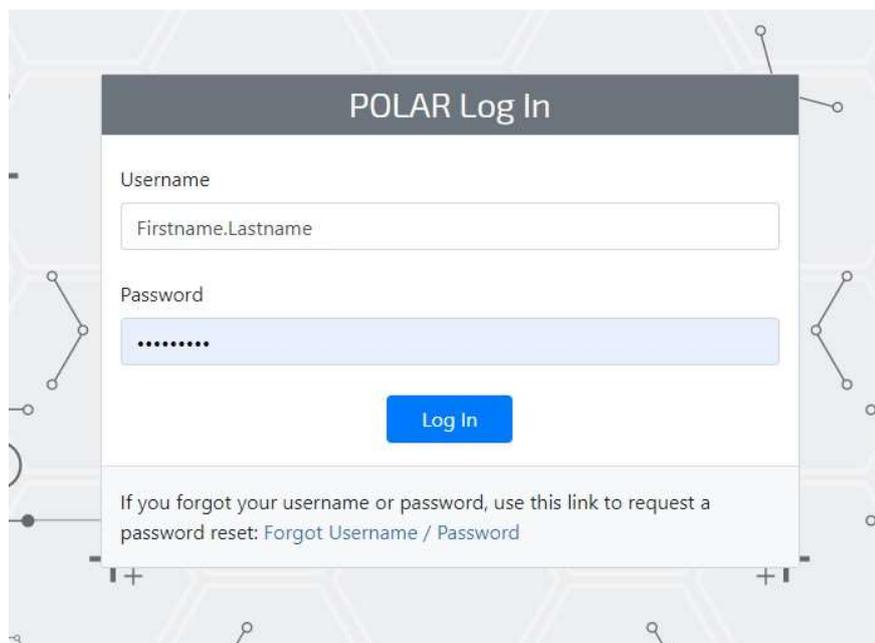


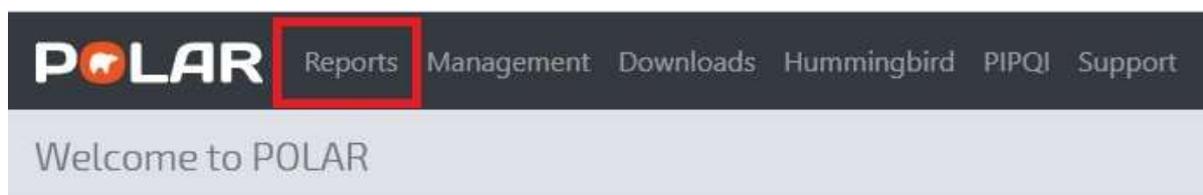
POLAR Quick Start User Guide

How to access POLAR's reports

1. Navigate to <https://polarexplorer.org.au> and login using your POLAR username (usually your Firstname.Lastname) and password. We highly recommend using Google Chrome.



