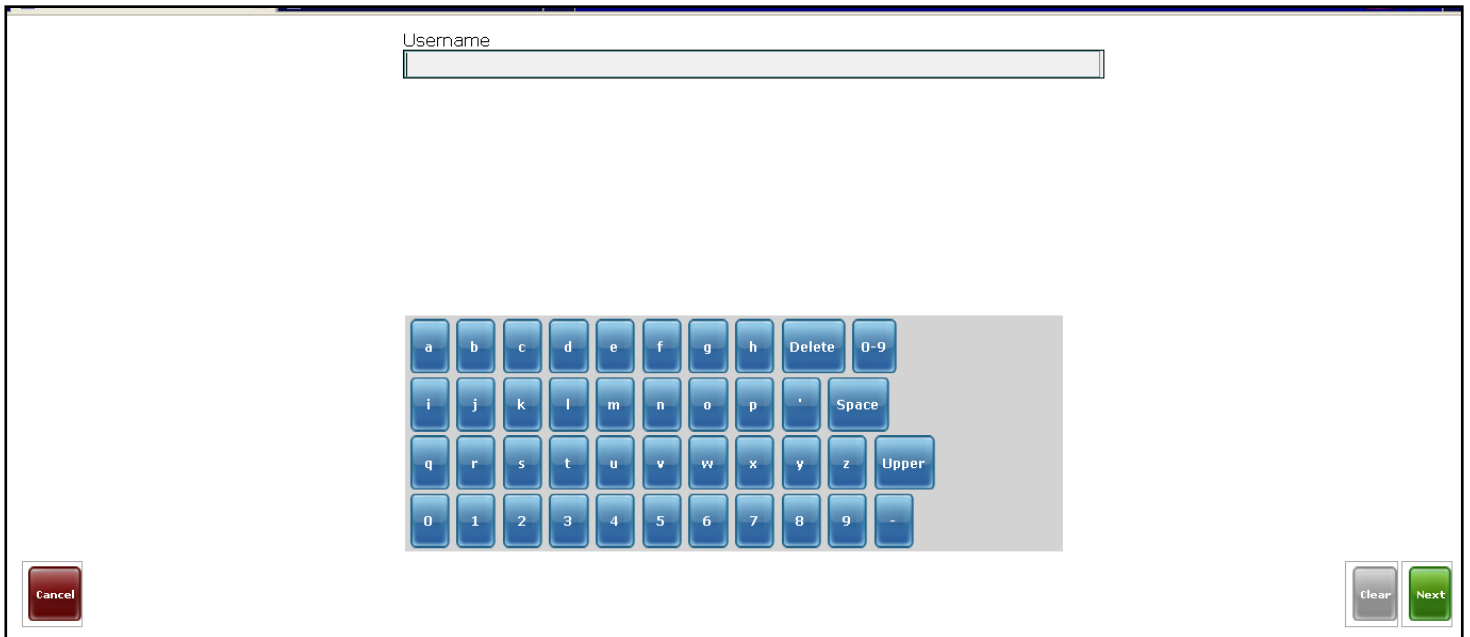
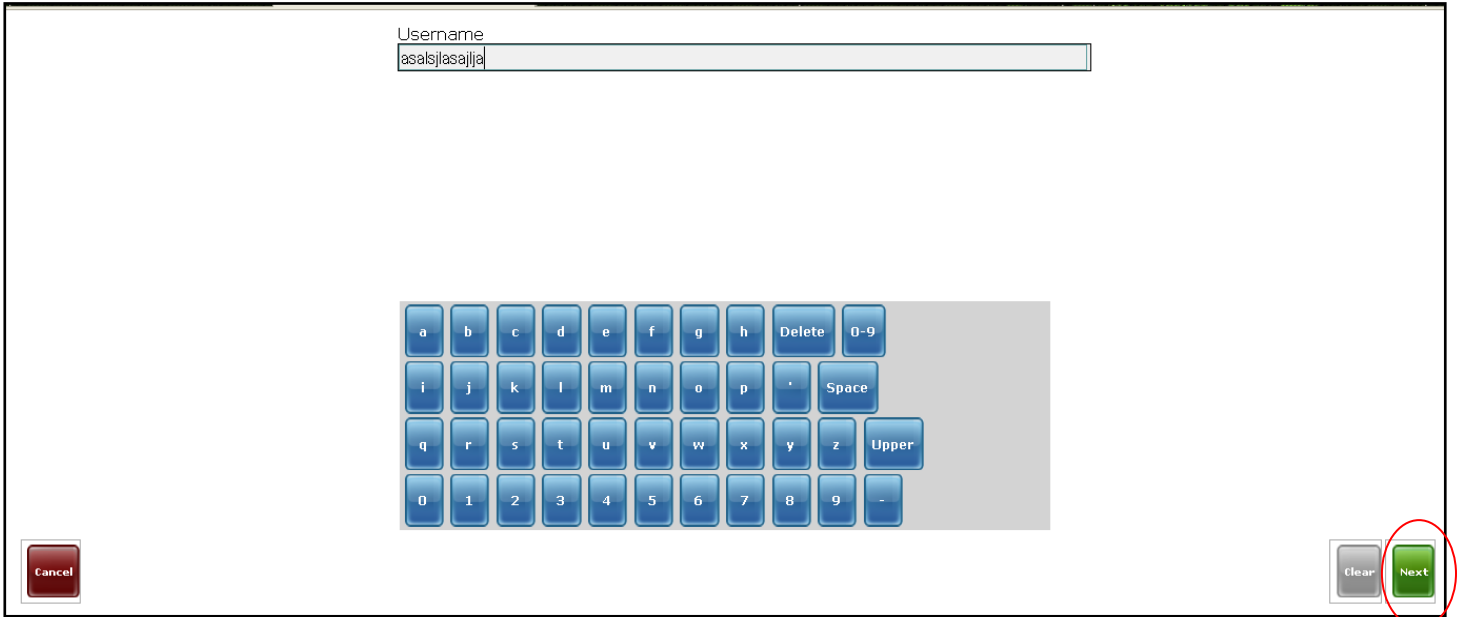11. Select **Yes** to cancel and **No** to go back to log in screen
    *Selecting **Yes** will direct you back to the log in page with **Username** blank:*



11.1. This is the log in page with **username** blank after selecting Cancel and then **Yes**:

12. Then after you have entered correct username Select the **Next** button
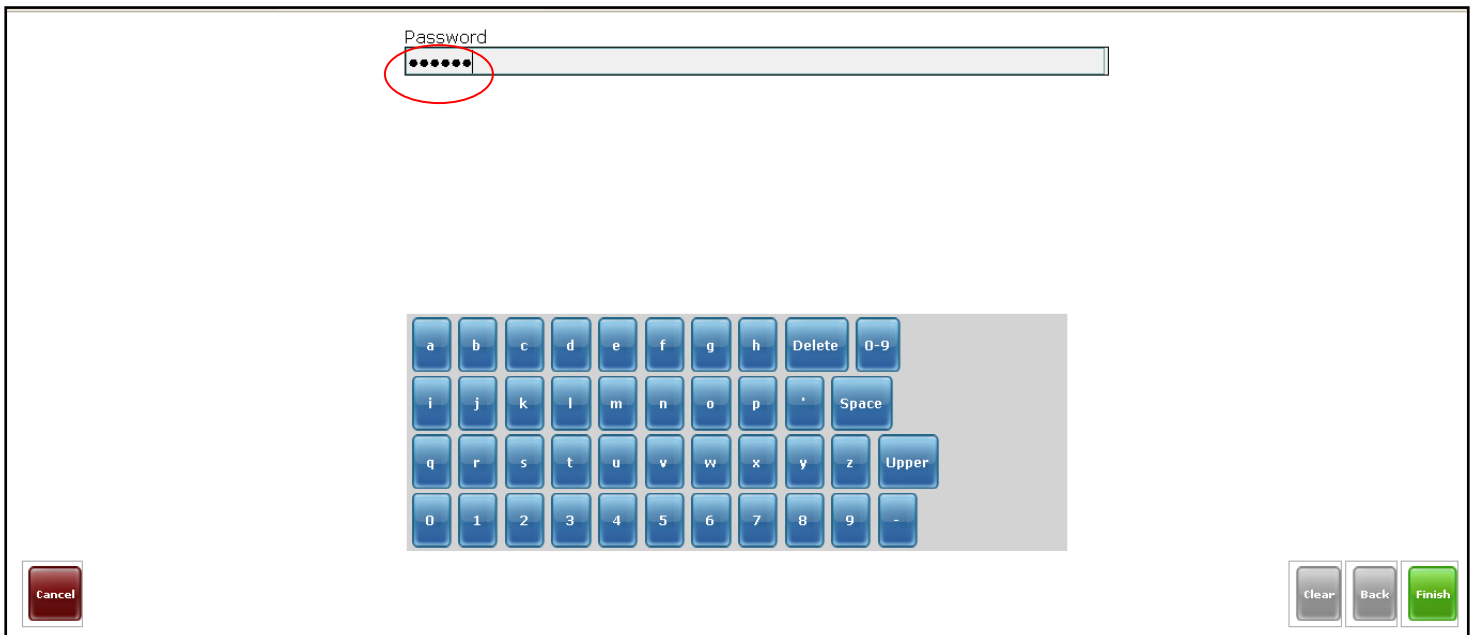    This will move user to the next screen:



13. Enter **Password** by selecting the appropriate letters on the screen or keyboard:



14. Select the **Clear** button to delete the all Username letters, **Delete** to delete one by one username letters
    entered and use the **Cancel** button OR **Back** button to go to previous page to enter username.

15. Select the **Finish** button to complete log in:

Password

•••••• 

| a | b | c | d | e | f | g | h | Delete | 0-9 |
| i | j | k | l | m | n | o | p | ' | Space |
| q | r | s | t | u | v | w | x | y | z | Upper |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | - |

Cancel                                                                    Clear   Back   **Finish**

16. *If a wrong username and/or password are provided an error message appears and user is directed back to the log in screen for **Username** then proceed with correct login:*

Login failed. Please try again.

| a | b | c | d | e | f | g | h | Delete | 0-9 |
| i | j | k | l | m | n | o | p | ' | Space |
| q | r | s | t | u | v | w | x | y | z | Upper |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | - |

Cancel                                                                    Clear   Next

**!** *Once username and password are confirmed to be correct, the user is pointed to the next screen*

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# Registration location

17. Select the **appropriate health center** from the drop down menu to provide an answer for where are you? User should select health center where patient registration is taking place

18. Alternatively, the health center can be entered using the touch screen.
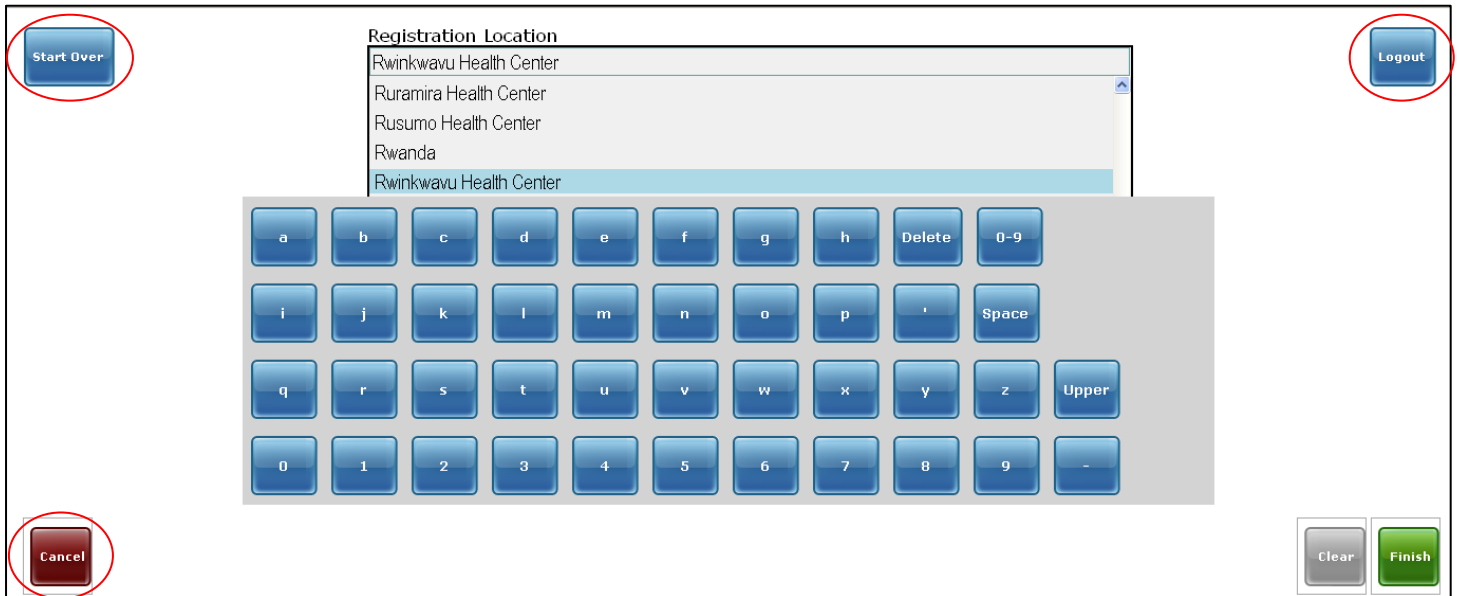*Note that this is case sensitive and you'll still need to select the appropriate health center from the dropdown list if cases do not match:*
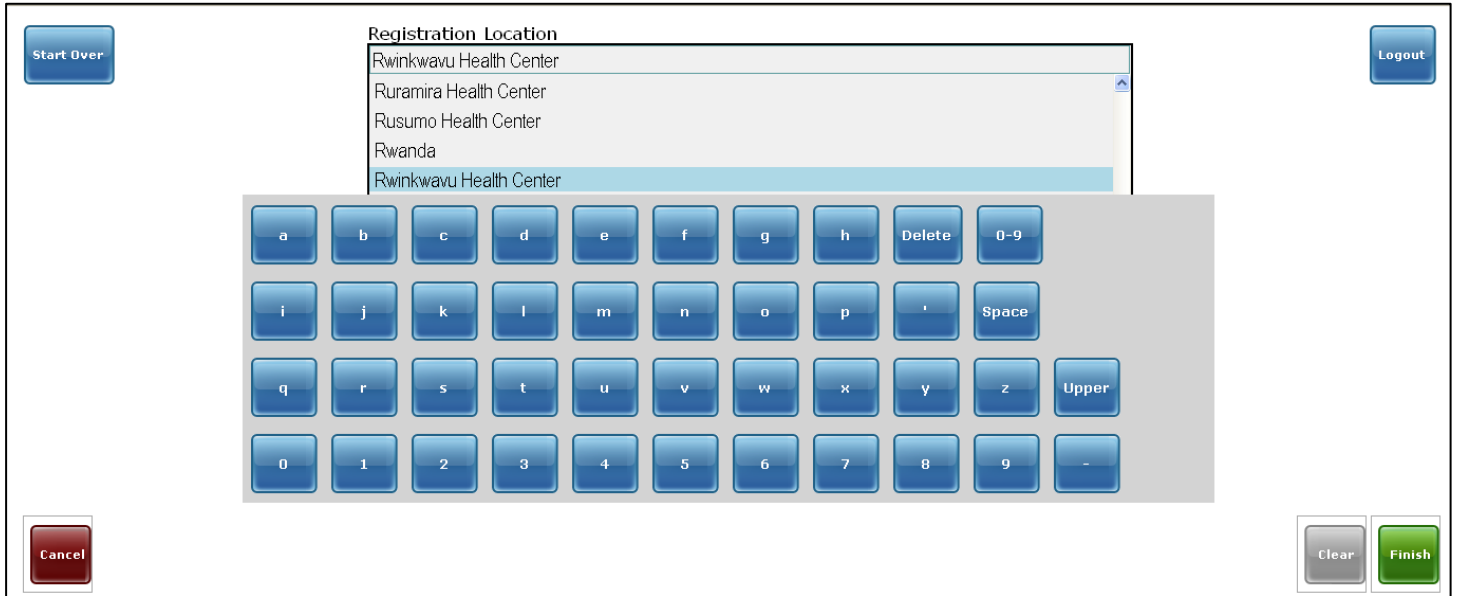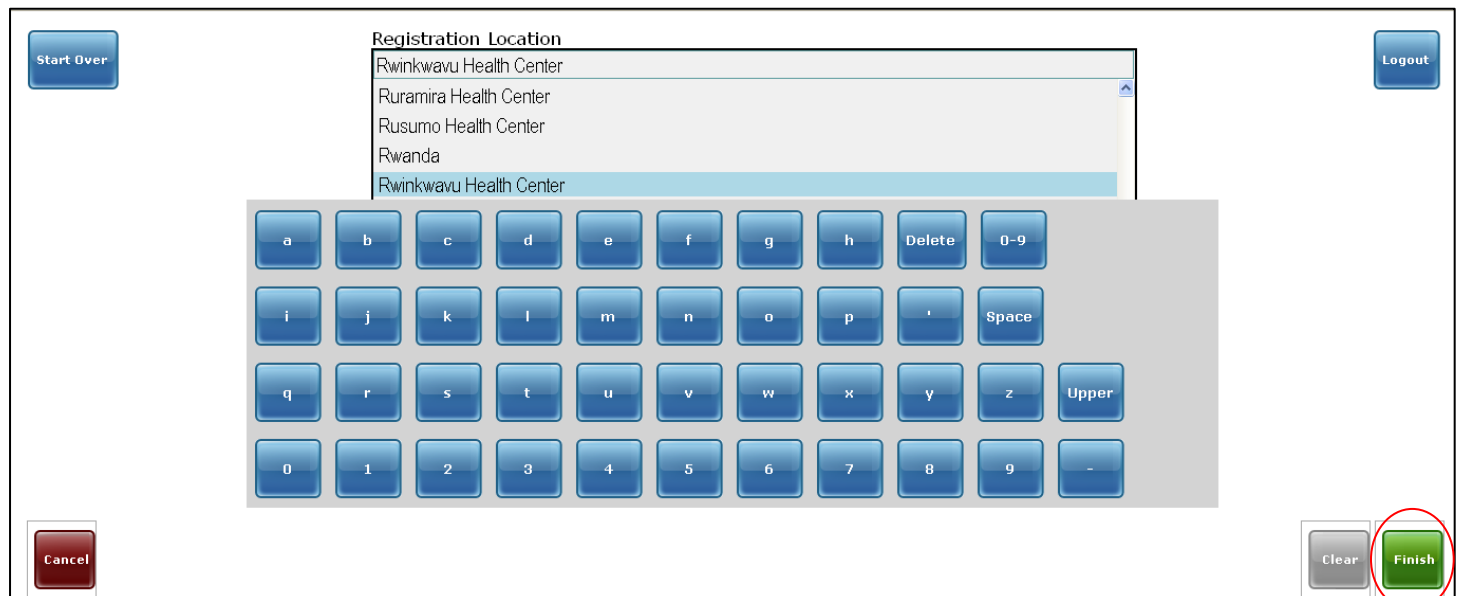


19. Select the **Clear** button to clear the health center location entered
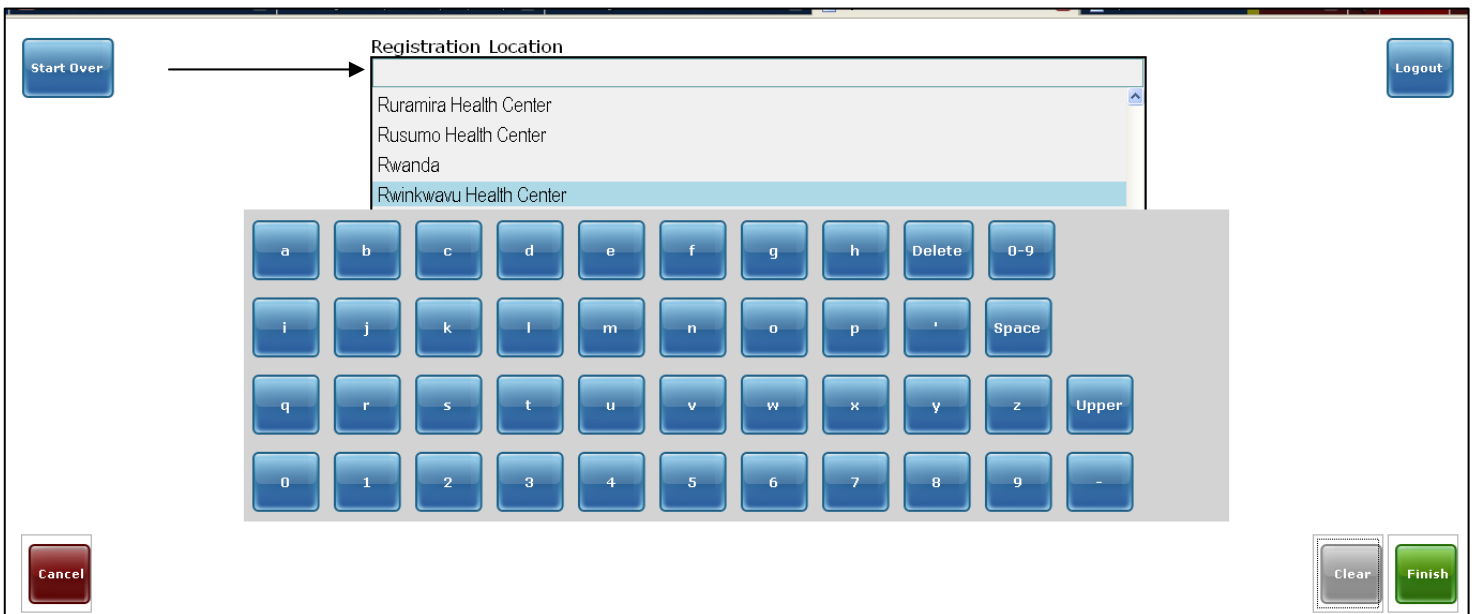
20. Select the **Cancel**, **Start Over** or **Logout** button to return to the initial log in page



