

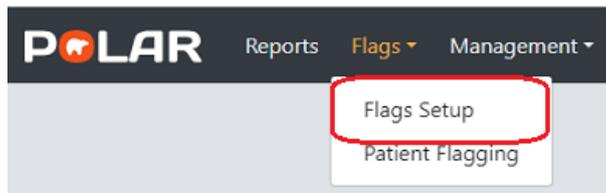
POLAR Walkthrough

Patient Flagging – Flag and Status creation

How to create and manage a Flag and Status to identify a patient cohort that is not able to be filtered by POLAR.

Create a Flag

1. Log in to **POLAR** > click on **Flags** > Select **Flags Setup**



2. The **Flags Setup** page displays available Flags.

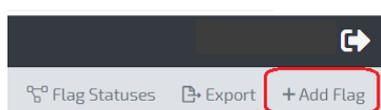
Active	Name	Description	Start Date	End Date	Created By
<input checked="" type="checkbox"/>	Refugee	Used to identify refugee patients			South Western Sydney PHN
<input checked="" type="checkbox"/>	RACH	Used to identify patients that live in a Residential Aged Care Home			South Western Sydney PHN
<input checked="" type="checkbox"/>	Aged Care	Aged Care			SWSPHN - BP - VM
<input checked="" type="checkbox"/>	RACH Test	Used to identify patients that live in a Residential Aged Care Home	09/11/2023		SWSPHN - BP - VM

The practice may see two different types of Flags:

- *Practice-level Flags* – those created by the practice (these have an 'Edit' function).
- *PHN-level Flags* – those created by the PHN.

3. To create a new Flag select **Add Flag**.

Note: Flags created by the practice can only be added, removed, or deleted by a user with POLAR Admin status in the practice.



4. Complete the fields for **Flag Name**, **Start Date** and **End Date** as required.

Active	<input checked="" type="checkbox"/>	Inactive flags are not displayed for patient flagging
Flag Name	<input type="text" value="RACH"/>	Short flag identifier, maximum 30 characters
Description	<input type="text" value="Used to identify patients that live in a Residential Aged Care Home"/>	Detailed flag description explaining its purpose
Start Date	<input type="text" value="9/11/2023"/> 	Date the flag becomes available for use (optional)
End Date	<input type="text"/> 	Date the flag stops being available for use (optional)

Start Date and **End Date** are optional. In this example, the Flag can be applied from 9/11/2023 onwards. Having no End Date means the Flag can be used for as long as the practice requires.

5. Saving the Flag directs the user to the **Edit Flag** screen where changes can be made, and Statuses can be applied to the newly created Flag.

Edit Flag RACH Test

Active	<input checked="" type="checkbox"/>	
Flag Name	<input type="text" value="RACH Test"/>	
Description	<input type="text" value="Used to identify patients that live in a Residential Aged Care Home"/>	
Start Date	<input type="text" value="9/11/2023"/> 	
End Date	<input type="text"/> 	

Statuses Access

<input type="checkbox"/>	Eligible
<input type="checkbox"/>	Invited
<input type="checkbox"/>	Consented
<input type="checkbox"/>	Declined
<input type="checkbox"/>	Bupa Aged Care
<input type="checkbox"/>	Summit Care
<input checked="" type="checkbox"/>	Yes

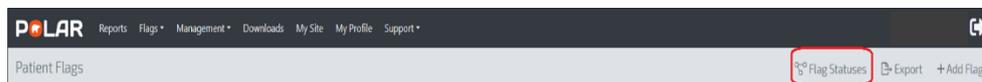
At least one status has to be selected. You can create own statuses which are shared between flags. If only one status is selected it is treated as default.

A Flag requires at least one **Status** to be selected.

If a custom Flag Status is required, the Status must be created before creating the Flag.

Create a Flag Status

1. To create a Flag Status > click **Flag Statuses** on the **Patient Flags** page.



2. On the Flag Statuses page, you will see a list of available Statuses that can be added to your Flag. You can edit a Status if it has an 'Edit' tab.

To create a new Status > Click on **Add Status**



Name	Description	Type	
Eligible	Initial flag status	Default	
Invited	Flag status indicating patient was invited	Default	
Consented	Flag status indicating invite was accepted	Default	
Declined	Flag status indicating invite was declined	Default	
Elder Aged Care		Custom	Edit
Summit Care		Custom	Edit

3. Complete the fields for **Status Name** and **Description** (optional) > then **Save**

Status Name

Description

This status is now added to the Status list and is available to use when a Flag is created or edited.

This is a master Status list for all the Flags a practice has access to, and all statuses will appear as options you can allocate for any Flag you create.

Note: A patient can have many Flags but within each of those Flags a patient can have only one Status at a time, which can be changed as required.