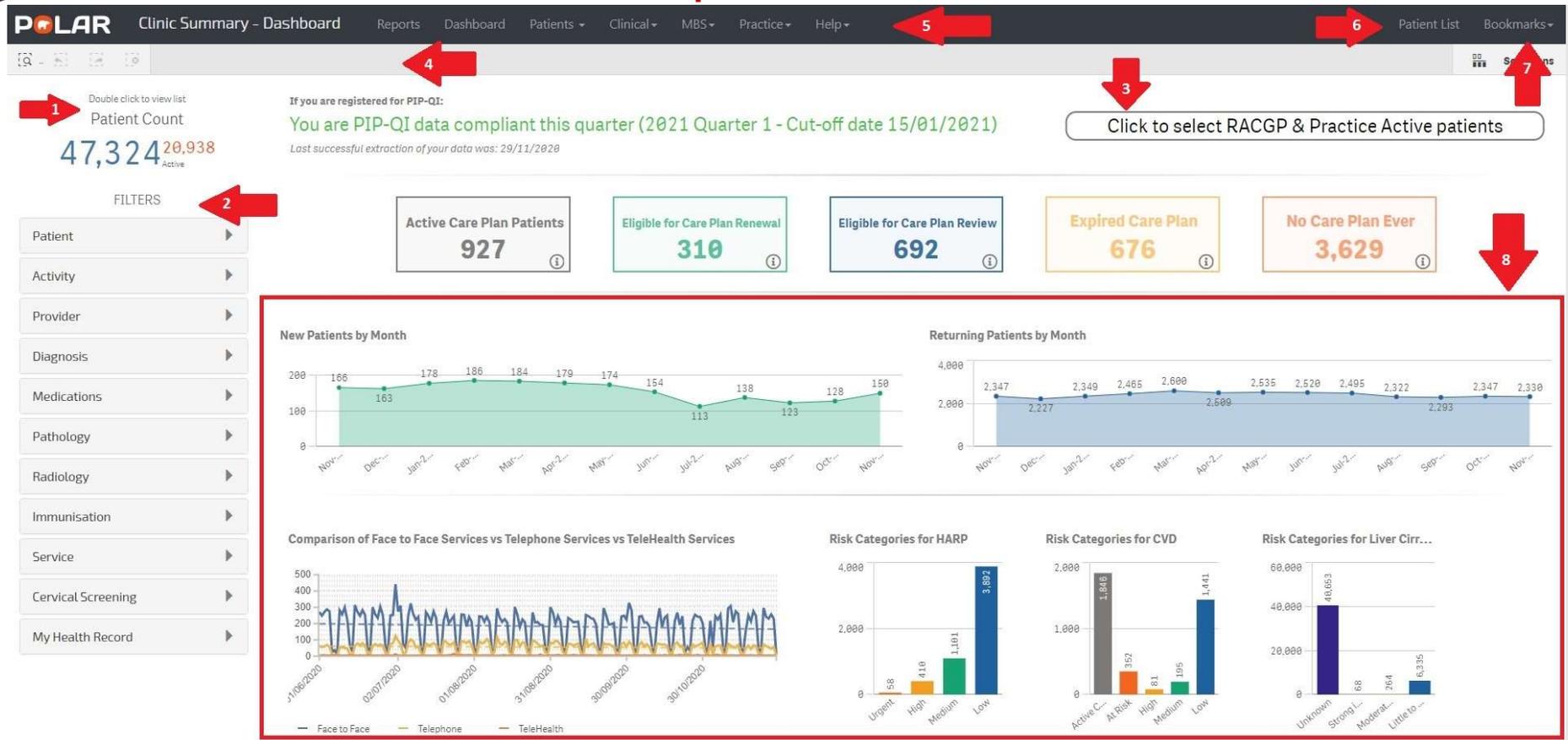
2. Click on 'Reports' > select the report* you would like to access to in the next screen.



*Data refresh cycle for different reports:

- Clinic Summary: refreshed on 24-hour cycle
- Clinical Indicators: refreshed on 24-hour cycle
- Hospitalisation Risk: refreshed on 24-hour cycle
- COVID-19 Clinic: refreshed every 24-48 hours
- PIP-QI Clinic: refreshed every 24-48 hours
- My Care Partners Clinic: refreshed on 24-hour cycle

Report Overview



1. Patient Count: you can access the patient list to view individual patient details by double clicking on patient count. **Blue** is the number of patients who have been to the practice. **Orange** is the number of patients active in the practice software.
2. Filters: this can be used to filter items that are relevant to information displayed on each page of the report.
3. RACGP & Practice Active patients: click this to apply the RACGP Active and Practice Active patients' filters*
4. Active Filter Bar: any filters that are selected will be showed here. Selected filters will be applied across multiple pages. By clicking the 'x' beside the filter on this bar, the filter will be removed.
5. Page Lists: you can navigate between pages by clicking on the page under the dropdown menu from the list.
6. Patient List: you can also create and access the patient list by clicking here.
7. Bookmarks: all selected filters can be saved by creating a bookmark.
8. Graphs and tables: the different graphs and tables displaying information are also interactive and can be used to apply filters by clicking on the graphs.

*RACGP active: patients visited practice at least 3 times in 2 years.

Practice active: patients have not been marked as inactive in the clinical software

How to apply filters

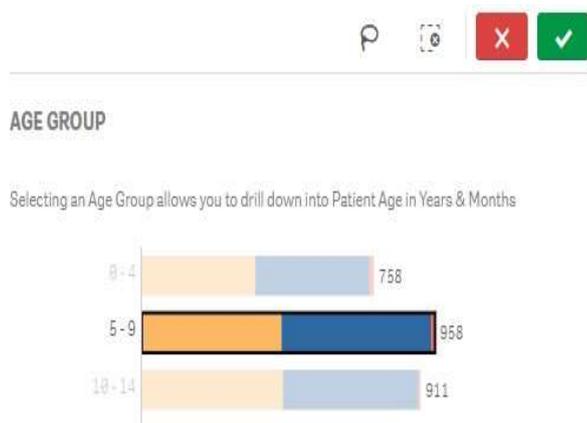
Method 1 – Filter Bar

Apply the filters from the filter bar on the left of Clinic Summary Report.