21. Otherwise, select **Finish** button to move to the next screen:

# Patient search

**22.** Select *Search by ID* if the patient has an ID number:
*For the new patient or a patient with no ID number, the User has to **Search by name** (it's shown from page 38 to be able to create him/her, user uses **Print ID barcode for offline use** when he/she wants to print barcodes to use where there is no internet connection.*
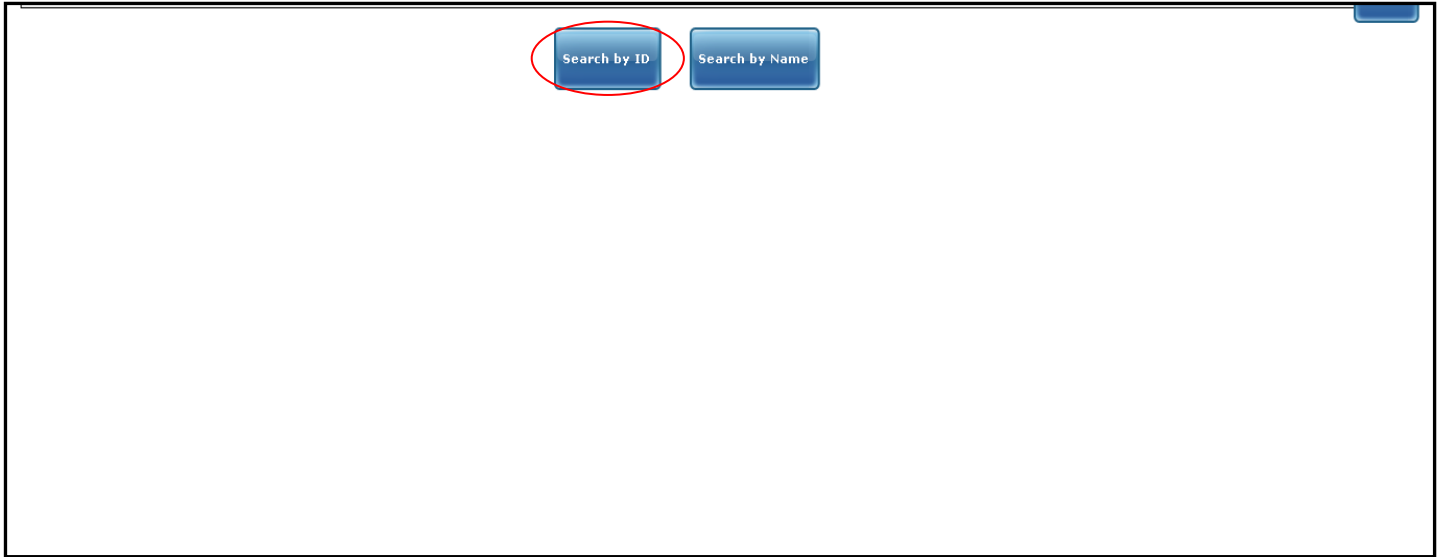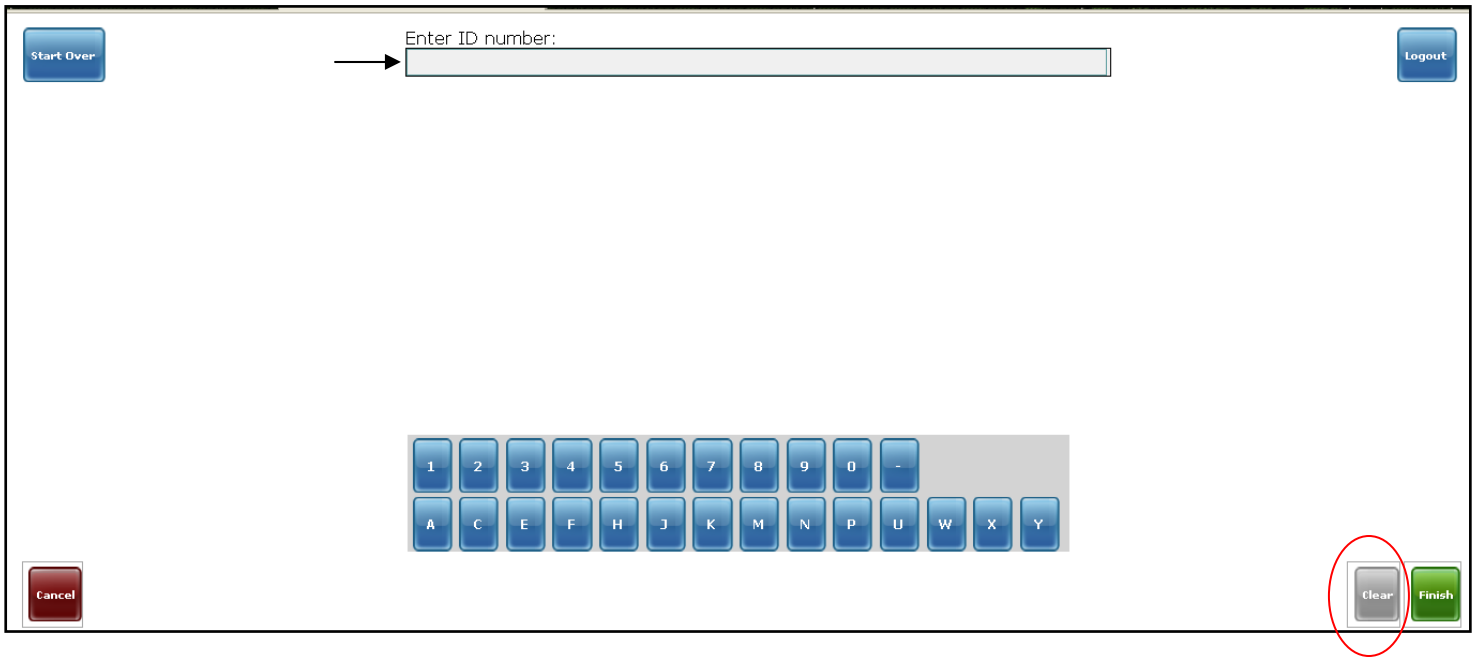
**Correct ID**

**23.** Use the scanner to scan patient barcode for ID number, the ID number will be populated in the ID number space
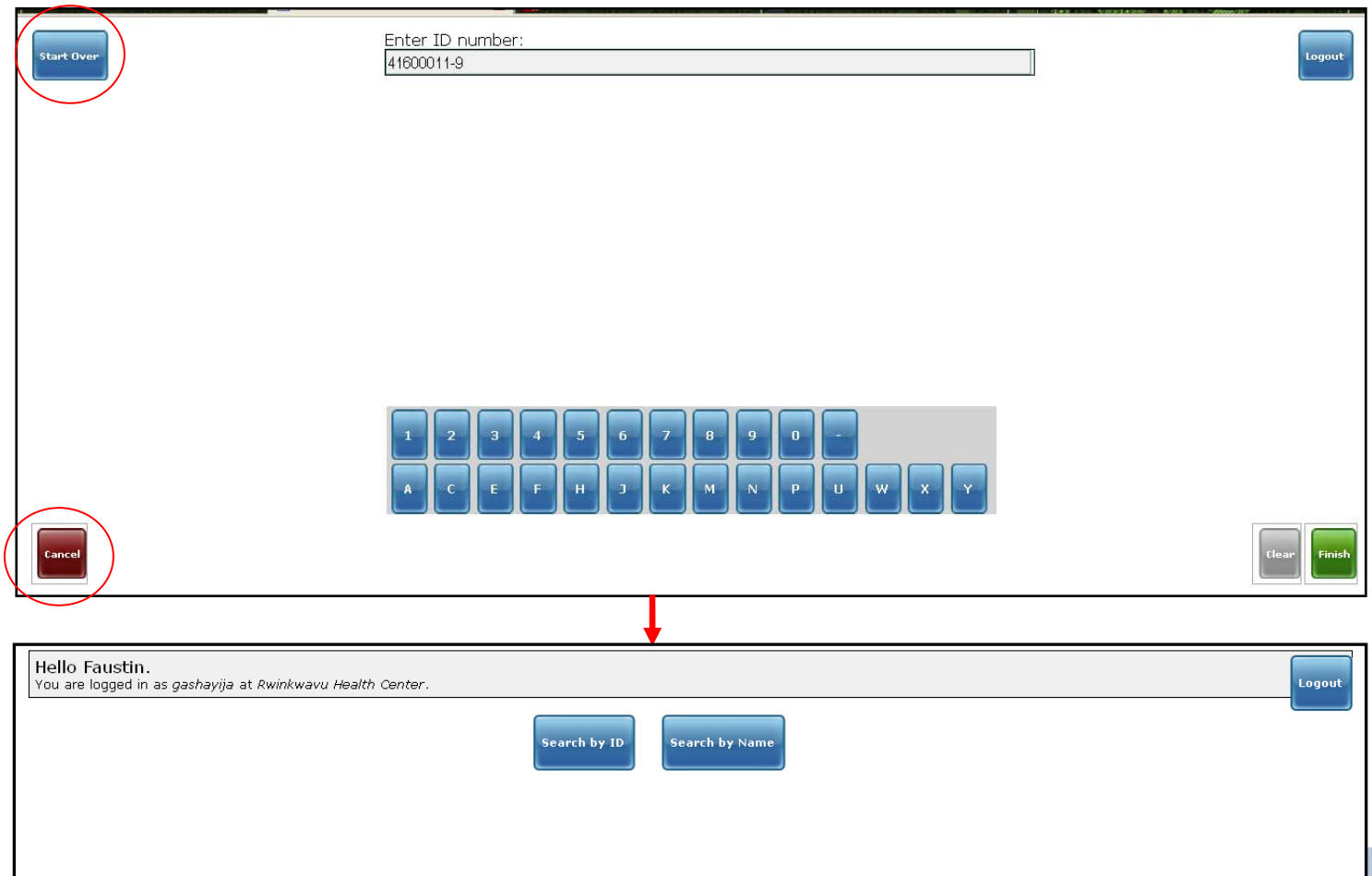
24. Alternatively Enter **ID number** in the space provided using numbers on screen or just on your keyboard:

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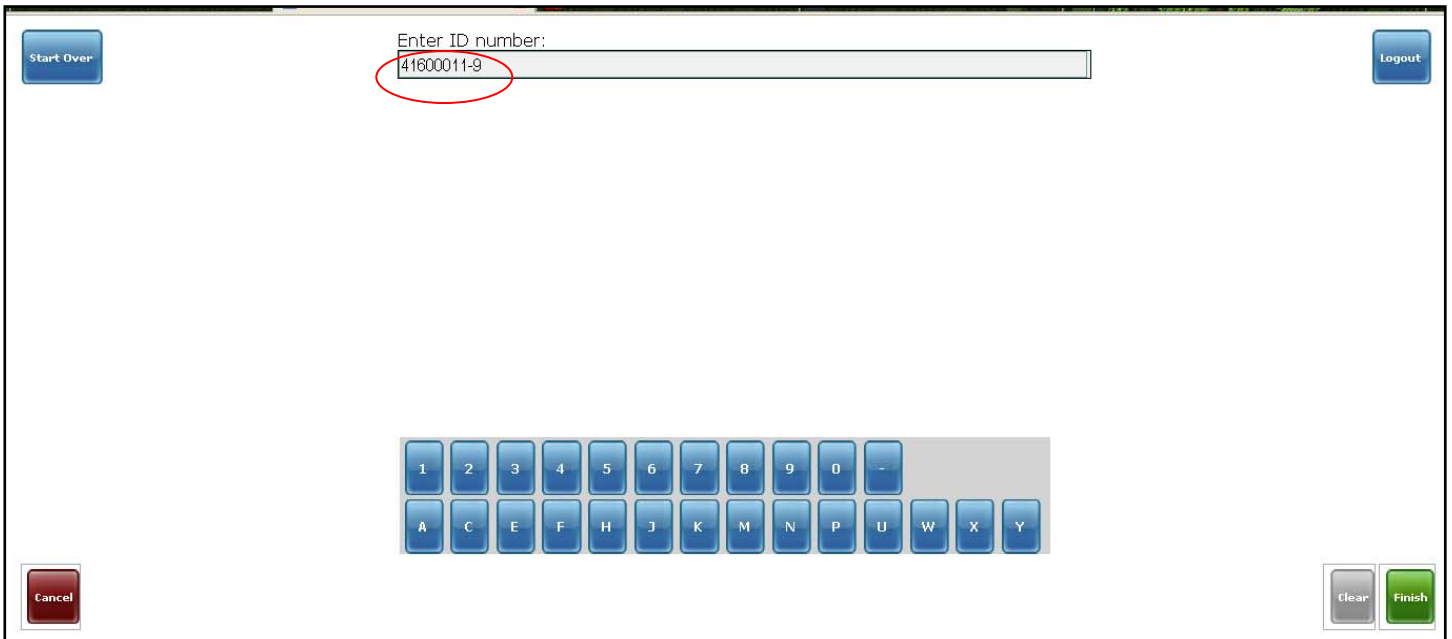
25. Select **Clear** button to remove ID number entered if entered wrongly :

Enter ID number:

| Start Over | | | | | | | | | | Logout |
|---|---|---|---|---|---|---|---|---|---|---|

1 2 3 4 5 6 7 8 9 0 -

A C E F H J K M N P U W X Y

Cancel                                                                                    Clear Finish

26. Use **Start over** or **Cancel** button to return to after login page:

Enter ID number:
41600011-9

Start Over                                                                               Logout

1 2 3 4 5 6 7 8 9 0 -

A C E F H J K M N P U W X Y

Cancel                                                                                    Clear Finish

Hello Faustin.
You are logged in as *gashayija* at *Rwinkwavu Health Center*.                          Logout

Search by ID        Search by Name

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27. Otherwise, select **Finish** to move to the next screen:



28. This page shows patient' s names  and ID  number confirming he/she is the one entered:
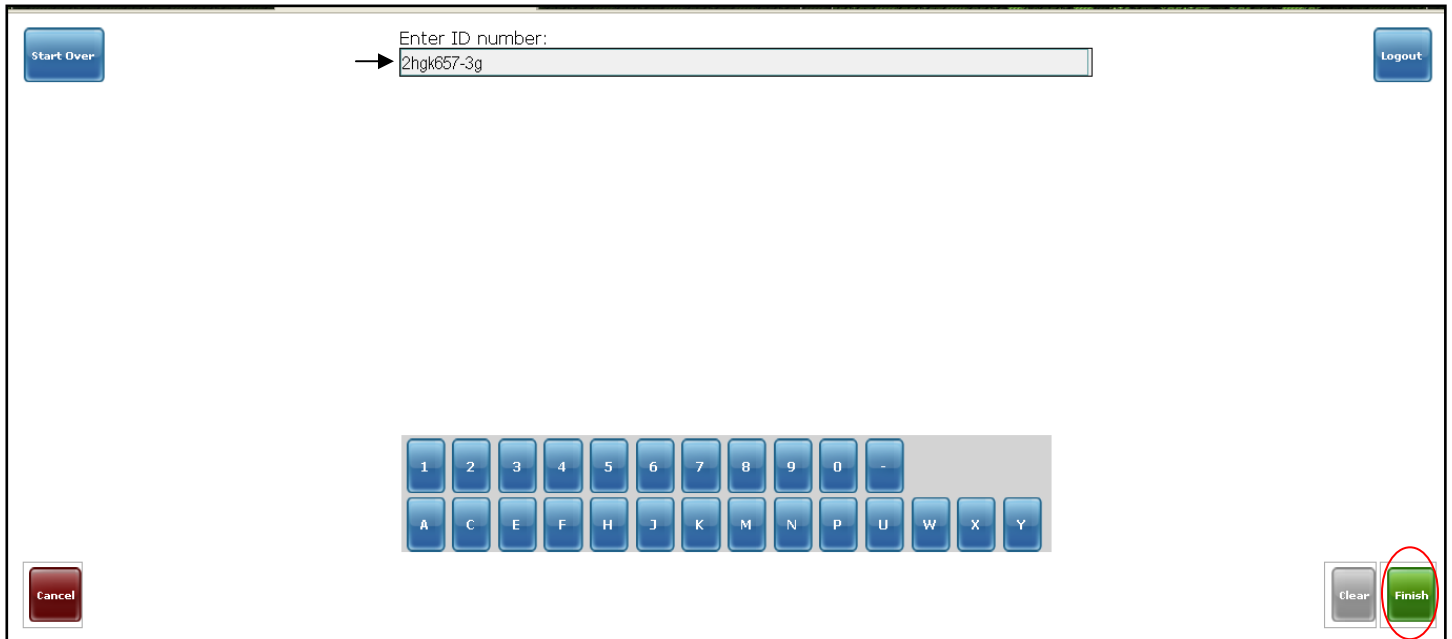


*If the User uses **Start over** button he/she will be directed to an **after log in page** or **logout** to go to initial login page:*

## Wrong ID

29. If the user provides a <u>wrong ID number</u>  (in case of mistake in typing for instance)  and then he/she  clicks on **next** button:



30. The following page comes to let you **Search by ID again** or **Search by name** if the ID continues to seem incorrect or just select **Start over** to come on after log in page:
31.1. let's  try to Click on **start over** button:
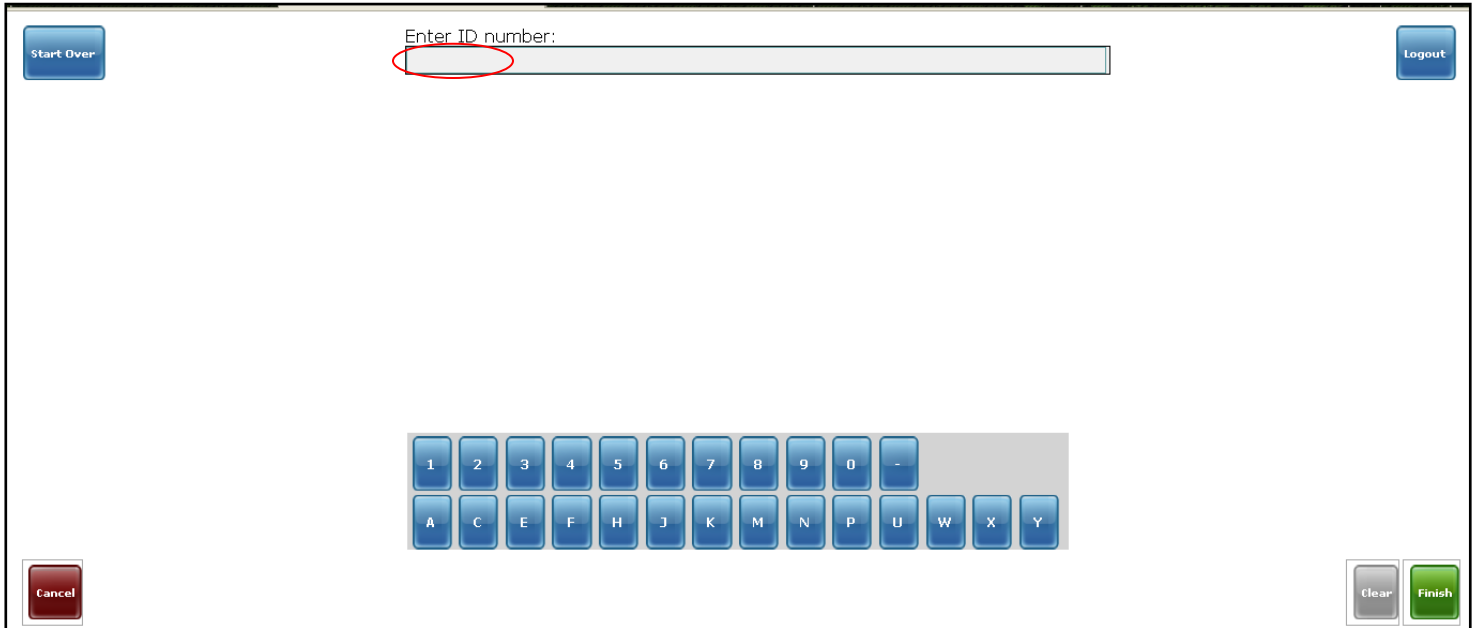
31.1.1. This is the after log in page which comes up after clicking on start over:
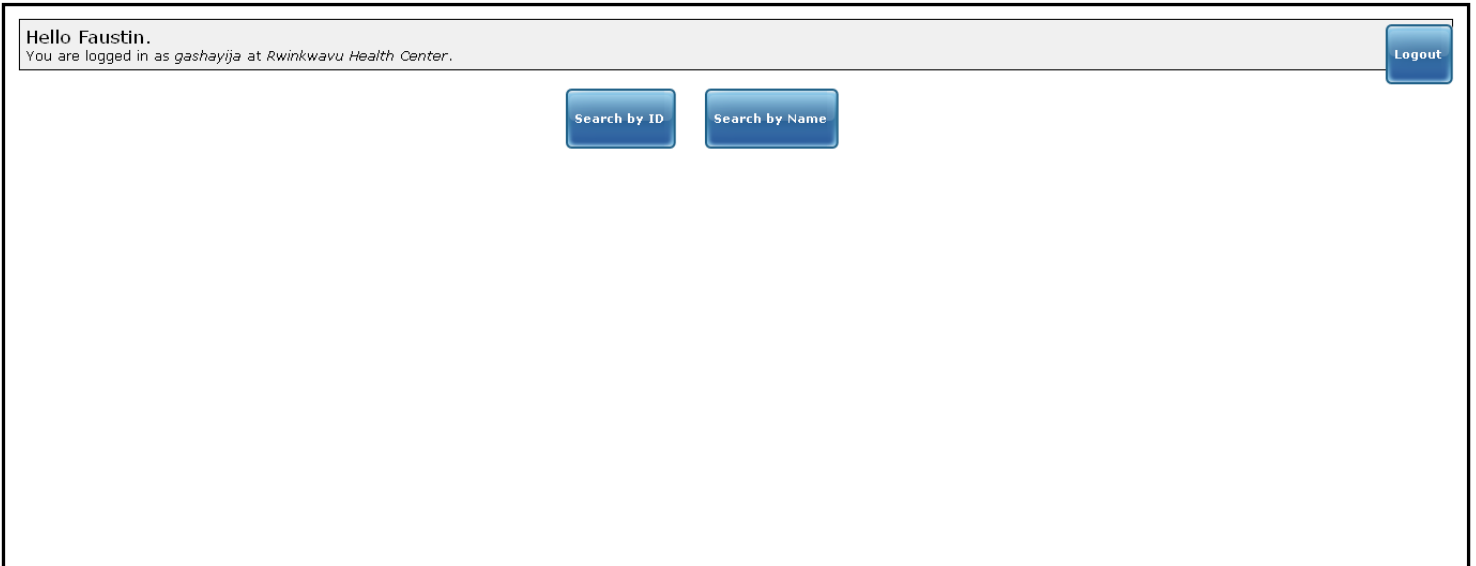


31.2. If the user clicks on **Search by ID again** he/she will be directed to space for ID number:
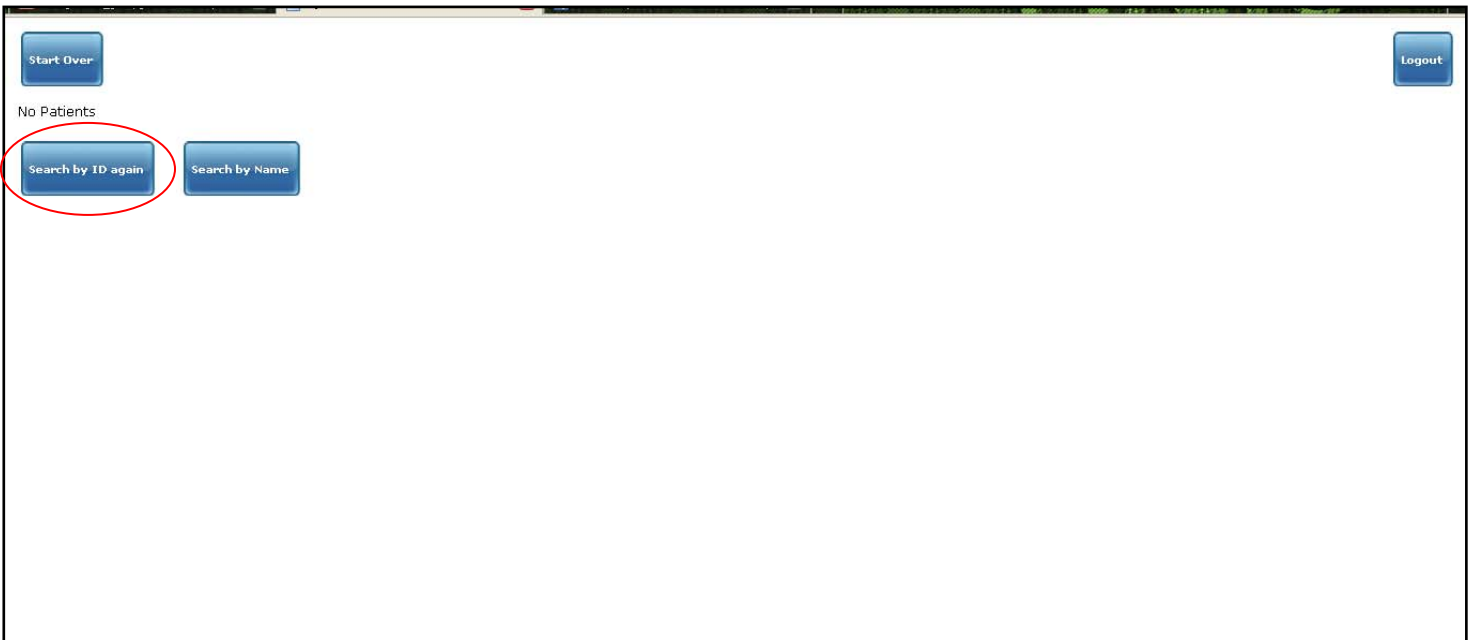
31.2.1. This is the space for ID number which comes up after clicking on **Search by ID number again** button:



31.3. Use **Search by name** button in case the ID number continues to fail or just the user decides to create this patient as new in the system:

31.3.1. This page comes after user has chosen **Search patient by name** and wants to find out this patient using his/her names or just wants to create him/her as new in the system (more details since page 38):



31. Let 's continue on patient found after **Searching by correct ID**:



*From this page, the User may choose to start over (Start **over button**) to return to after login page or choose logout (**Logout** button)to go log in page  in case he/she doesn't want to stay signed in or to continue with registration process for this patient*

