POLAR Walkthrough

Patient Flagging – Applying a Flag to patients who are refugees
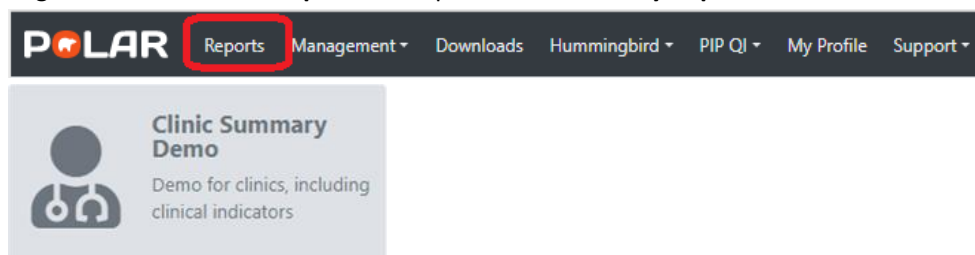
Potential refugee patient identification and Flag allocation
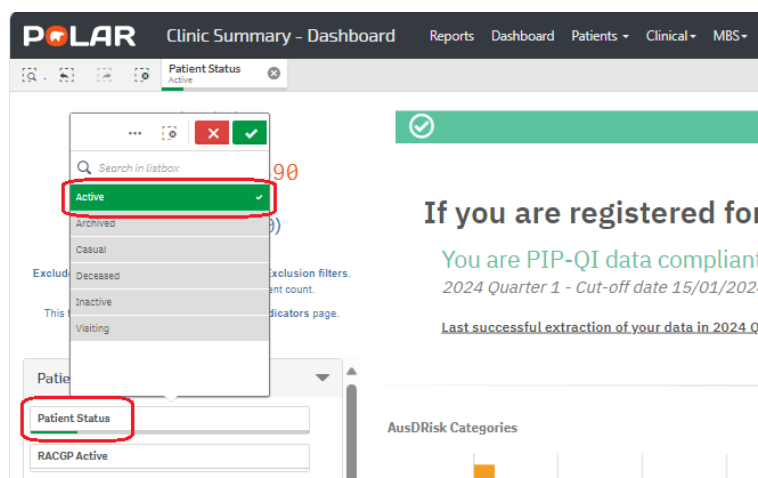
Patient cohort:

- Practice Active (Step 2)
- Ethnicity/Country of Birth (Step 3)

Note: Patient cohort can be modified by adding or removing steps according to the need of your practice.
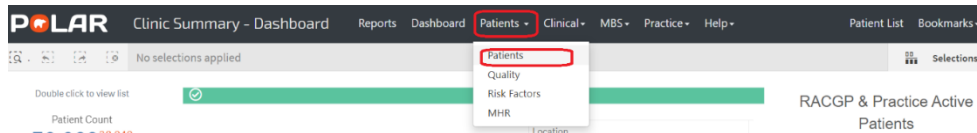
1. Log in to **POLAR** > click **Reports** and open **Clinic Summary Report**
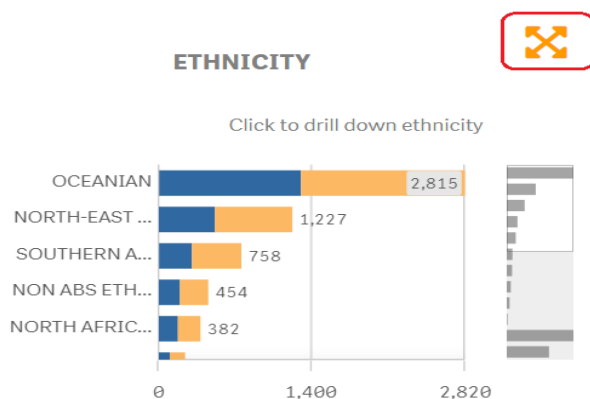

2. On the left-hand side filter bar select **Patient** > **Patient Status** > **Active** then ✅
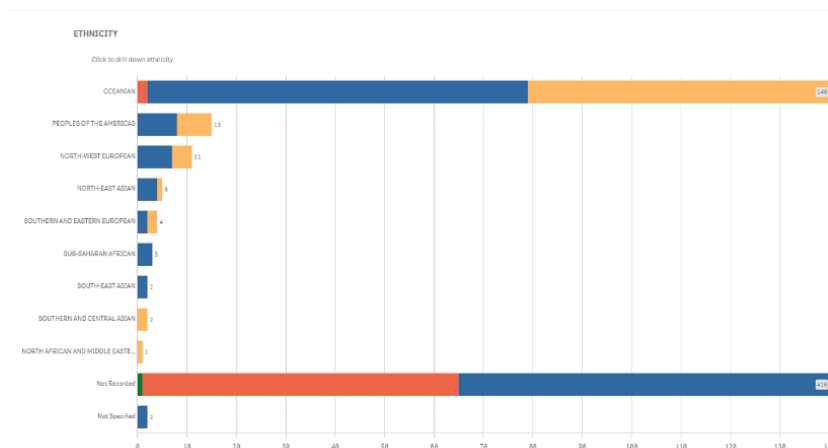
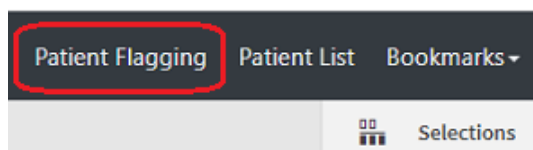3. Select **Ethnicity**. Select **Patient** on the top menu bar, then **Patient** on the drop-down menu.