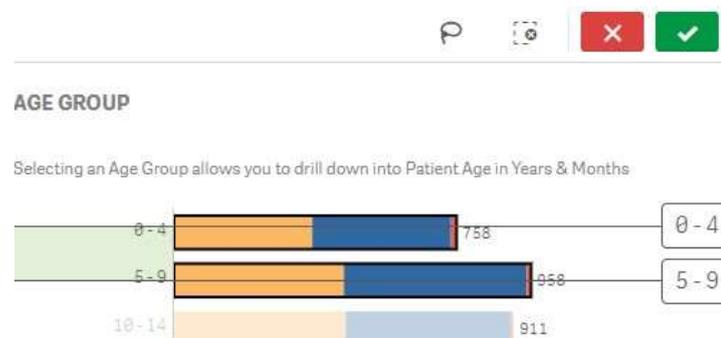


Method 2 – On a visualisation (graphs and tables)

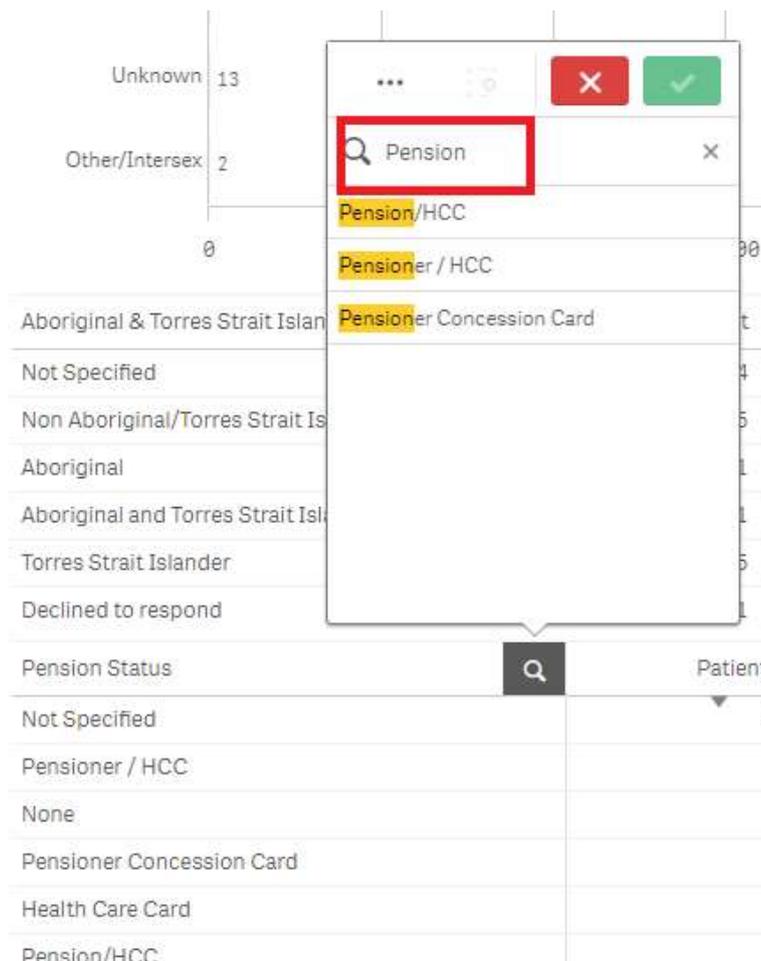
- Click and apply (best for single selection)
Clicking on an individual item, followed by the tick in the top right corner of a visualisation.



- Drag and apply (best for multiple selections)
Clicking and dragging of a visualisation, followed by the tick in the top right corner of a visualisation.