# Presence confirmation

32. After he/she click on patient found , the User finds the page below to confirm the presence of a patient:



32.1. When select **No**, it means the patient you are working on is not present:



*From this page, the User may choose to start over (Start **over button**) to return to after login page or choose logout (**Logout** button)to go log in page in case he/she doesn't want to stay signed in or to continue with registration process for this patient*

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32.1.1. If you choose No, user is saying the patient is not present and directly he/she is directed to the following page which is not fine, this page shows that no today's visit information because you have chosen **No** to express no patient available and the system is intended to register today's visit information;

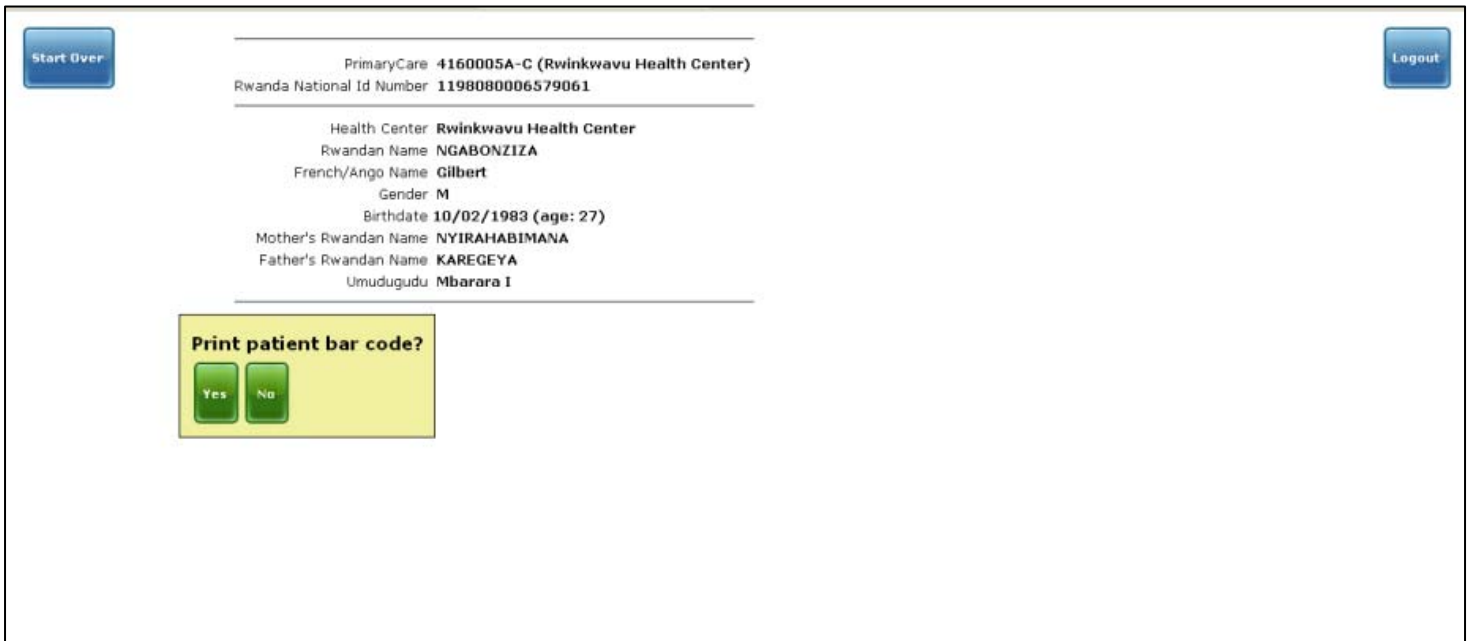

32.2. If you choose **Yes**, and this is the one indicated for good registration, the user is directed to next step:



*From this page, the User may choose to start over (Start **over button**) to return to after login page or choose logout (**Logout** button)to go log in page in case he/she doesn't want to stay signed in or to continue with registration process for this patient*

# Barcode print

33. This following page is intended to let the user **print barcode** if he/she selects **Yes** button, or just selects **No**, if he/she wants to print them later, after entering vitals:
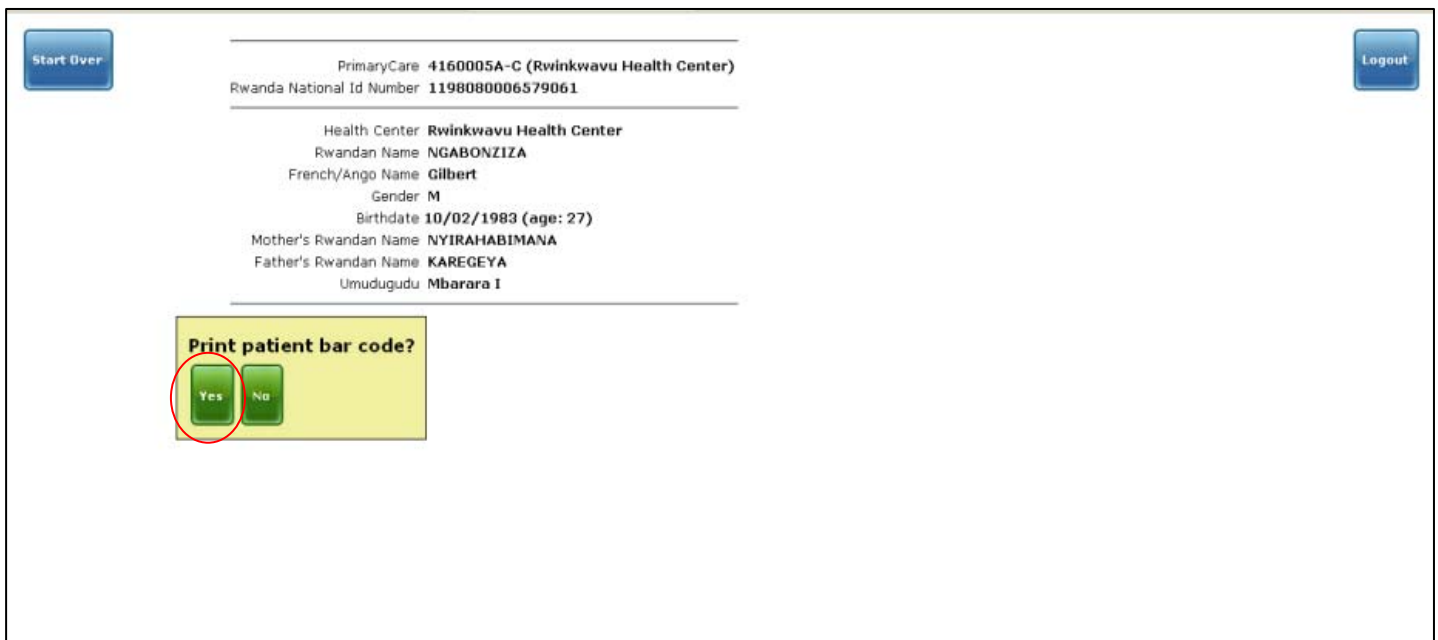


33.1. If the user select **Yes** button, user will need to confirm printing on new generated small window:

*From this page, the User may choose to start over (Start **over button**) to return to after login page or choose logout (**Logout** button)to go log in page in case he/she doesn't want to stay signed in or to continue with registration process for this patient*

33.1.1.     Confirmation of Barcode printing by selecting **OK** on generated small window   then continue registration process:
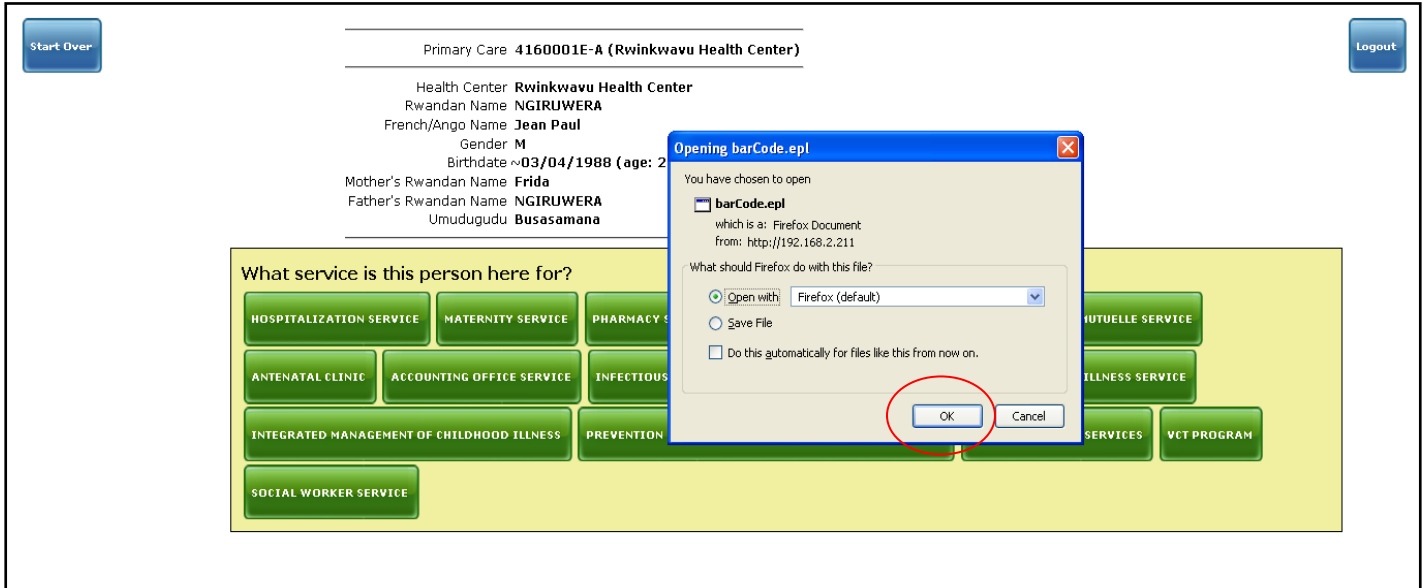


33.2.  If the user prefers to print barcodes at the end of registration of current patient, he/she will use **No** button, to continue to next page as well as it happens after the user has even finished printing barcode:
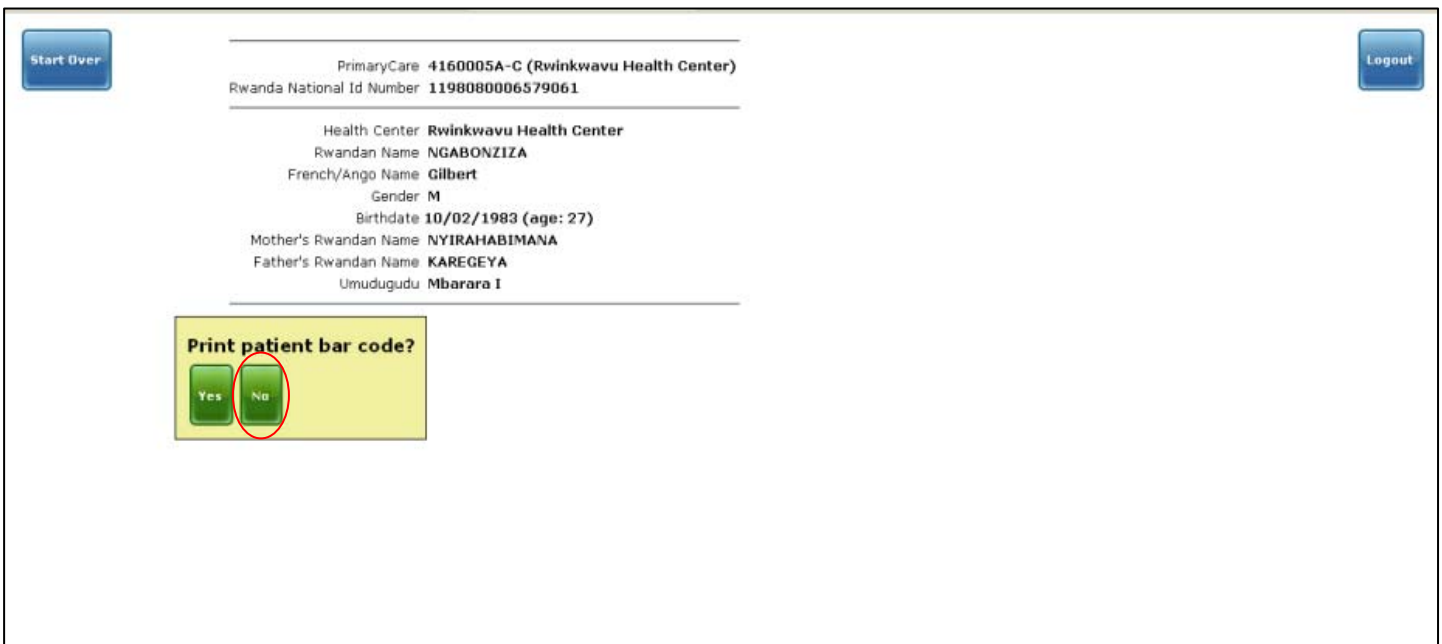
# Intended service selection

33.2.1. This is the page coming up after you select **No** button to skip barcodes print or even after you select Yes to let printer prints barcodes, from here the user will need to select a service the patient looks for today (the circled service is one example of asked service):



# Insurance entry

34. After the user chooses the needed service, this is a page to select an insurance type this current patient uses, in case the patient doesn't have any insurance , the user will select none in drop down insurances list:

34.1. From the insurance page, if user uses **Clear** button the insurance selected is cleared, then the user will need to choose again the appropriate insurance type :



34.2. The user may Select **Cancel** or **Start Over** button to direct him/her to the after log in page when he/she stops to proceed with this current patient:

34.3. The after login page which comes after selecting **Start Over** or **Cancel** button:

Hello Faustin.
You are logged in as *gashayija* at *Rwinkwavu Health Center*.

Logout

Search by ID    Search by Name
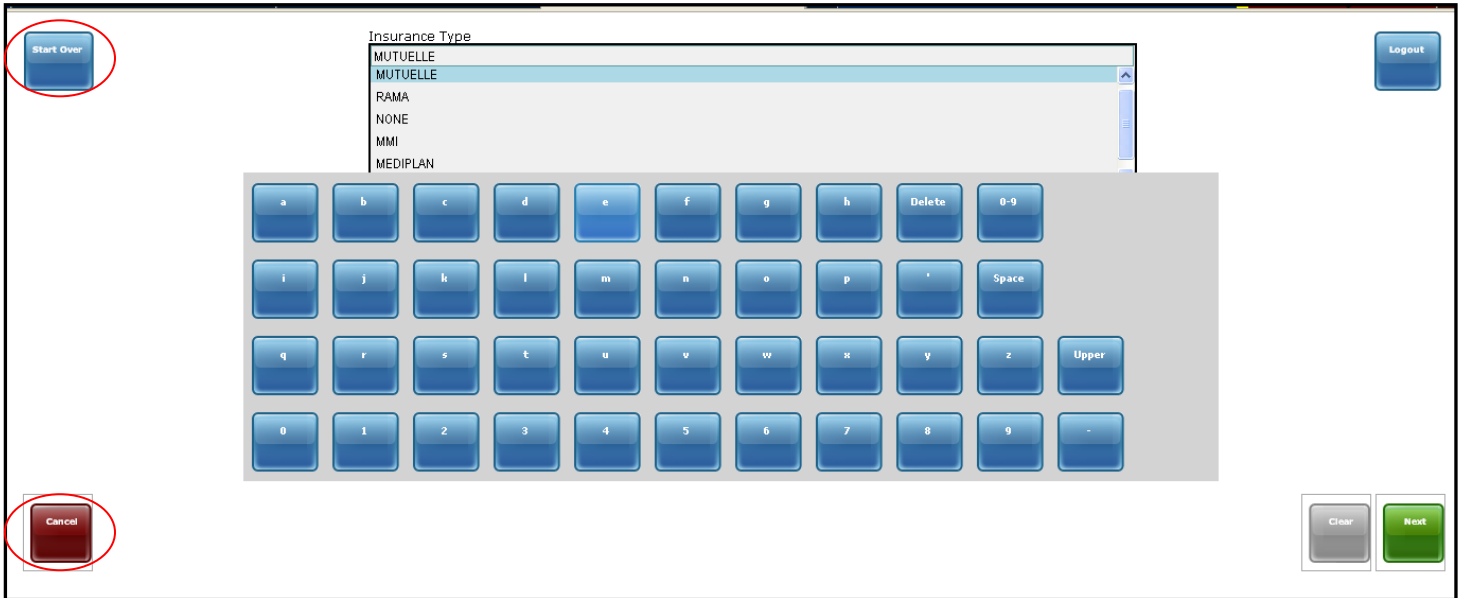
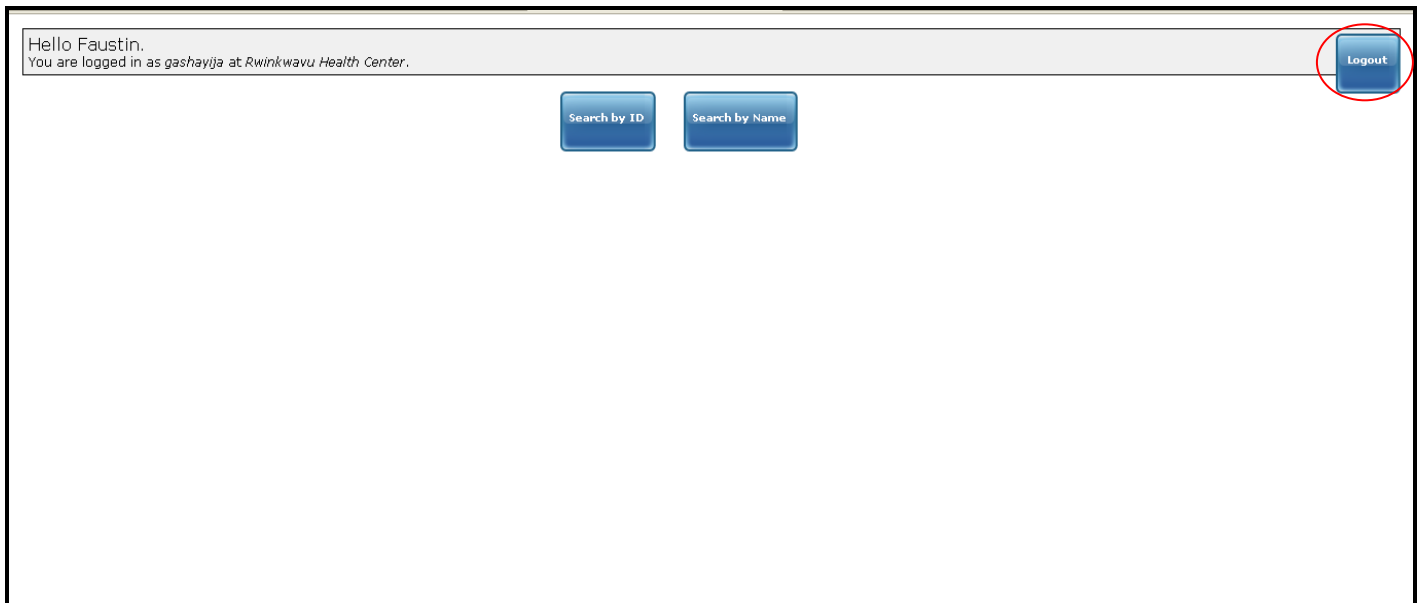*The User may choose to use **Logout** button to go to initial log in page in case he/she doesn't want to stay signed in or to continue with registration process for this current patient*

34.4. In case the user selects **Logout** button, he/she will be directly directed out of primary health care system; this is the initial log in page. So, the user needs to use **Logout** button only if he/she wants to stop registering patients or just if any other user is here to use the system:

Hello Faustin.
You are logged in as *gashayija* at *Rwinkwavu Health Center*.

Logout

Search by ID    Search by Name

34.5. The initial log in page for primary health care registration system coming after selecting **Logout** button:



34.6. Otherwise after the user has selected the appropriate insurance type, he/she needs to select **Next** button to go on the next step :
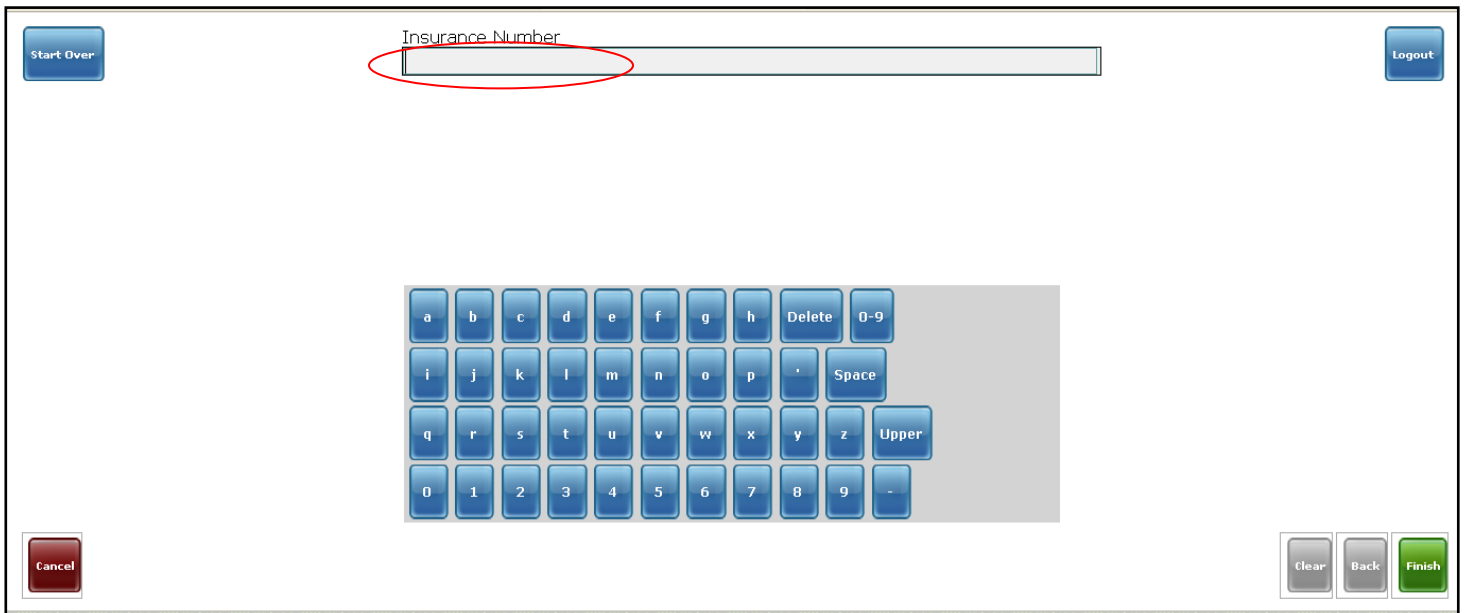
35. This is the page where , the user will fill in an insurance number from a patient's insurance type using numbers on the screen or just from keyboard:



*The User may choose to use **Start over** or **Cancel** button to return to after login page or choose **Logout** button to go to initial log in page in case he/she doesn't want to stay signed in or to continue with registration process for this current patient.*

The user may use **Clear** button to remove the insurance number written, then the user will need to write numbers correctly or leave space blank no number, **Back** button to return to insurance type page.

