HEALTH CARE PROVIDER RESPONSIBILITIES
DHMIS STANDARD OPERATING PROCEDURES FACILITY LEVEL

1) RECORDING DATA ON DATA COLLECTION TOOLS

1.1 Record individual patient data on the facility retained clinical records and if relevant, in the patient retained records.

1.2 Record required data in line with NIDS definitions in the standardised tick register during or after each patient contact.

1.3 The patient file number should be shown clearly on the standardised tick register for audit and follow-up purposes.

1.4 Double-check that the correct data elements and correct columns were ticked for health care interventions provided to patients.

1.5 Patient data is to be transferred into programme-specific longitudinal registers.

ON A DAILY BASIS

2) COLLATION OF DATA ON TICK REGISTERS

2.1 Make sure to calculate, capture, and sign daily subtotals clearly.

DAILY CAPTURING:

Submit for daily capturing in the relevant facilities.
File and store tick register in a locked facility.

ON A WEEKLY BASIS

2.2 Complete and sign the weekly tick register summary form.

File and store the weekly tick register summary in a locked facility.

ON A MONTHLY BASIS

3) COLLATION OF DATA IN STANDARD REGISTERS

3.1 To get the totals for the previous month, the service point manager must add the total for each data element in the standard registers on the first day of each month.

DAILY CAPTURING: Verify and sign monthly service point summary extracted from the DHIS and submit to the facility manager.

3.2 Draw a line after the monthly total to indicate clearly when it was totalled.

3.3 Copy register totals onto the tick register summary form and submit to the facility manager on the first day of each month.