4. Click on the four-pointed X to expand the **ETHNICITY** table to see the whole list available.
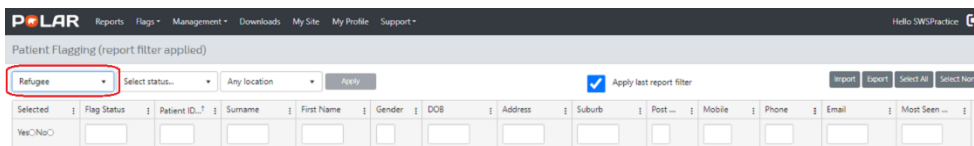

5. Select the **ETHNICITY**(s) required, then ✅

6. After the required filters are selected, click **Patient Flagging**, located on the top right-hand side of the page.
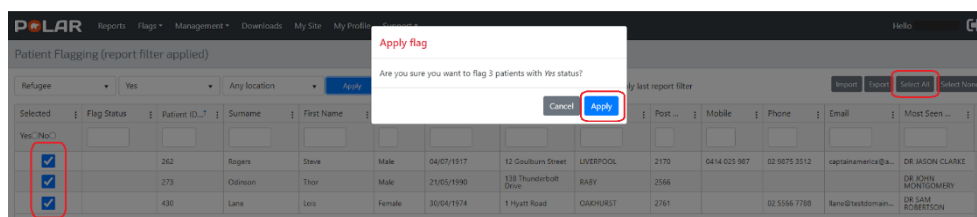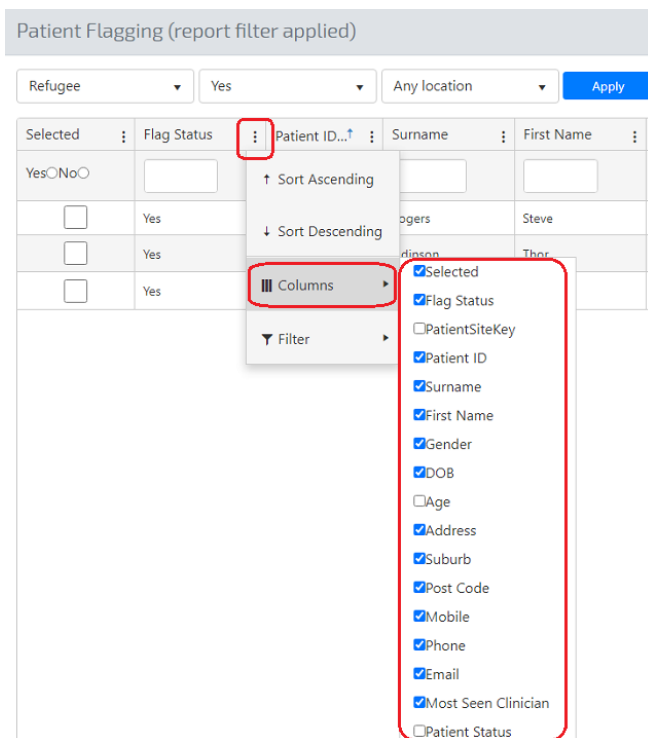
7. Select Flag > **Refugee**

8. Select patients who are registered or known with refugee status and select **Status** > **Yes** > then **Apply**

    Note: Patients can be selected individually or as a group using the **Select All** option.

Patient Flagging Management

You can customise the columns displayed on the **Patient Flagging** screen by selecting or deselecting columns of interest. Reselecting the columns will make them visible again.

Filter your list

You can filter your list further by typing in the search bar below the column heading, e.g., Flag Status 'Yes'. You can then Export your list as an Excel spreadsheet by clicking on the **Export** tab on the top right-hand side of the page.

Using Flags in the Clinic Summary report

The POLAR Clinic Summary report can filter a patient cohort based on a Flag and associated Status by using the left-hand side filter panel. Select **Patient** > **Flag Name** > **Refugee** and **Flag Status** > **Yes**. This will extract the number of patients in this cohort who have this Flag applied. Other filters can now be applied such as MBS or Immunisation filters.