36. After the insurance number is filled in, the user has to select **Next** button for vitals and continue with registration process:



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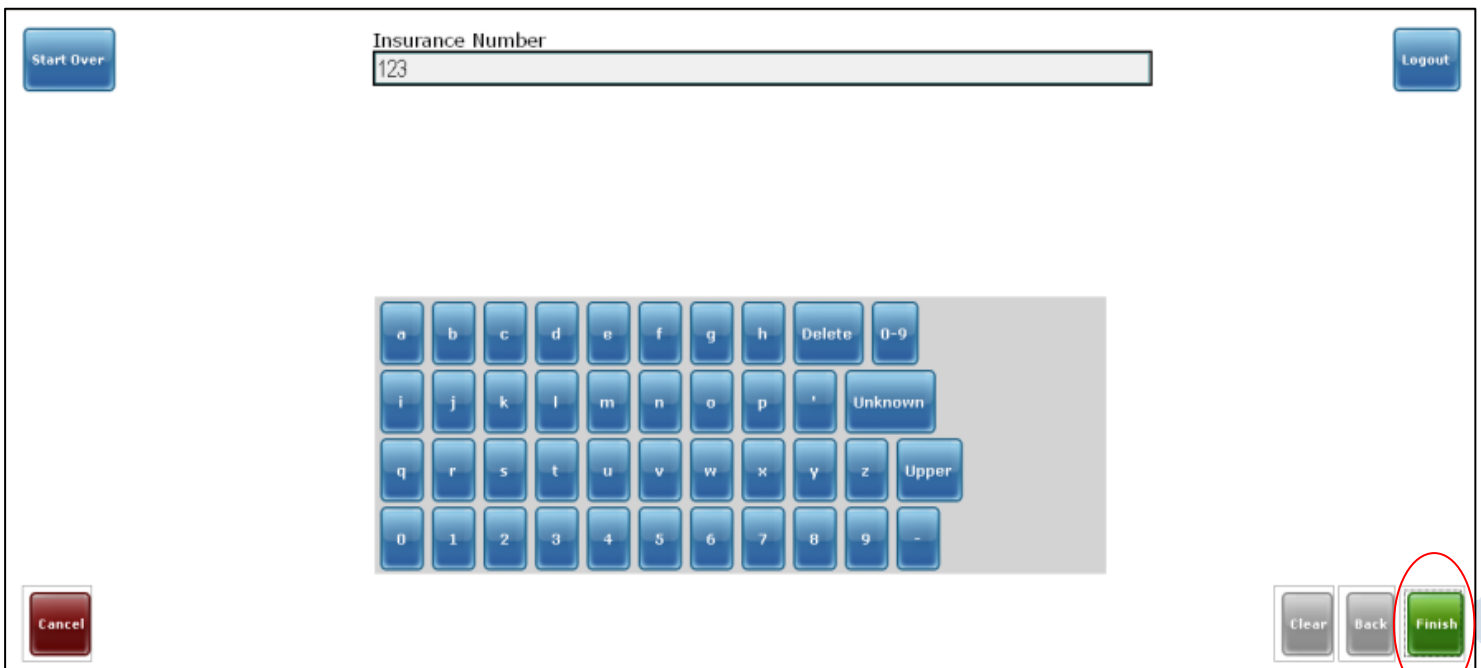
# Vitals page

37. This page consists of **vitals, Print barcode**, **Registration** buttons which are used consecutively from **vitals** button but **Diagnosis** button will be used later to enter diagnosis found after consultation or lab results; There is also an edit patient details button which can be used in case the user wants to edit one or more information about this patient appearing in yellowish background color:
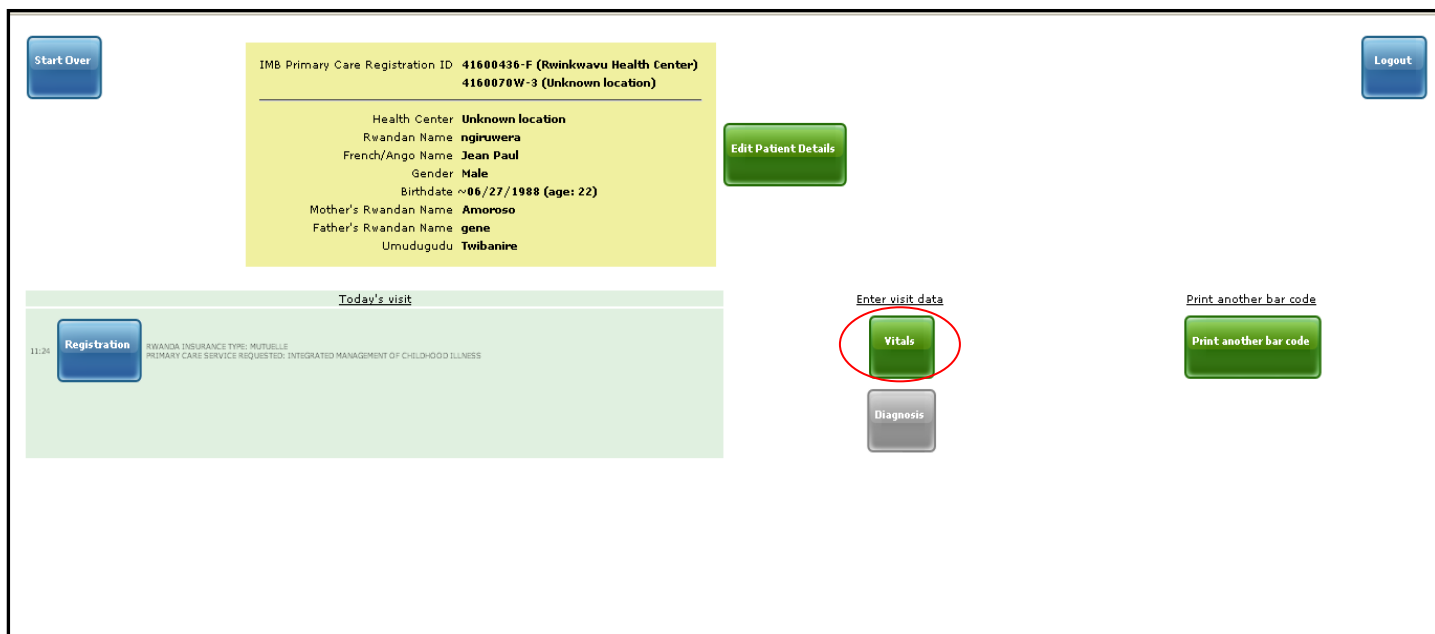


*From this page, the User may choose to use **Start over** button to return to after login page or choose to use **Logout** button to go to log in page in case he/she doesn't want to stay signed in or to continue with registration process for this patient*

## *Temperature*

37.1. From Vitals selection, the user is directed to the page where he/she will fill in temperature measurement , measured in Celsius degrees , user may use numbers on screen or use keyboard numbers:
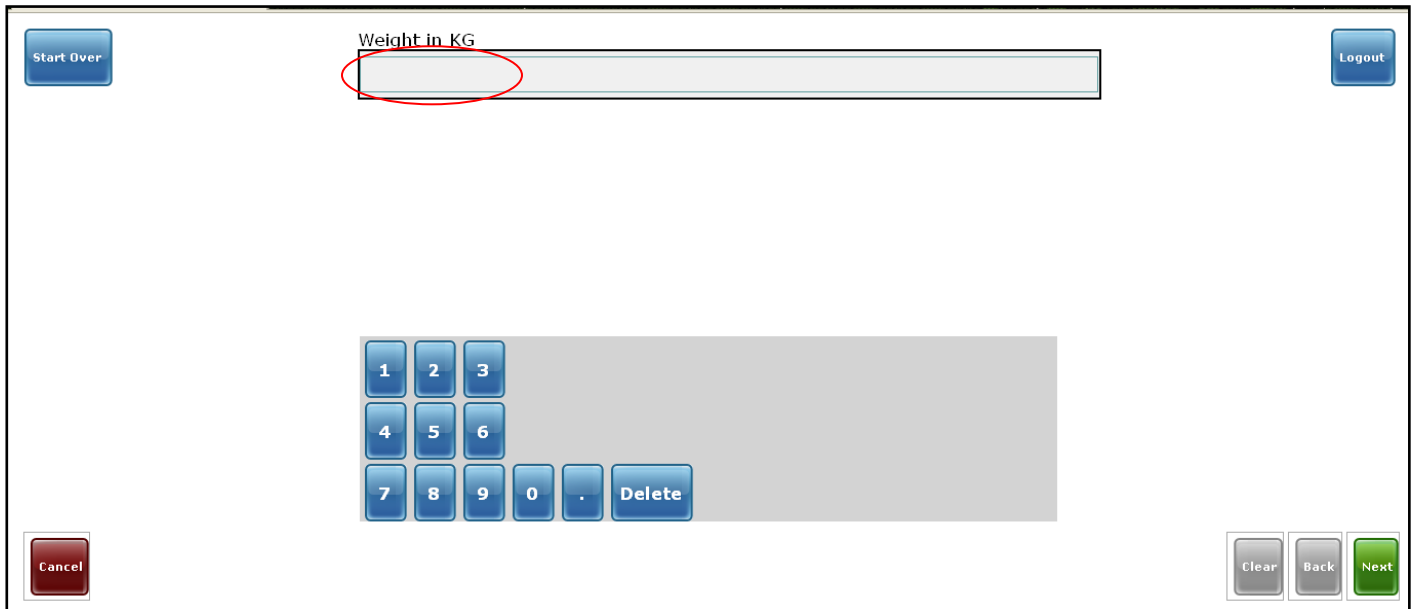


37.2. After the user has entered temperature measurements or just if he/she doesn't need to measure this to mean temperature space will remain empty. The user needs to select **Next** button to go next page:



*Here, if the user select **Cancel** button, he/she will be directed back to after initial page for vitals, registration, diagnosis, print barcodes, which is not helpful for good registration process. If, the user selects **start over** button; he will be directed to after log in page, **Logout** button to go to initial log in page whereas **Clear** button is just for clearing written number in temperature space.*
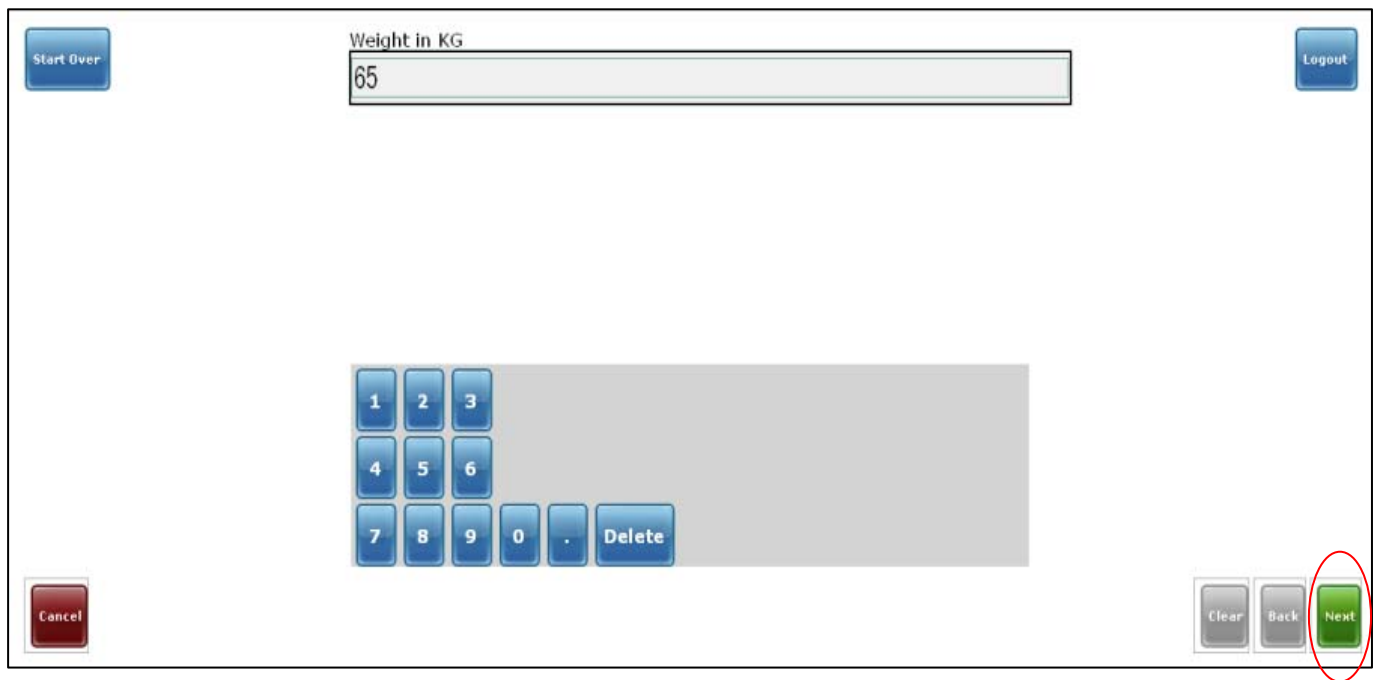
*Weight*

37.3. After temperature is done, the user is directed to the page where he/she will fill in weight measurement , measured in Kilograms (KG), he/she may use numbers on screen or use keyboard numbers :



37.4. After the user has entered Weight measurements (KG). The user needs to select **Next** button to go next page:



*From here, if the user select **Cancel** button, he/she will directed back to after initial page for vitals, registration, diagnosis, print barcodes, which not helpful for good registration process. If, the user selects **start over** button; he will be directed to after log in page, **Logout** button to go to initial log in page whereas **Clear** button is just for clearing written number in weight space.*

37.5.  In case the user clicks on **Next** button before he/she enters weight measurements he cannot continue unless a value is entered. There will be a top up message saying " you must enter a value to continue": This is how it will look like:



## Height

37.6.  After Weight is done , the user is directed to the page where he/she will fill in Height measurement , measured in centimeters (CM), he/she may use  numbers on screen or use keyboard numbers:

37.7. After the user has entered Height measurements (Cm) or just if he/she doesn't need to measure this to mean weight space will remain empty, The user needs to select **Finish** button to achieve vital signs registration and return to page where there are registration, print barcode, edit patient details and vitals buttons to continue registration process:



*From here, if the user select **Cancel** button, he/she will directed back to after initial page for vitals, registration, diagnosis, print barcodes, which not helpful for good registration process. If, the user selects **start over** button; he will be directed to after log in page, **Logout** button to go to initial log in page whereas **Clear** button is just for clearing written number in height space.*

38. After choosing the **Finish** button the user comes like back on the page below to print barcode and register all the information recorded :

## Print barcode

38.1. From the page above, the user can print barcode using **Print  barcode** button and then continue to next small window of barcode printing confirmation;



On this above page, vital signs entered are seen right to vitals button (white letters in blue background) just under registration button in today's visit area.

*From this page, the User may choose to use **Start over** button to return to after login page or choose to use **Logout** button to go to initial log in page in case he/she doesn't want to stay signed in or to continue with registration process for this patient*

38.2. After the user has chosen to print barcode, he/she is directed to this following small window where he/she has to confirm barcode printing action by selecting **OK** button.

*If the user chooses cancel button, there will be no printing action to mean printing is canceled:*



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38.3. After clicking on Ok the printer takes printing action seeming as follow then the user

**Printer** ——————————→

**Printed barcode** ——————→
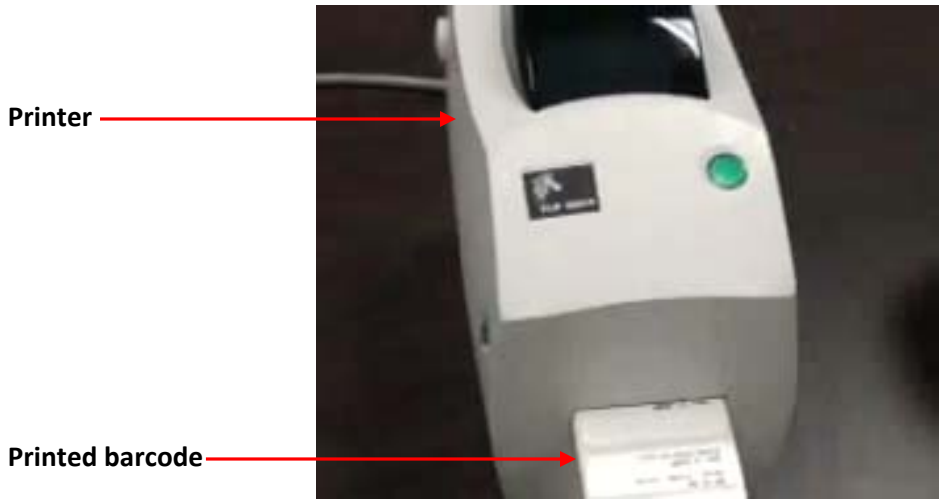
# Registration

39. After barcode print, it means recording is at the end, the user has to keep all information recorded using **Registration** button:

*From this page, the User may choose to use **Start over** button to return to after login page or choose to use **Logout** button to go to initial log in page in case he/she doesn't want to stay signed in or to continue with registration process for this patient*

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40. After registering (click on **Registration** button) the following is the interface coming to show you that you have saved the patient's information of today.



40.1. The user may use **Back** button to return to previous page where there are registration, print barcode, Edit patient details and vitals buttons , in case for example he/she has forgotten to print barcode and print them now:

*From this page, the User may choose to use **Start over** button to return to after login page or choose to use **Logout** button to go to initial log in page. Note that whatever is done now, the information from this patient is registered into the system and it will be found next time as long as it is needed.*

**40.2.** This is a page which comes up in case user decides to use **Back** button :



**40.3.** The user may decide to use **Logout** button; this time he/she will be sign out of the PHC system , this is to mean he/she will be directed to initial log in page and in case he/she wants to continue registration process, he/she will need to sign in again to be able to use the system:

40.4. This is the  initial log in page  with username blank which comes up after the use has chosen to use Logout button:



# Start over

40.5. Once the user is done with saving one patient's information and he/she is still continuing with registration for other patients Always he/she needs to  choose **Start over** button to go to the after log in page without signing in again and start registering another patient:

40.6. This is the interface after choosing **Start over** button, then start registering another patient whether by ID number (**search by ID**) if it's available or by name (**Search by name**) depending on the patient has an ID number or he/she doesn't to be registered today :

Hello Faustin.
You are logged in as *gashayija* at *Rwinkwavu Health Center.*

Logout

Search by ID          Search by Name
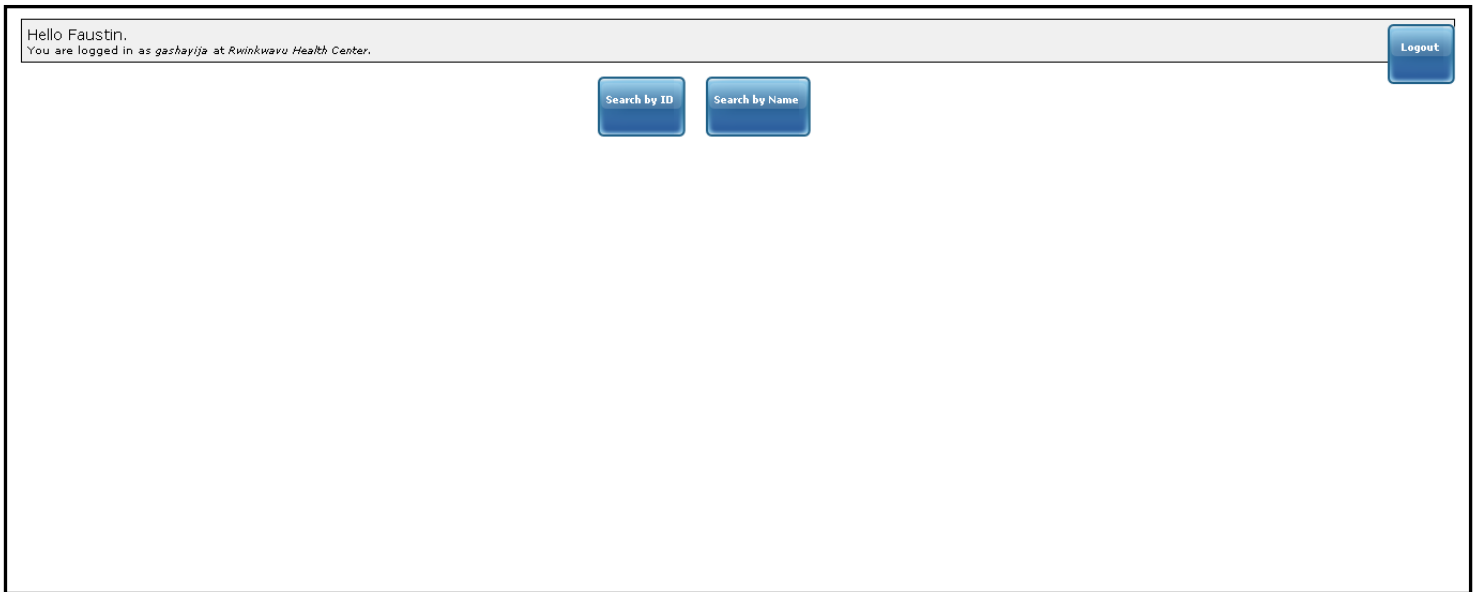
The following section of registration is a bit different from the first one where we started by **search by ID** button but after a few steps of registration the process becomes the same up to the end of registration.

It consists of registering patient using **Search by name** button, instead of **Search by ID** button

*This is especially for patient who didn't be registered before and he/she doesn't have an ID number or just this patient has been registered before but he/she doesn't come with his/her ID number now:*

41. The user will Search by name by clicking on *Search by name* button, when the patient doesn't have an ID number to use by **Search by ID** button. It means that the patient is new or just he/she has forgotten the carnet where the user may find barcode preprinted to check for the ID number in use:
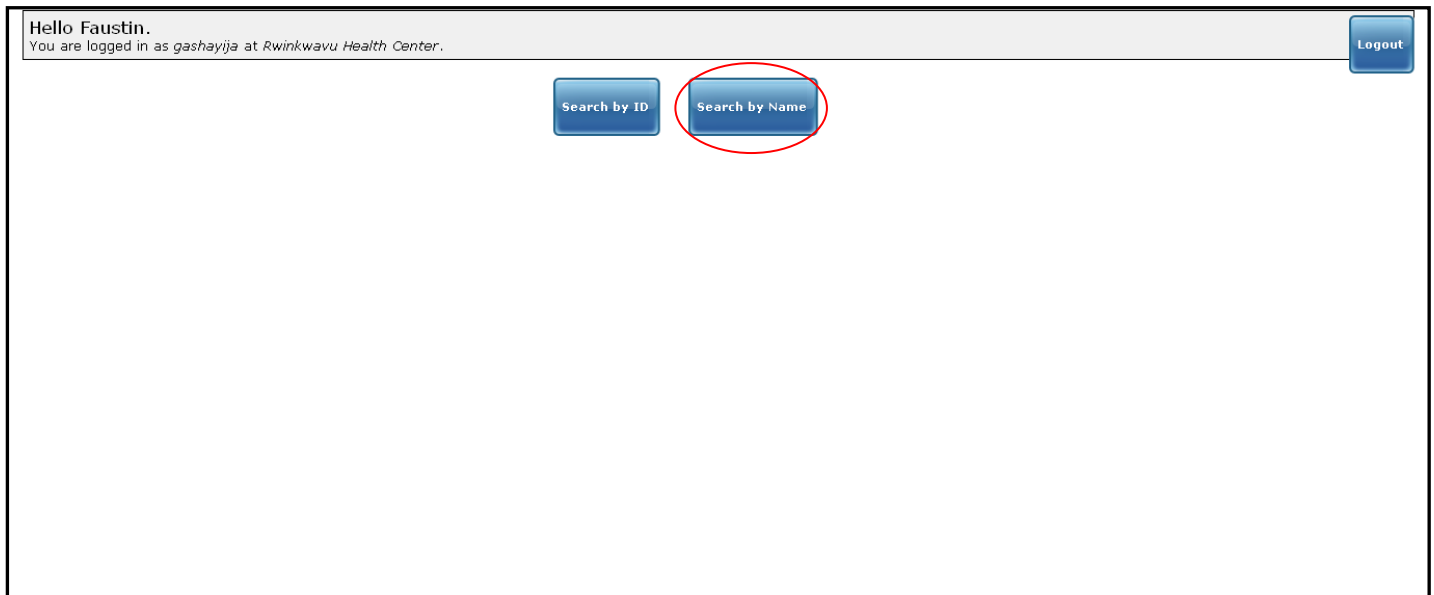


42. In the following space the user has to fill in only **Rwandan name** in space provided:
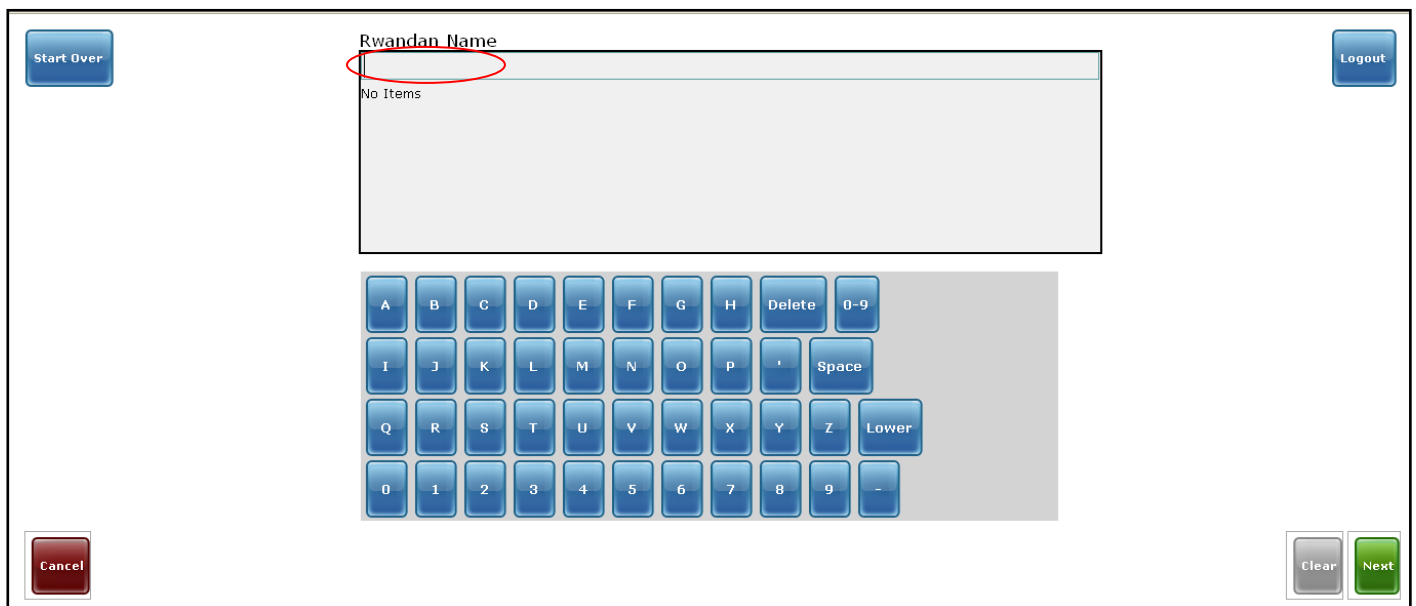


*The User may choose to use **Start over** or **Cancel** button to return to after login page or choose **Logout** button to go to initial log in page in case he/she doesn't want to stay signed in or to continue with registration process for this current patient*

41

The user may use **Clear** button to remove the name written at once whenever it is needed.

