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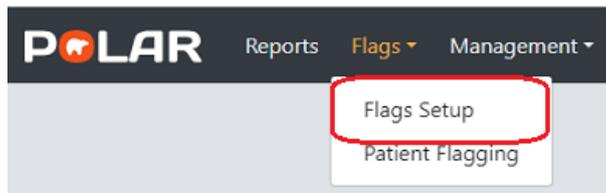
2. The **Flags Setup** page displays available Flags.

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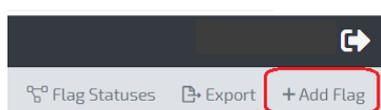
4. Complete the fields for **Flag Name, Start Date** and **End Date** as required.

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.

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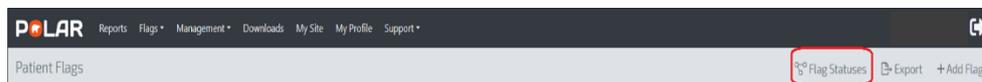
2. On the Flag Statuses page, you will see a list of available Statuses that can be added to your Flag. You can edit a Status if it has an 'Edit' tab.

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

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

   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.