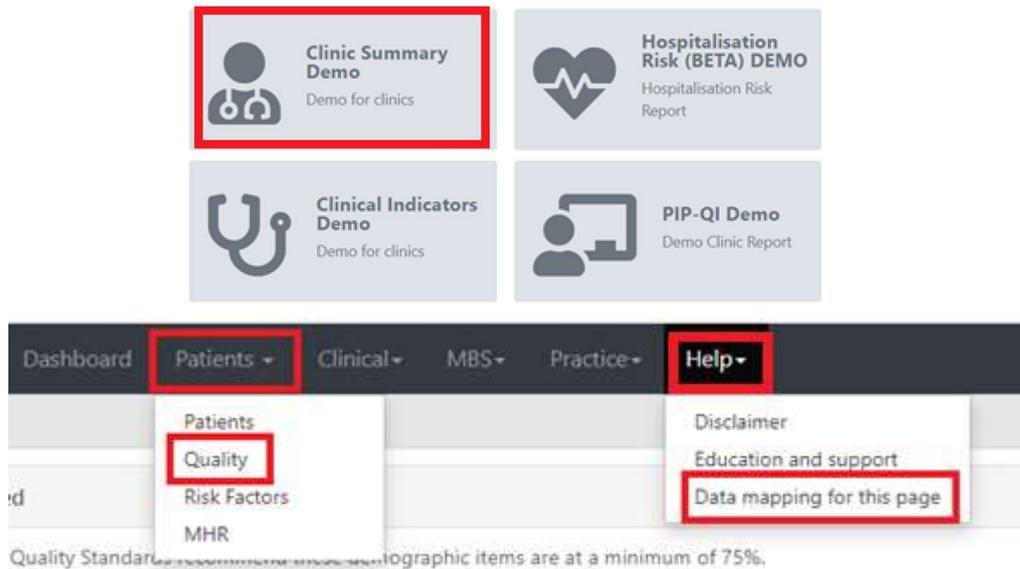
- Search and apply
Clicking the search icon next to a row heading to search for the right item, followed by the tick in the top right corner of a visualisation.



How to interpret the data from each page – Data Mapping

You will find details on how POLAR extracts and maps your data, as well as the location in your software. Data mapping for the quality page from clinic summary report will be demonstrated in this example.

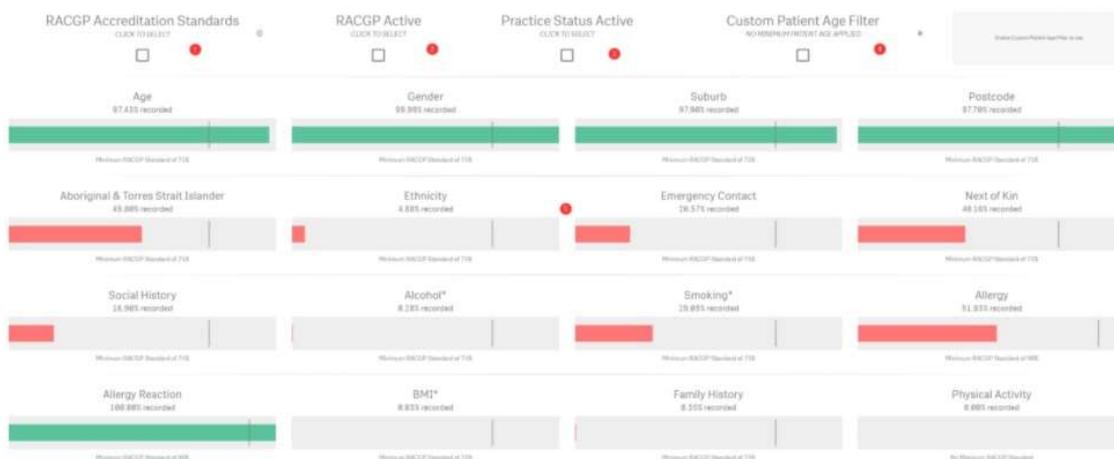
1. Select 'Clinic Summary' > 'Patients' > 'Quality' > 'Help' > 'Data mapping for this page'.



2. This will take you to POLAR Data Mapping Page which explains how the data has been mapped from different compatible clinical software.

PATIENTS MENU - Quality

Created by Shane Lowe, last modified on Aug 31, 2020



- > 1 - RACGP Accreditation standards
- > 2 - RACGP active
- > 3 - Practice status active
- > 4 - Custom age filter
- > 5 - Quality measures

- > 1 - RACGP Accreditation standards
- > 2 - RACGP active
- > 3 - Practice status active
- > 4 - Custom age filter
- ▼ 5 - Quality measures

A range of indicators of data quality, as guided by the RACGP red book.

- ▼ Age

Definition: A calculated age based upon a patients date fo birth.

PLEASE NOTE: For the purposes of patient privacy the actual day of the month is removed from the calculation, this may lead to patients being returned as a year older than they are during their birth month (until their birthday).

Calculation and logic: Age is calculated in years from start of the month and year of their date of birth to the date of the last POLAR report refresh, this is then rounded down to the nearest whole year. If the patient has a date recorded as their date of death, age will be calculated using this date instead of the report refresh date.

Example calculation:

Patient DOB 31/10/2000 → DOB used for calculation 01/10/2000

Report refresh date 02/10/2018.

Patient age will be calculated to be 18 based on 02/10/2018 - 01/10/2000 = 18y 1d.

Source in clinical system:

- > Best Practice
- > Medical Director
- > Zedmed