43. As the user is typing the **Rwandan name** of a patient, the names with the same letters appear in drop down list where he/she can choose one name instead of writing the whole name, then he select **Next** button to go to next page :



44. After the user has entered Rwandan name of patient and click on Next button, the following page comes up where the user is intended to fill in patient's **Christian name** or second name in the space provided below:



*The User may choose to use **Start over** or **Cancel** button to return to after login page or choose **Logout** button to go to initial log in page in case he/she doesn't want to stay signed in or to continue with registration process for this current patient.*

The user may use **Clear** button to remove the name written at once, **back** button to return to Rwandan name page whenever it is needed:

45. As the user is entering the **Christian name** of a patient, the names with the same letters appear in drop down list where he/she can choose one name instead of writing the whole name, then he select **Next** button to go to next page :



46. This following page allows user to select the gender for the patient then, click Next button to go the following page:



The User may choose to use **Start over** or **Cancel** button to return to after login page or choose **Logout** button to go to initial log in page in case he/she doesn't want to stay signed in or to continue with registration process for this current patient.
If the user uses **Clear** button he/she removes the gender selected in toolbar, then the user will need to select again appropriate gender, **Back** button to return to Christian name page

43

47. This is the space provided where to enter the patient's age; the user may use screen numbers or keyboard numbers:



48. If the user tries to go to next page by clicking on **Next** button <u>without entering Age</u> in space provided, nothing goes, it simply gives a pop up message saying he/she must enter a value to continue:



*The User may choose to use **Start over** or **Cancel** button to return to after login page or choose **Logout** button to go to initial log in page in case he/she doesn't want to stay signed in or to continue with registration process for this current patient.*

If the user uses **Clear** button he/she removes the age written then the user will need to write again appropriate age, or uses **Back** button to return to the Gender page.

49. After the user has entered age in its space, he will need to select **Next** button to continue registration process:

| Start Over | Age | | | Logout |
|---|---|---|---|---|
| | 27 | | | |

1  2  3
4  5  6
7  8  9  0  Delete

Cancel · · · · · · · · · · Clear  Back  **Next**

50. This is the space provided below where to Write umudugudu  from which a patient comes from, the user may use letters on the screen or keyboard letters :

| Start Over | Umudugudu | Logout |
|---|---|---|
| | No Items | |

a  b  c  d  e  f  g  h  Delete  0-9
i  j  k  l  m  n  o  p  '  Space
q  r  s  t  u  v  w  x  y  z  Upper
0  1  2  3  4  5  6  7  8  9  -

Cancel · · · · · · · · · · Clear  Back  **Finish**

*The User may choose to use **Start over** or **Cancel** button to return to after login page or choose **Logout** button to go to initial log in page in case he/she doesn't want to stay signed in or to continue with registration process for this current patient.*

The user may use **Clear** button to remove the umudugudu entered if indicated and **Back** button to return to age page.

51. Here is the interface coming up If no patient found into the system similar to whom the user has entered there will come the following page and he/she will need to click on **Not found create new patient: ……**button to proceed with creation and registration of this new patient:



*The User may choose to use **Start over** to return to after login page or choose **Logout** button to go to initial log in page in case he/she doesn't want to stay signed in or to continue with registration process for this current patient:*

52. Confirm the registration of patient's Rwandan name by clicking on **Next** button in the right corner below:
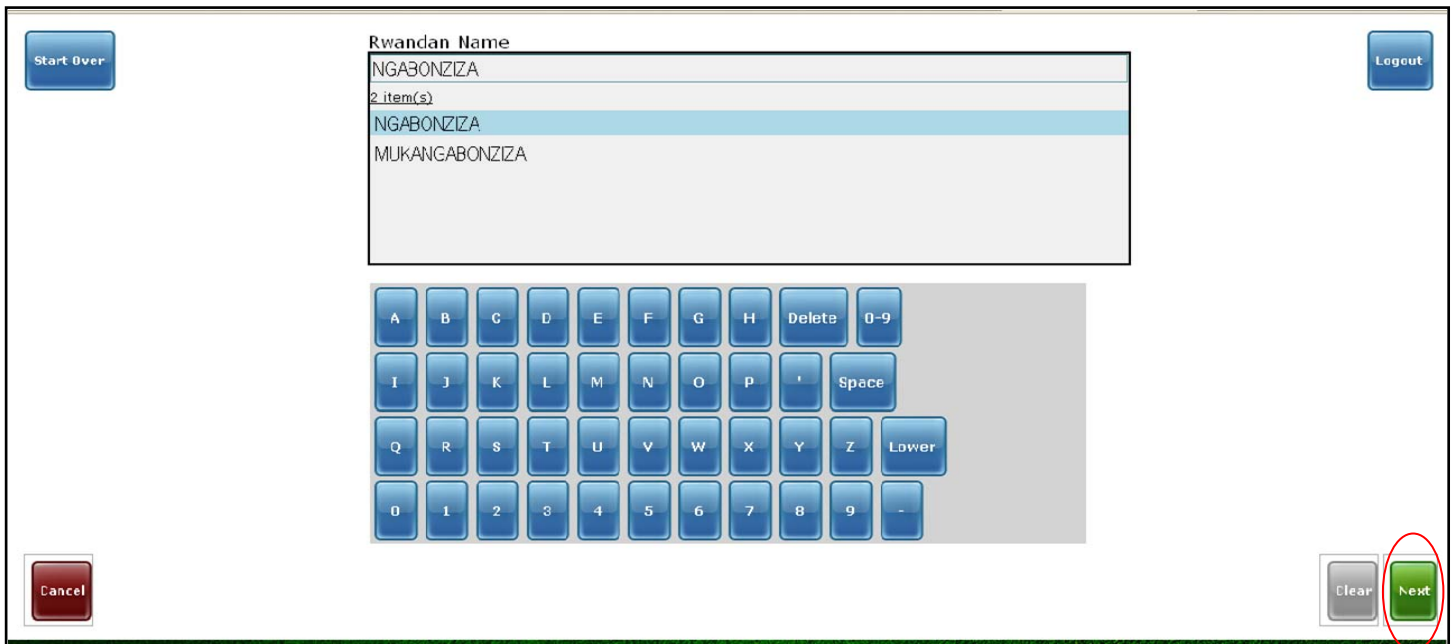
53. The user needs to do Confirmation of patient's Christian name registration by clicking on **Next** button:



*The User may choose to use **Start over** or **Cancel** button to return to* after login page *or choose **Logout** button to go to* initial log in page *in case he/she doesn't want to stay signed in or to continue with registration process for this current patient.*
If the user uses **Clear** button he/she removes the name to register, **Back** button to return to Rwandan name page

54. This is the space where the user may enter the date of birth for this patient but if not known, he/she may leave blank  to let the system uses automated date and month with the  age entered before then continue with Next button:

54.1. After a date of Birth is entered, the user will click on **Next** button to continue to the next step of registration:



*The User may choose to use **Start over** or **Cancel** button to return to after login page or choose **Logout** button to go to initial log in page in case he/she doesn't want to stay signed in or to continue with registration process for this current patient.*
The user may use **Clear** button to remove the birthday date entered and **Back** button to return to the patient's Christian name page.

55. This is the space where the user may **enter the Month of birth** for this patient but if not known, he/she may leave blank to let the system uses automated date and month with the age entered before then continue with Next button:

55.1. After a month of Birth is entered, the user will click on **Next** to continue to the next step of registration:



*The User may choose to use **Start over** or **Cancel** button to return to after login page or choose **Logout** button to go to initial log in page in case he/she doesn't want to stay signed in or to continue with registration process for this current patient.*
The user may use **Clear** button to remove the birth date month entered, then the user will need to write numbers correctly or leave space blank with no number, **Back** button to return to the page of birth date day

56. This is the space where the user may **enter the Year of birth** for this patient but if not known, he/she may leave blank  to let the system uses automated date and month with the age entered before then continue with Next button:



49

56.1. After a date of Birth is entered, the user will click on **Next** to continue to the next step of registration:



*The User may choose to use **Start over** or **Cancel** button to return to after login page or choose **Logout** button to go to initial log in page in case he/she doesn't want to stay signed in or to continue with registration process for this current patient.*

The user may use **Clear** button to remove the year of birth written, then the user will need to write numbers correctly or leave space blank no number, **Back** button to return to the page of birth date month:

## Entering patient's Address

57. This page consists of beginning of address registration, the user has to **select Rwanda** as a country in which a patient is coming from then, click **Next** to register Rwanda as a country:

*! Remember not to go to Next button before you select an address in the addresses list, if you do so you end will up by missing a list of addresses on next steps; let's start by not selecting Rwanda and go to **Next** button:*



50

57.1. If the user continues registration (clicking on Next button) without selecting first a country, he/she is directed to next step of address chronologically but he/she can't see the dropdown list of provinces, districts, etc. As it is shown on below step:
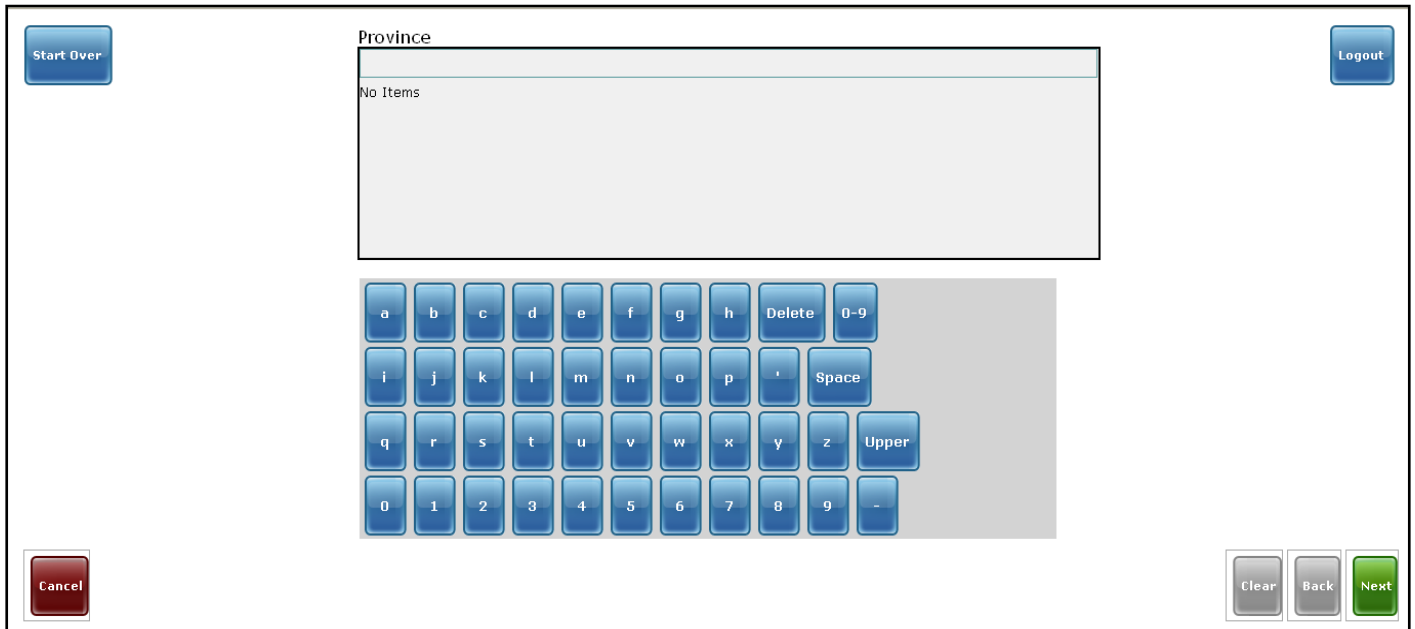


*The User may choose to use **Start over** or **Cancel** button to return to after login page or choose **Logout** button to go to initial log in page in case he/she doesn't want to stay signed in or to continue with registration process for this current patient.*

The user may use **Clear** button to remove the province entered, then the user will need to write correctly or choose from the list, **Back** button to return to page of year of birth:

57.2. But if the user has selected the address first (country), and click **Next** button to continue with registration process, he/she will be directed to the next step correctly and sees the dropdown list of provinces, districts, etc where he/she has to choose the suitable one for the patient :



51
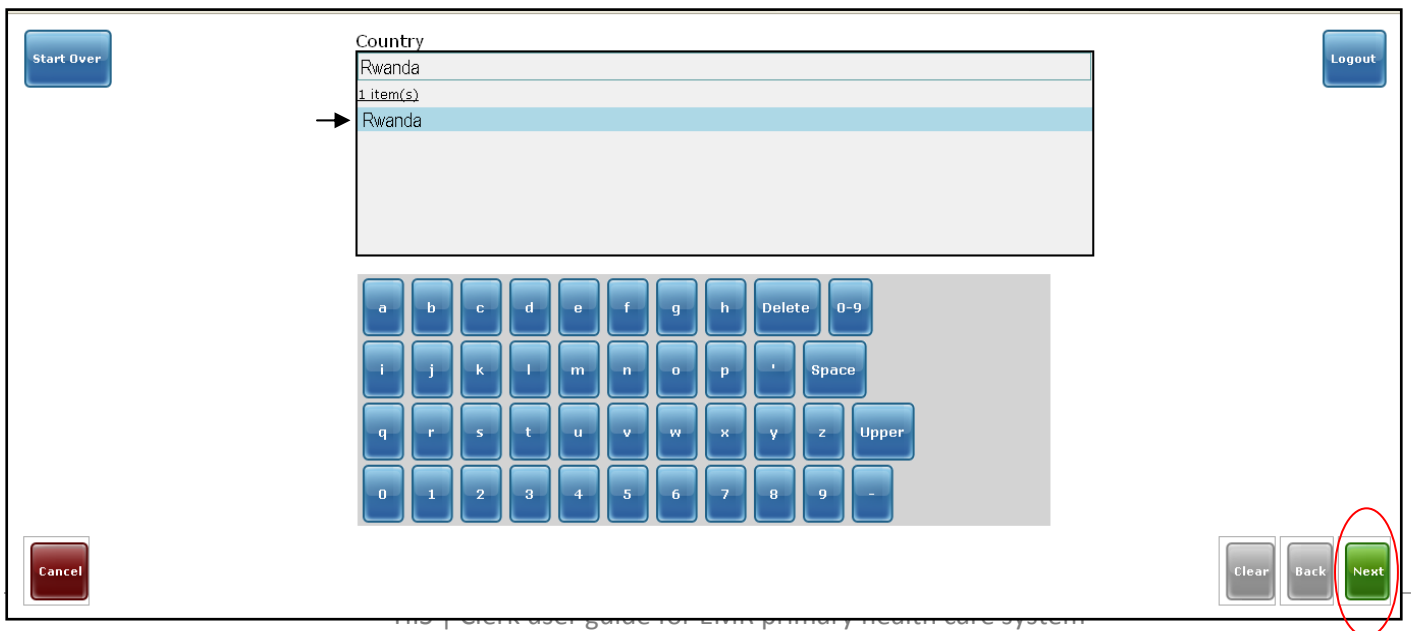
57.3. The page below show the drop down list from which, the user has to select appropriate province for the patient to register:



57.4. After the user has selected the highlighted province, he/she will continue to the next step by clicking on **Next** button :

58. After province registration is done, here is the list of districts from which the user has to select one. If the list is showing the district of this patient then, scroll down to find other districts if the one you want is not seen :
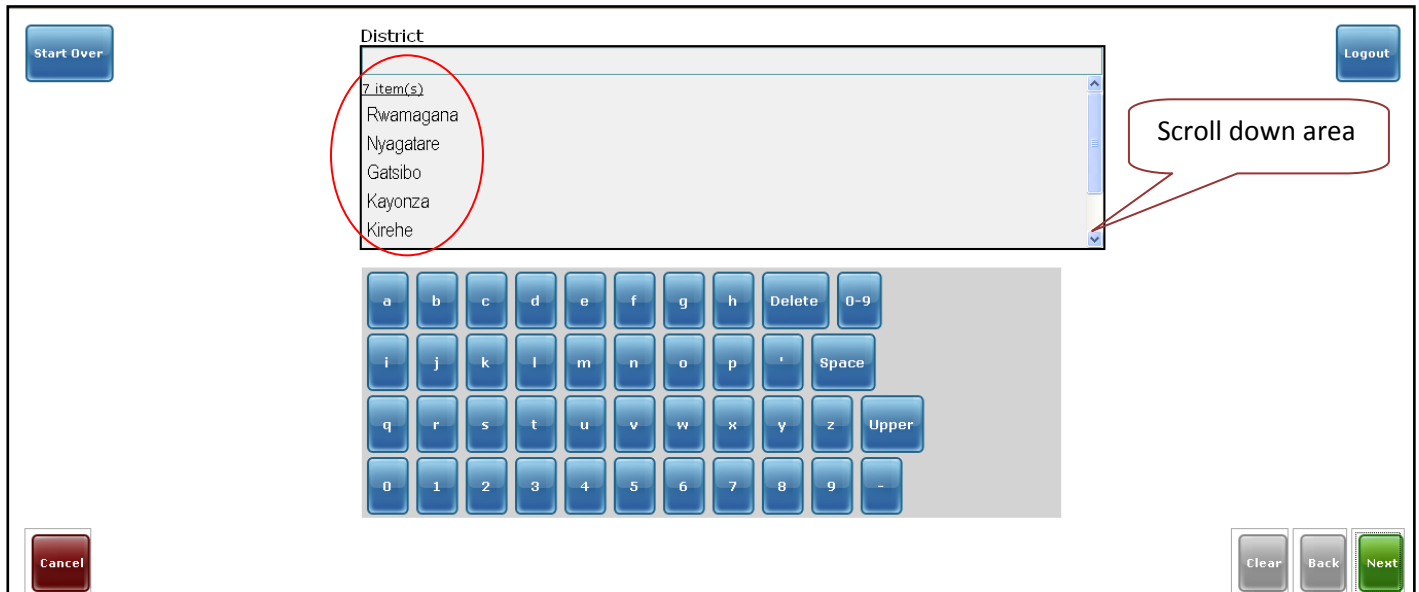


58.1. After the user has selected the district, he/she needs to register it by clicking on **Next** button to continue registration process:
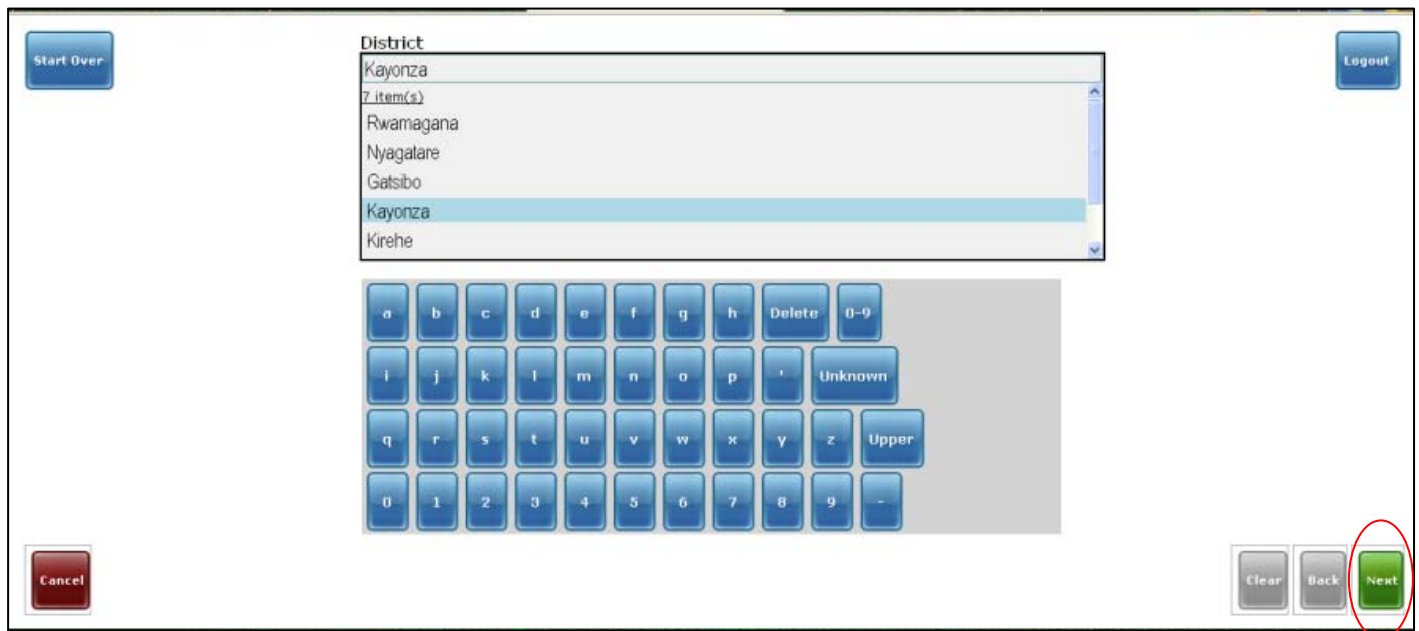
59. After district registration is done, here is the list of sectors from which the user has to select one. If the list doesn't show the sector of this patient then, scroll down to find other sectors and choose the needed one :
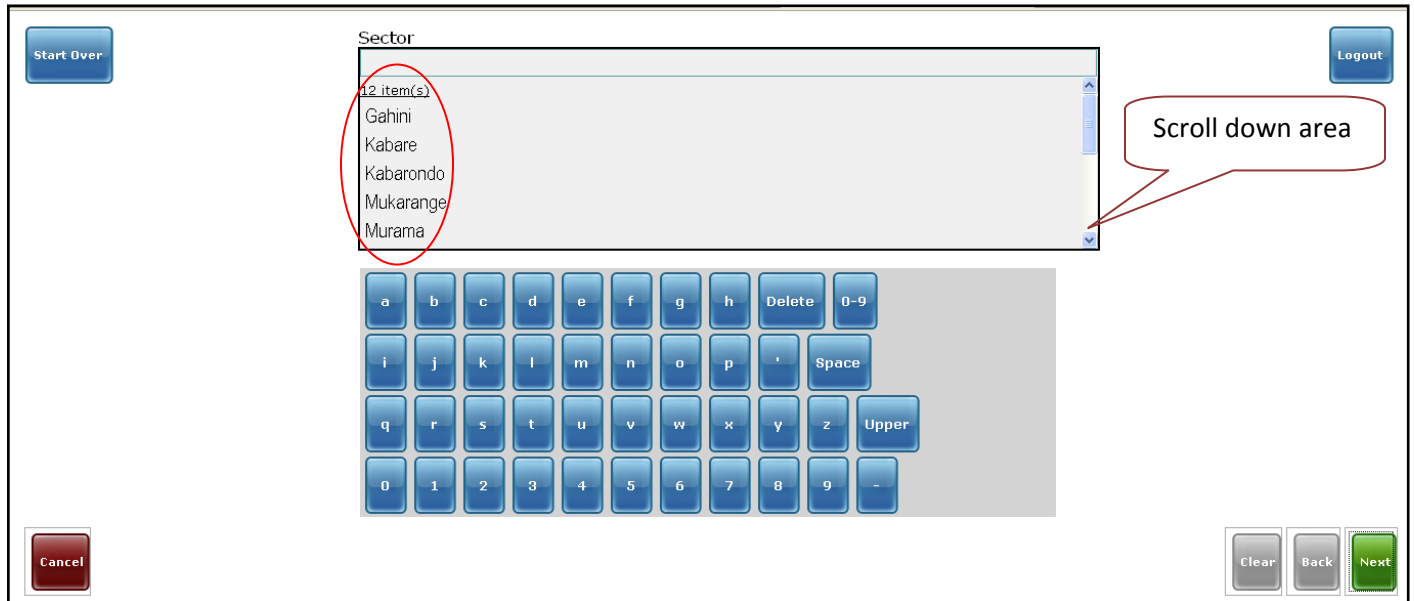


59.1. After the user has selected the sector, he/she needs to register it by clicking on **Next** button to continue registration process:
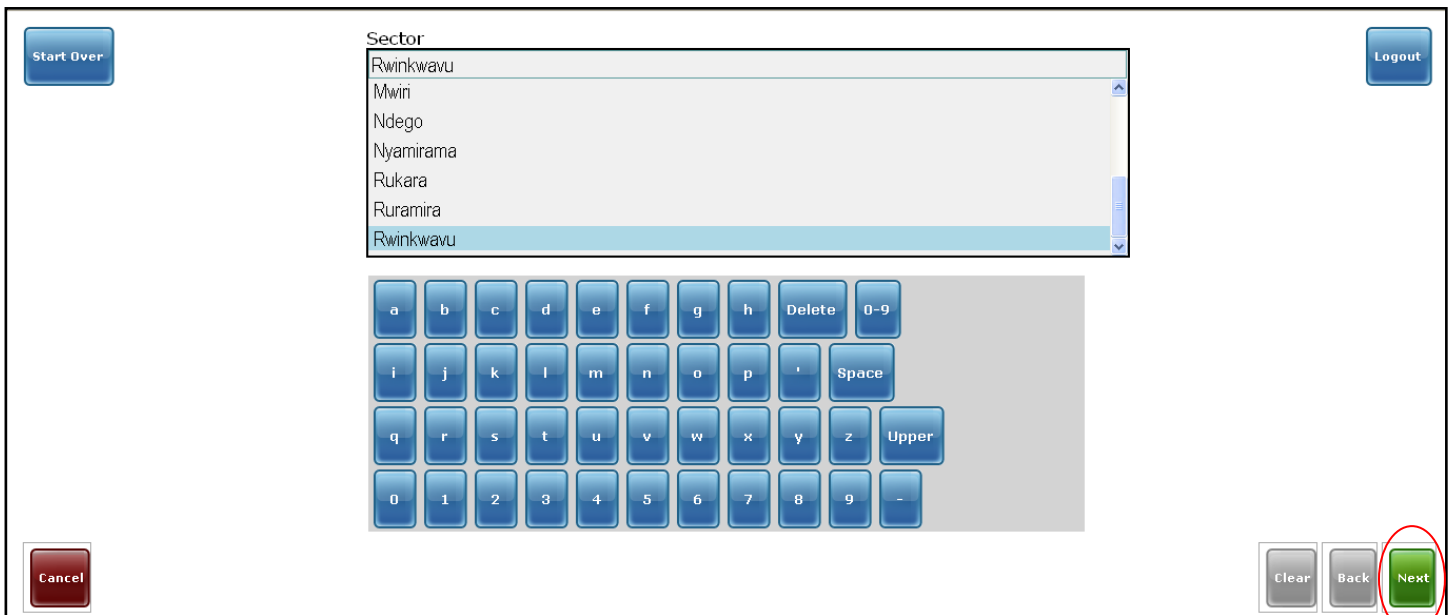
60. After sector registration is done, here is **the list of Cells** from which the user has to select one. If the list doesn't show the Cell of this patient then, scroll down to find other Cells :
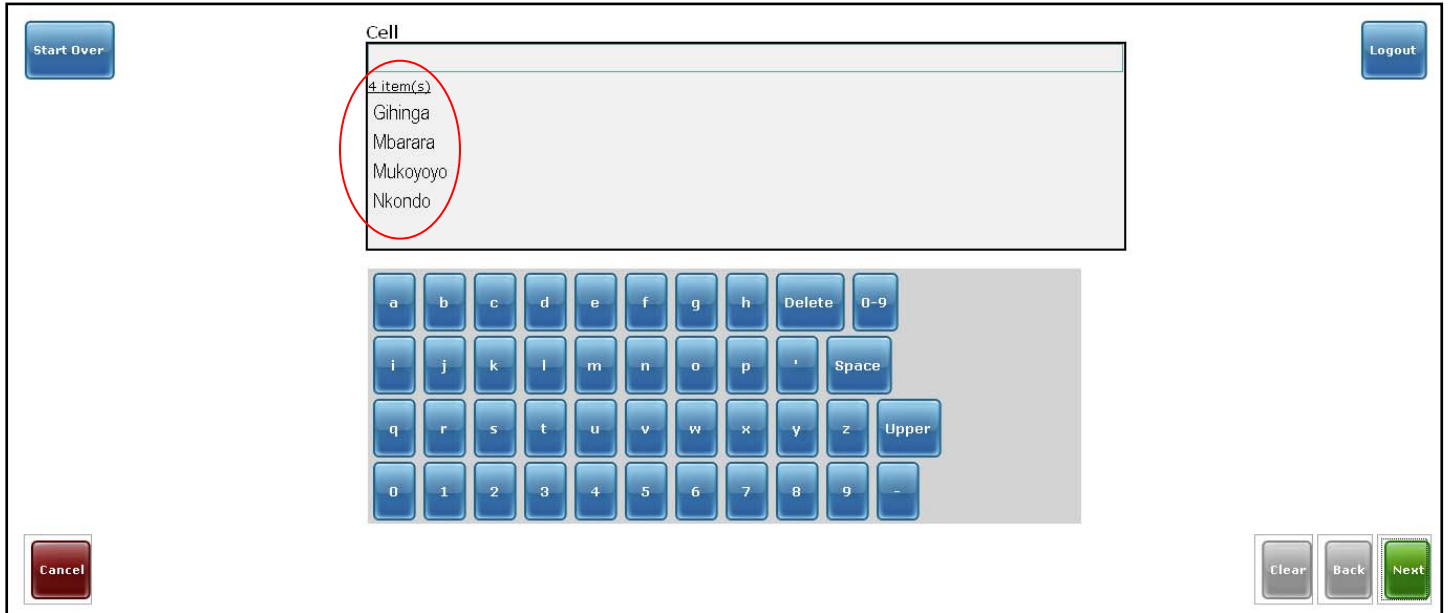


60.1. After the user has selected the Cell, he/she needs to register it by clicking on **Next** button to continue registration process:
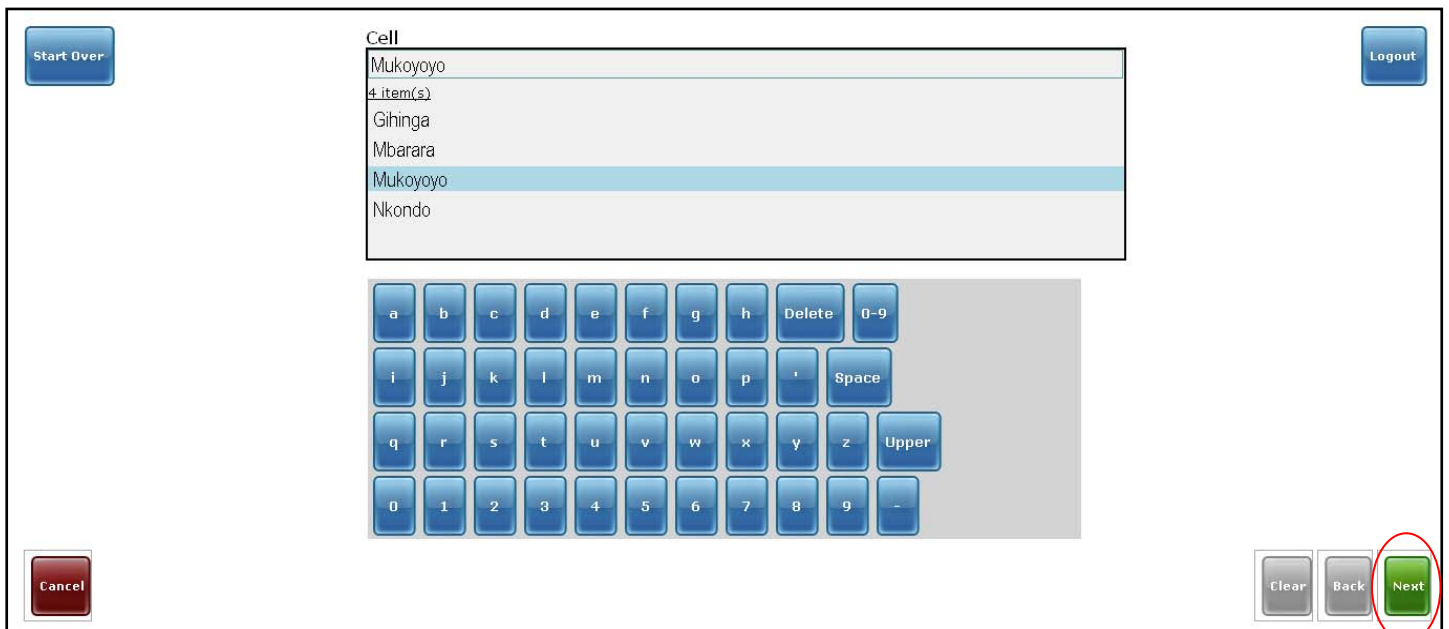
61. After Cell registration is done, here is **the list of Umudugudu** from which the user has to select one. If the list doesn't show the umudugudu of this patient then, scroll down to find other umudugudu :



Scroll down area
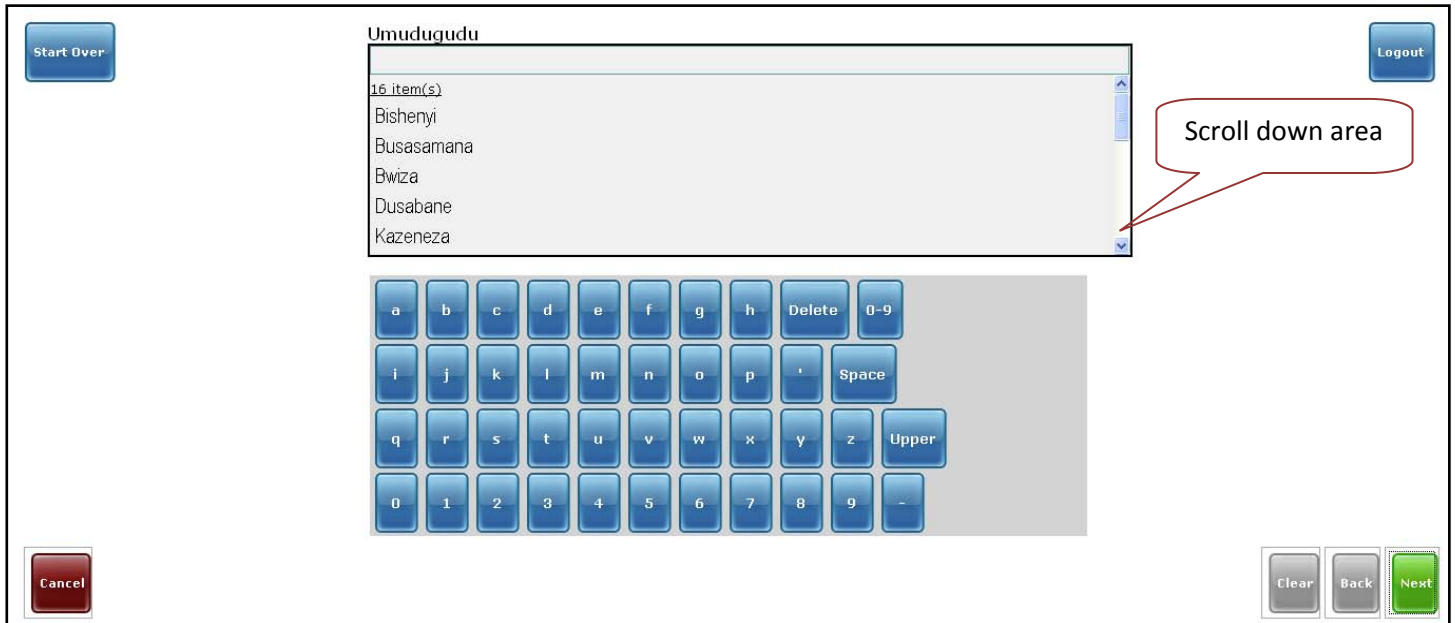
61.1. After the user has selected the Umudugudu, he/she needs to register all address information entered by clicking on **Finish** button to continue to the next step of registration process:
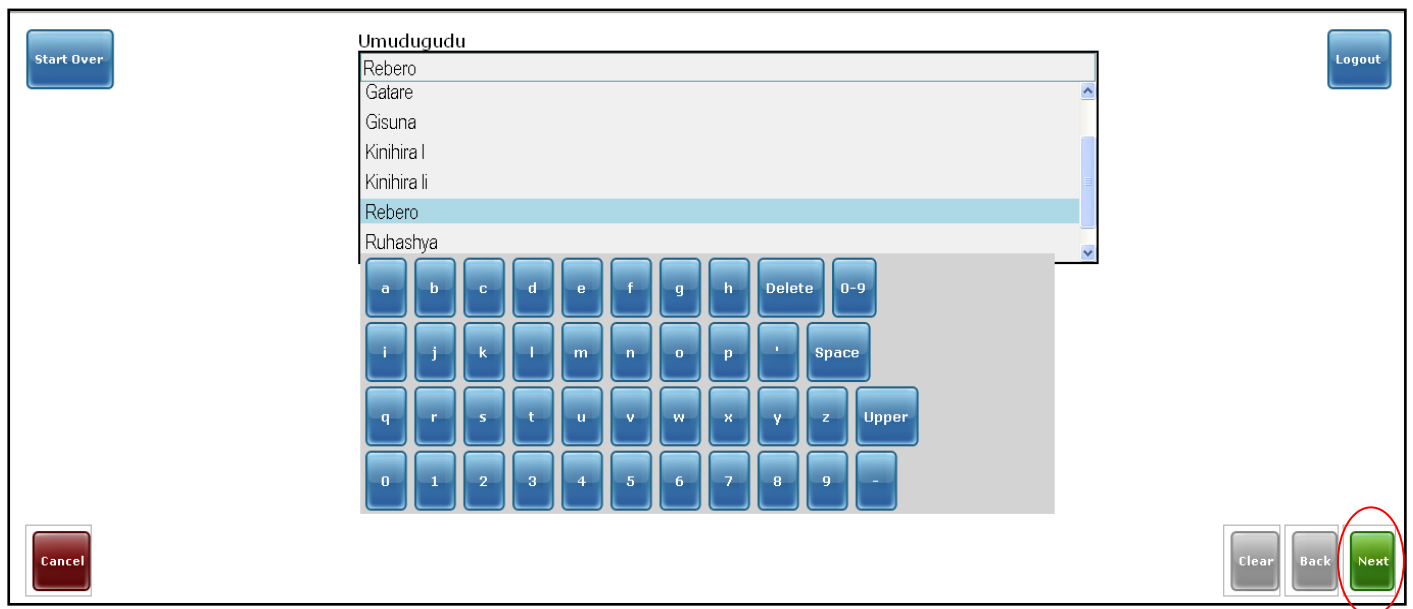
## Patient's parents entry

62. This page consists of the space reserved for **patient's Mother's name** which is Rwandan name. In this space the user has to write the Rwandan name and as he is typing the letters of this name, other names similar that of the patient's mother come up  then, he/she may choose among the list names, the name of Mother:



62.1. After the user has entered or chosen the Mother's name  from the list, it is the time to choose **Next** button to go on the next step of registration:

63. This page consists of the space reserved for **patient's Father's name** which is Rwandan name. In this space the user has to write the Rwandan name and as he is typing the letters of this name, other names similar that of the patient's Father come up then, he/she may choose among the list names, the name of Father:
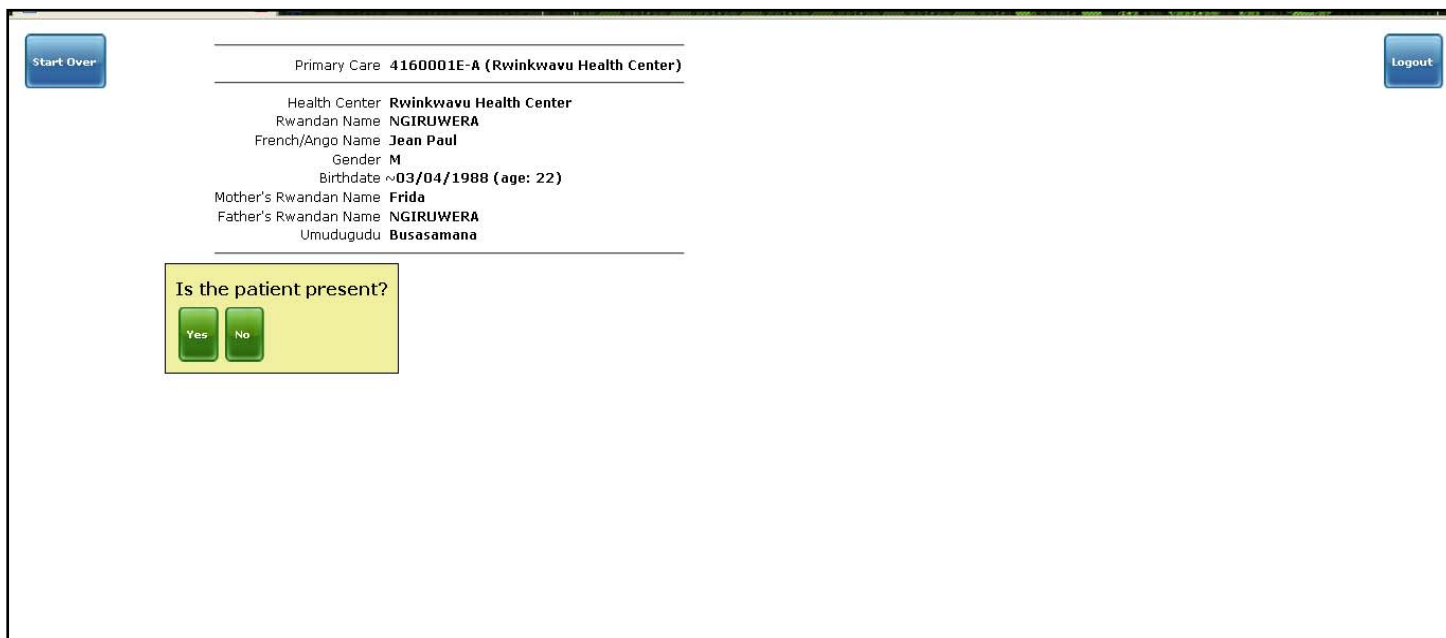


63.1. After the user has entered or chosen the Father's name from the dropdown list, it is the time to click on **Finish** button to go on the next step of registration:

# Presence confirmation

64. After the user has clicked on Finish button, he/she is directed to the page of confirmation if the patient is present or not by choosing **Yes** or **No** button below :



Before we continue to the following part of registration, let's first see on how registering a patient not new in the system but he/she comes without (lost or forgotten) the carnet or Preprinted ID to be found quickly then after we will continue on above page as it's the same for both a new and existing patient into the system.

# Patient already in the system without ID number

64.1. Entering a *patient already in the system* ; suppose that we searched by name, Kinyarwanda name, Christian name, age and after we enter and select Finish button a page having name of a patient appears in gray color just above where we click to create a patient as new one.

64.2. From that page, the user needs to *select the patient in gray color* to continue on next step:
!The user has to make sure that the names, age and umudugudu are the ones of this patient before he
continue to next page, this is especially for a patient having other patients in the system and the system
Shows up all patients having some information similar to this current one
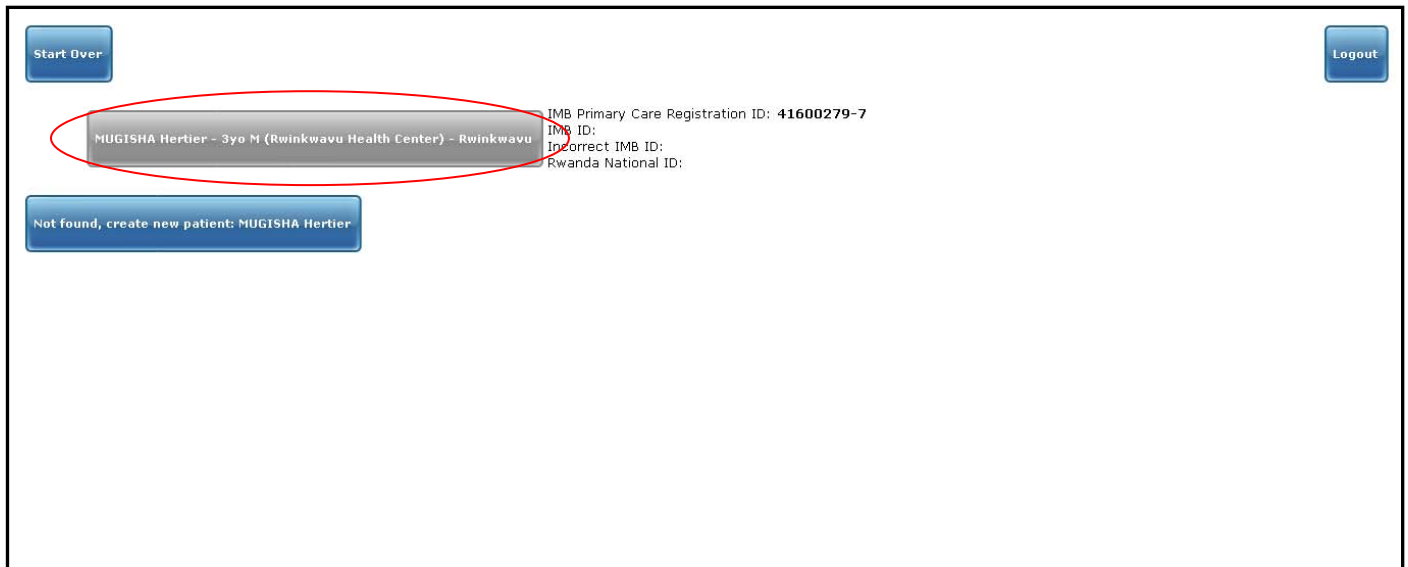


64.3. This is the case where *many patients may come up* and the user has to make sure and be attentive
on who is the one having the matching information of the patient being registered now;
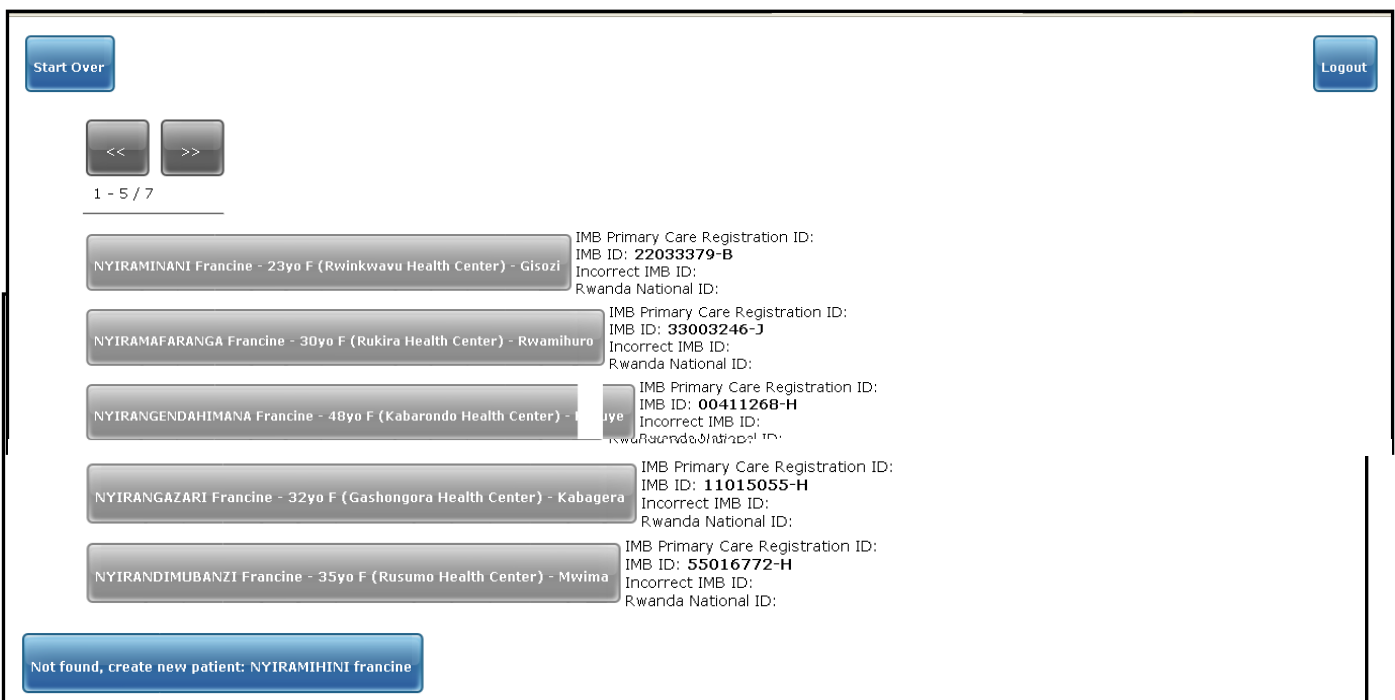
# Confirm the patient by Yes or reject by No

64.4.  After the user has selected the wanted patient, the following is the page where we see if the patient is the real one, in additional to age, names, age there are also his patients Rwandan names then confirm by Yes if this is the patient wanted or No if you want to select another one in the list above or just if you want to create a patient as new (previously described) .



64.4.1.  When the user *select No button* as it is indicated below he will be directed to the previous page:

64.4.1.1. This is the previous page coming to let the user select another patient or create a new patient in case he has found the one he/she selected was not intended patient:



64.4.2. When the user *select Yes* button as it is indicated below he will be directed to the next step of registration process:

# Presence confirmation

65. From here the user will select yes to confirm that the patient is present. If he select No he will be directed to page of vitals to skip some step due to his/her absence. In additional, from this page and the remaining pages, the registration process is the same for both existing and new patient into the system;



65.1. Let's start by *selecting No* button, it means the patient you are working on is not present:

*From this page, the User may choose to start over (Start **over button**) to return to after login page or choose logout (**Logout** button)to go log in page in case he/she doesn't want to stay signed in or to continue with registration process for this patient*

---

65.2. If you choose No, user is saying the patient is not present and directly he/she is directed to the following page which is not fine, this page shows that no today's visit information because you have chosen **No** to express that no patient is present and the system is intended to register today's visit information;
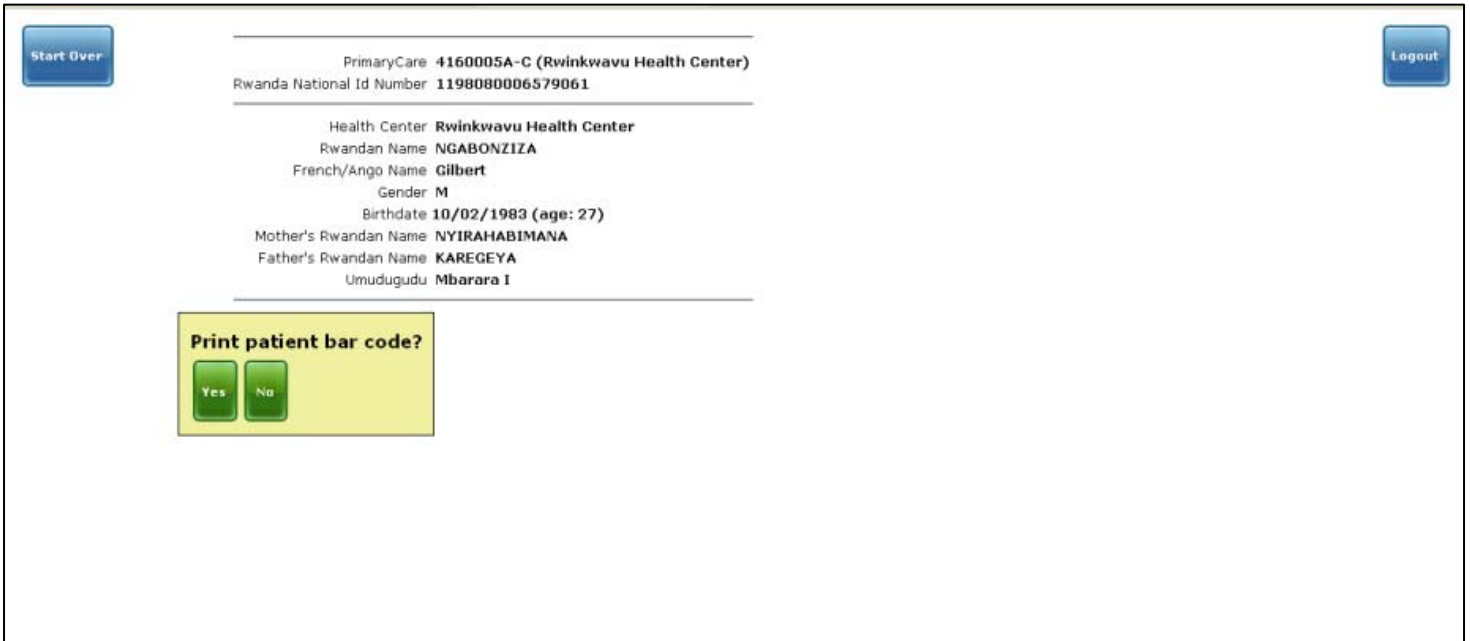


65.3. If you *Select Yes*, and this is the one indicated for good registration, the user is directed to next step:



*From this page, the User may choose to start over (Start **over button**) to return to after login page or choose logout (**Logout** button)to go log in page in case he/she doesn't want to stay signed in or to continue with registration process for this patient*

# Barcode print

66. This following page is intended to let the user **print barcode** *if he/she selects Yes* button, or just selects **No**, if he/she wants to print them later, after entering vitals:
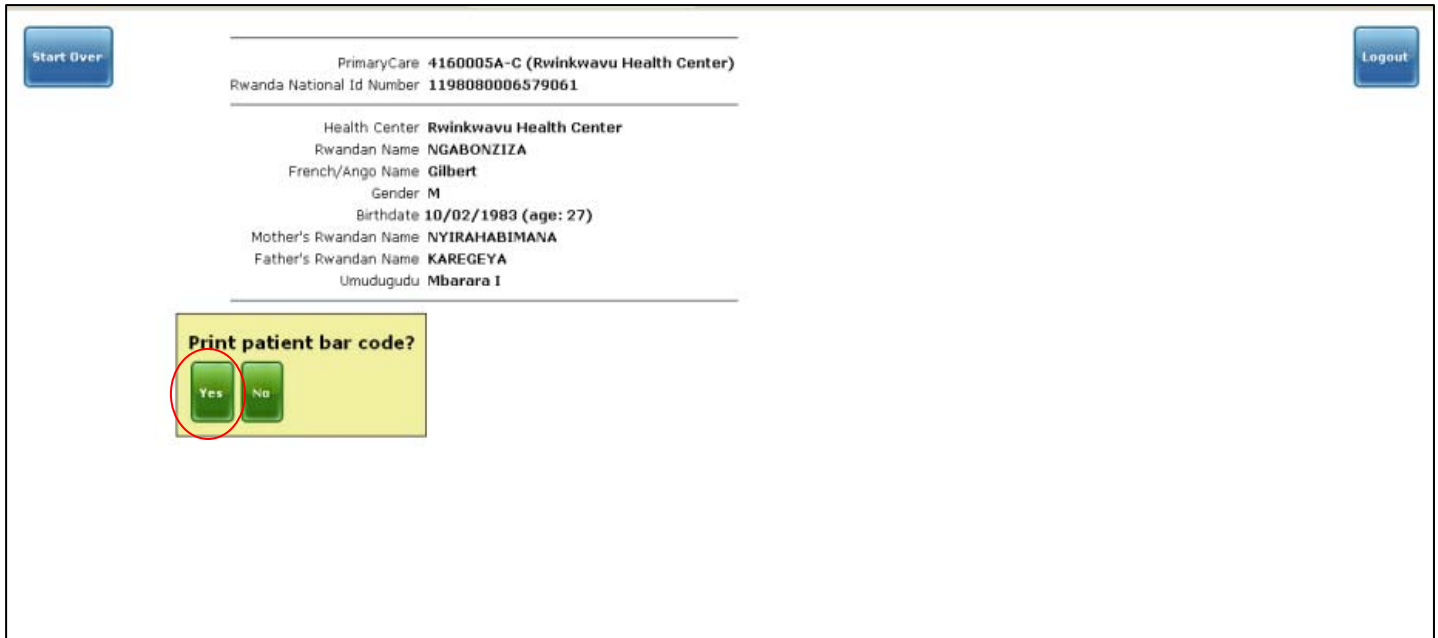


66.1. If *the user select Yes* button, user will need to confirm printing on new generated small window:



*From this page, the User may choose to start over (Start **over button**) to return to after login page or choose logout (**Logout** button)to go log in page in case he/she doesn't want to stay signed in or to continue with registration process for this patient*

66.1.1. Confirmation of Barcode printing by selecting **OK** on generated small window then continue registration process:
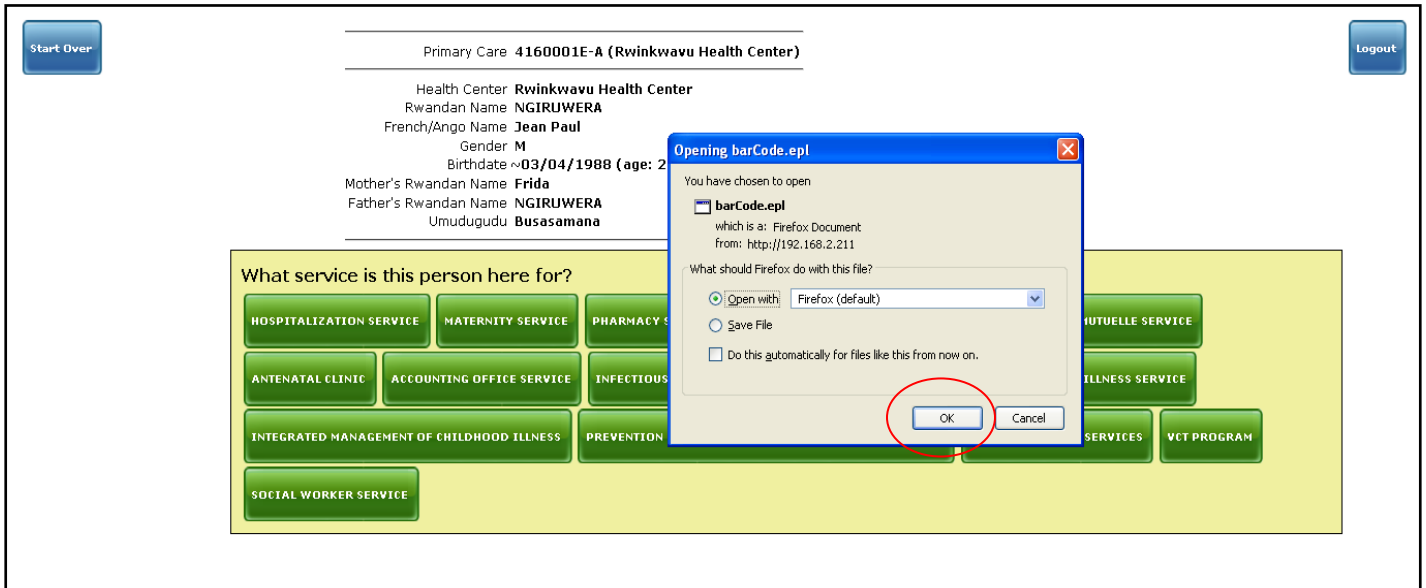


66.2. If the user prefers to print barcodes at the end of registration of current patient, he/she will use **No** button, to continue to next page as well as it happens after the user has even finished printing barcode:
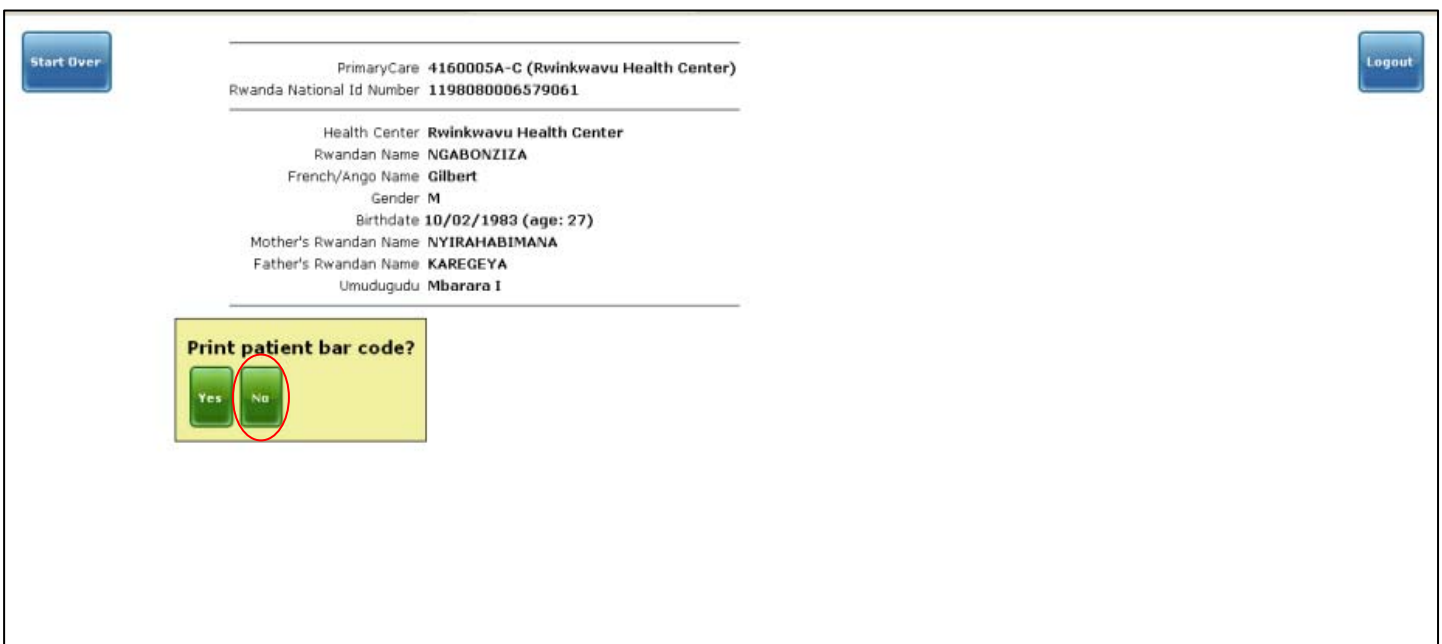
# Intended service selection

66.2.1. This is the page coming up after you select **No** button to skip barcodes print or even after you select Yes to let printer prints barcodes, from here the user will need to select a service the patient looks for today (the circled service is one example of asked service):



# Insurance entry

67. After the user chooses the needed service, this is a page to select an insurance type this current patient uses, in case the patient doesn't have any insurance , the user will select none in drop down insurances list:
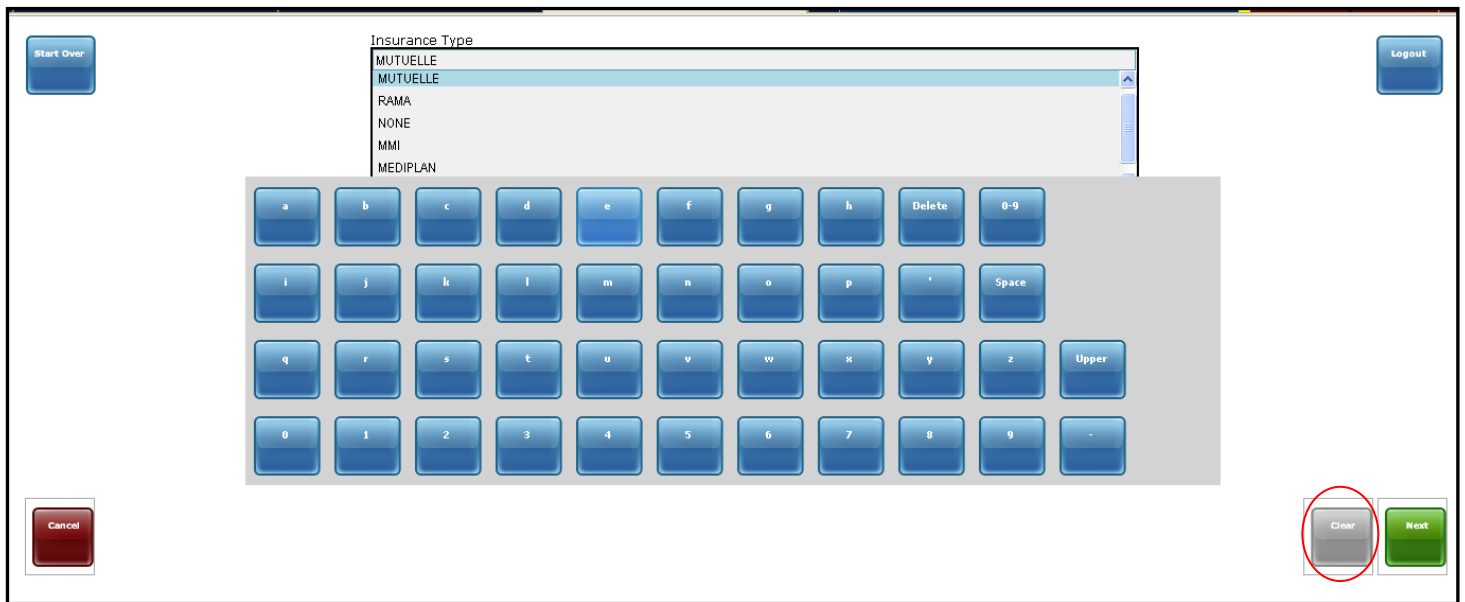
67.1. From the insurance page, if user uses **Clear** button the insurance selected is cleared, then the user will need to choose again the appropriate insurance type :



67.2. The user may Select **Cancel** or **Start Over** button to direct him/her to the after log in page when he/she stops to proceed with this current patient:

---
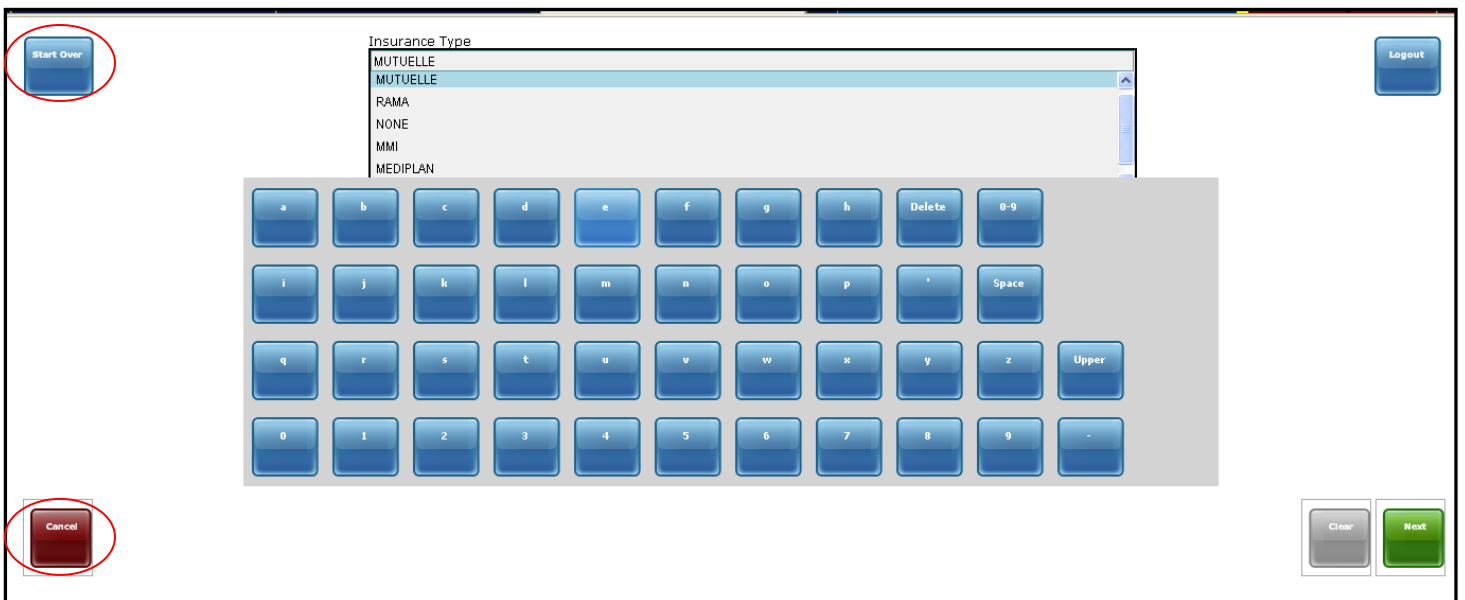
67.3.  This is the after login page which comes after selecting **Start Over** or **Cancel** button. And In case the user selects **Logout** button, he/she will be directly directed out of primary health care system. For that, the user needs to use **Logout** button only if he/she wants to stop registering patients or just if any other user is here to use the system. Let's click on logout as follow:
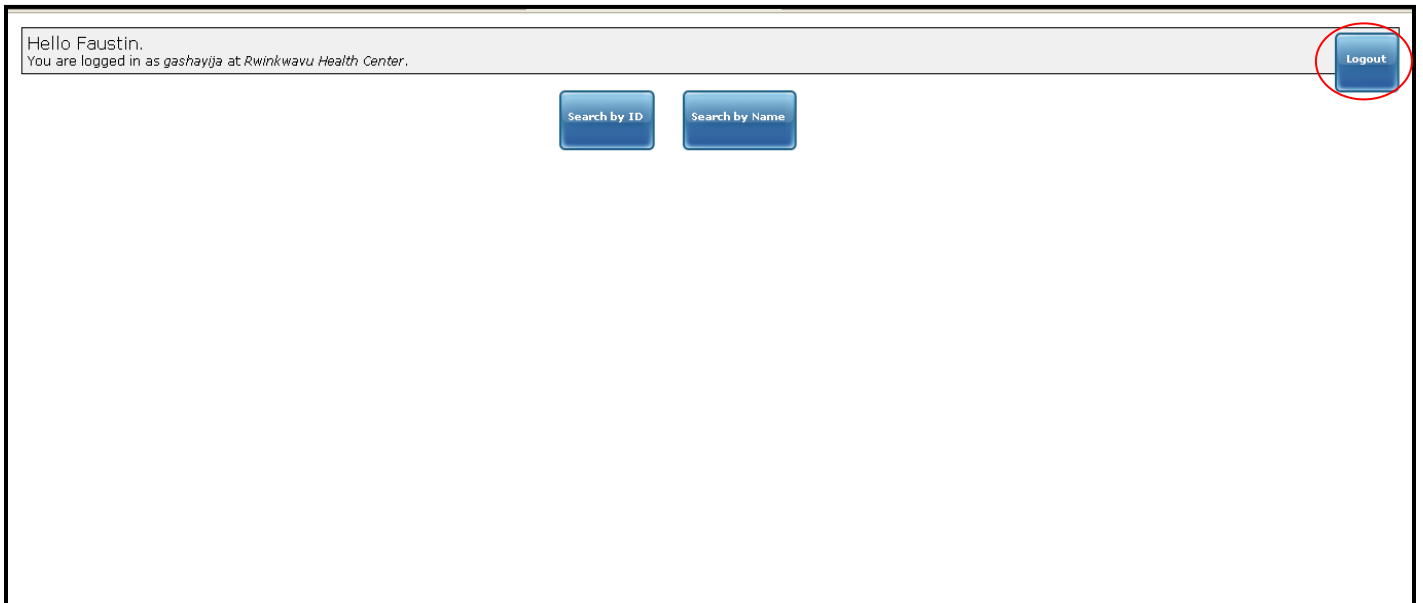


67.4.  The initial log in page for primary health care registration system coming after  selecting **Logout** button:
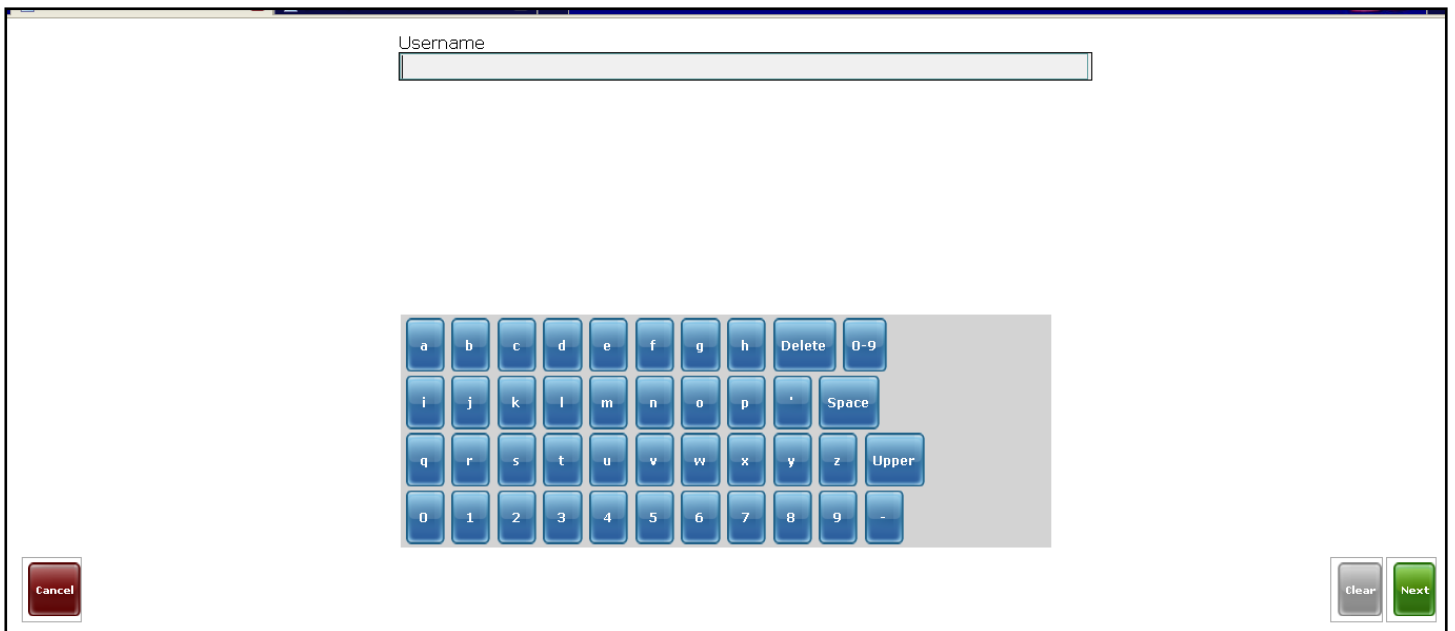
68. After clicking on next at insurance type page, this is the page where , the user will fill in an insurance number from his/her insurance card using numbers on the screen or keyboard numbers:



*The User may choose to use **Start over** or **Cancel** button to return to after login page or choose **Logout** button to go to initial log in page in case he/she doesn't want to stay signed in or to continue with registration process for this current patient.*

The user may use **Clear** button to remove the insurance number written, then the user will need to write numbers correctly or leave space blank no number, **Back** button to return to insurance type page.

68.1. After the insurance number is filled in, the user has to select **Next** button for vitals and continue with registration process:



# Vitals

69. After clicking on finish button, the following page consists of **vitals, Print barcode**, **Edit patient details** and **Registration** buttons which are used from vitals button. **Diagnosis** button will be used later to enter diagnosis found after consultation or lab results;



*From this page, the User may choose to use **Start over** button to return to after login page or choose to use **Logout** button to go to log in page in case he/she doesn't want to stay signed in or to continue with registration process for this patient*

## *Temperature*

69.1. From Vitals selection, the user is directed to the page where he/she will fill in temperature measurement , measured in Celsius degrees , user may use numbers on screen or use keyboard numbers:
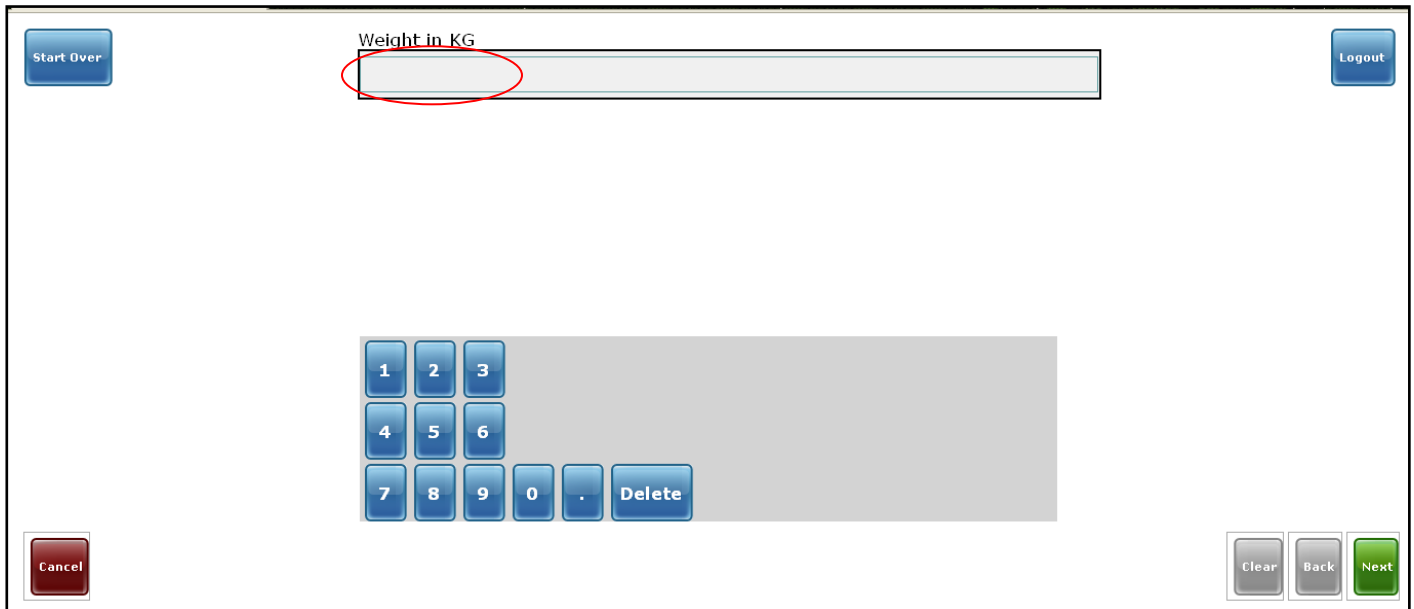


69.2. After the user has entered temperature measurements or just if he/she doesn't need to measure this to mean temperature space will remain empty, the user needs to select **Next** button to go to next page:



Here, if the user select **Cancel** button, he/she will directed back to after initial page for vitals, registration, diagnosis, print barcodes, which not helpful for good registration process. If, the user selects **start over** button; he will be directed to after log in page, **Logout** button to go to initial log in page whereas **Clear** button is just for clearing written number in temperature space.
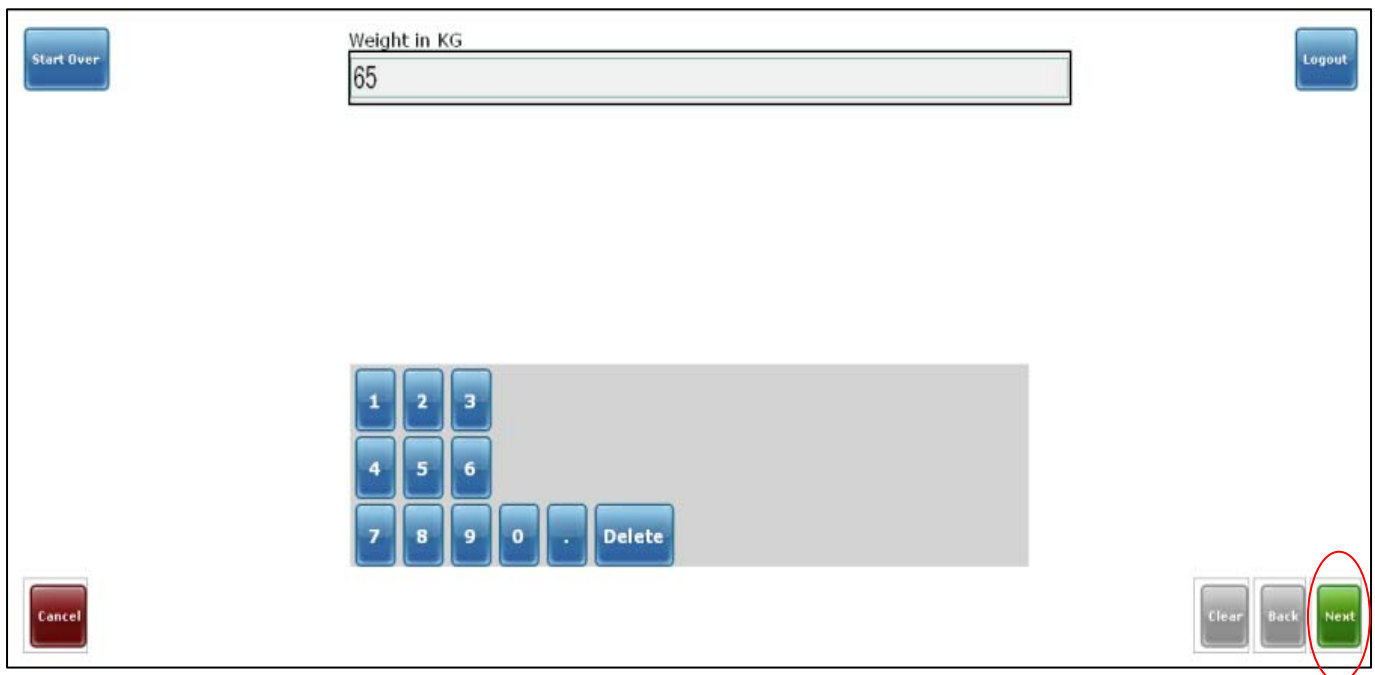
## *Weight*

> 69.3. After temperature is done, the user is directed to the page where he/she will fill in weight measurement , measured in Kilograms (KG), he/she may use numbers on screen or use keyboard numbers :



> 69.4. After the user has entered Weight measurements (KG) or just if he/she doesn't need to measure this to mean weight space will remain empty. The user needs to select **Next** button to go to next page:



> From here, if the user select **Cancel** button, he/she will directed back to after initial page for vitals, registration, diagnosis, print barcodes, which not helpful for good registration process. If, the user selects **start over** button; he will be directed to after log in page, **Logout** button to go to initial log in page whereas **Clear** button is just for clearing written number in Weight space.

## Height

69.5. After Weight is done , the user is directed to the page where he/she will fill in Height measurement , measured in centimeters (CM), he/she may use  numbers on screen or use keys board :



69.6. After the user has entered Height measurements (Cm) or just if he/she doesn't need to measure this to mean weight space will remain empty. The user needs to select **Finish** button to achieve vital signs registration and return to page where there are registration, print barcode and vitals buttons to continue registration process:

From here, if the user select **Cancel** button, he/she will directed back to after initial page for vitals, registration, diagnosis, print barcodes, which not helpful for good registration process. If, the user selects **start over** button; he will be directed to after log in page, **Logout** button to go to initial log in page whereas **Clear** button is just for clearing written number in Height space.

70. After choosing the **Finish** button the user comes like back on the page below to print barcode and register all the information recorded here, entered vitals are visible under registration in today's visit space as follow:
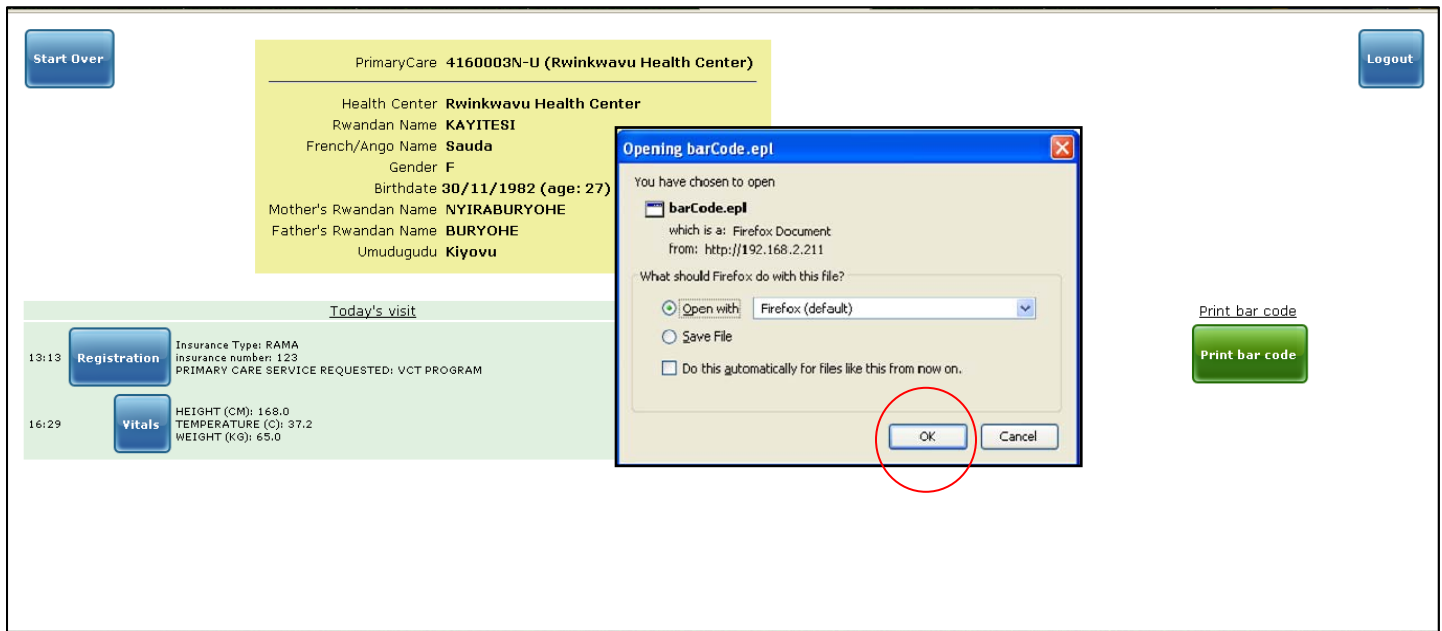


# Print barcode

70.1. From the page above, the user can print barcode using **Print another barcode** button shown below and then continue to next small window of barcode printing confirmation;



*From this page, the User may choose to use **Start over** button to return to after login page or choose to use **Logout** button to go to initial log in page in case he/she doesn't want to stay signed in or to continue with registration process for this patient*

70.2.    After the user has chosen to print barcode, he/she is directed to this following small window where he/she has to confirm barcode printing action by selecting **OK** button.

*If the user chooses **cancel** button, there will be no printing action to mean printing is canceled:*



# Registration

71. After barcode print, it mean recording is at the end, the user has to keep all information recorded using **Registration** button :
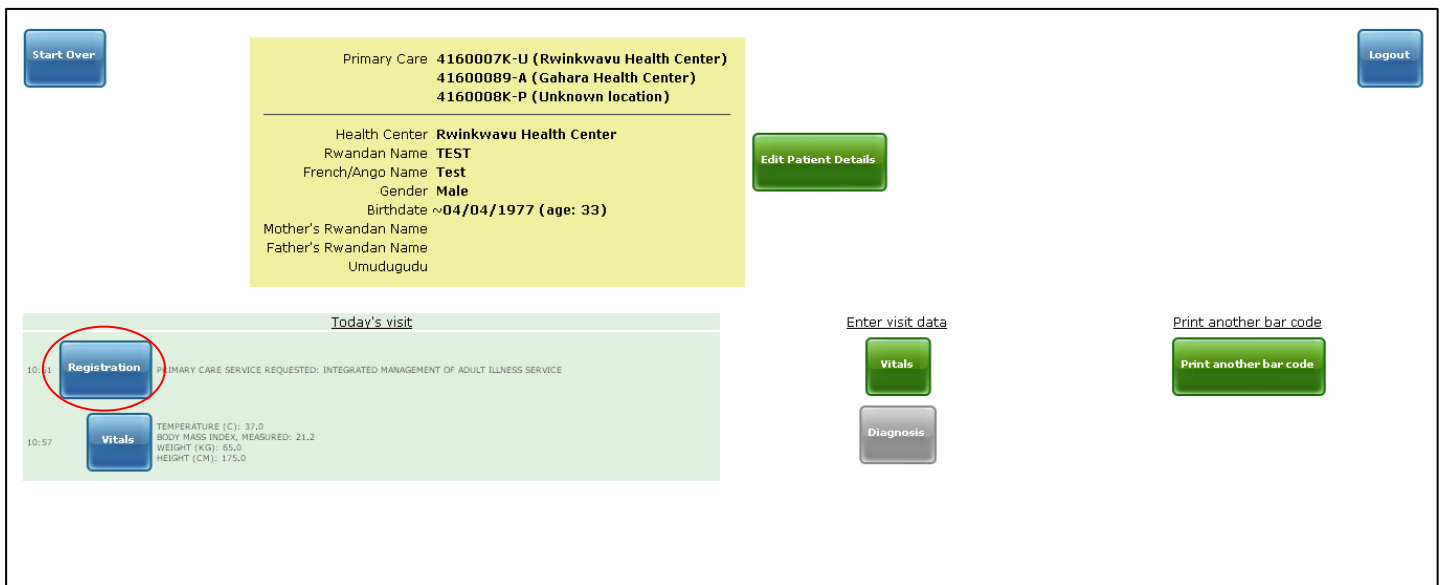


*From this page, the User may choose to use **Start over** button to return to after login page or choose to use **Logout** button to go to initial log in page in case he/she doesn't want to stay signed in or to continue with registration process for this patient*

---

72. After registering (click on **Registration** button) the following is the interface coming to show you that you have saved the patient's information.



72.1. The user may use back button to return to previous page where there are registration, print barcode, Edit patient details and vitals buttons , in case for example he/she has forgotten to print barcode and print them now:

72.2. This is page which comes up in case user decides to use back button may he/she want to use one of the forgotten button like printing barcode for instance:



72.3. Otherwise, the user may decide to use **Logout** button; this time he/she will be signed out of the PHC system , this is to mean he/she will be directed to initial log in page and in case he/she wants to continue registration process, he/she will need to sign in again to be able to use the system:

72.4.  This is the  initial log in page with username blank which comes up after the use has chosen to use Logout button:



# Start Over

72.5.  Once the user is done with saving one patient's information and he/she is still continuing with registration for other patients, always he/she need to  choose **Start over** button to go to the after log in page without signing in again and start register another patient:

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72.6.  This is the interface after choosing **Start over** button, then start registering another patient whether by ID number (**search by ID**) if it's available or by name (**Search by name**) depending on the old or new case to be registered and the registration process restarts again:

Hello Faustin.
You are logged in as *gashayija* at *Rwinkwavu Health Center*.

Logout

Search by ID    Search by Name
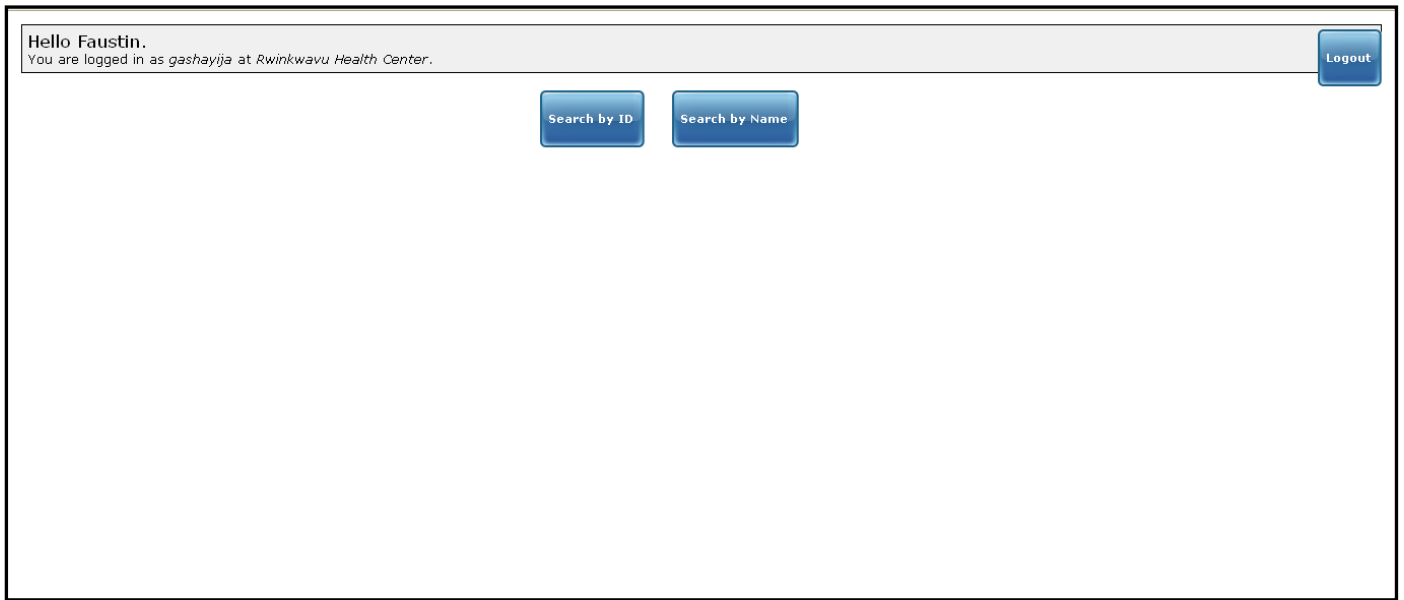
**End.**

# THANK YOU FOR YOU TIME TO READ THIS MANUAL GUIDE FOR PRIMARY HEALTH CARE SYSTEM