

POLAR Walkthrough

Clinic Summary – Patient Flagging

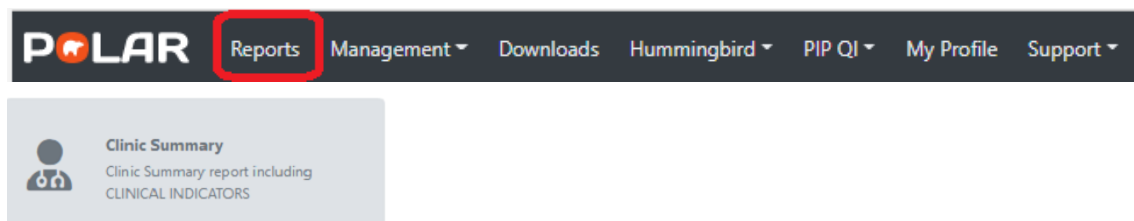
Apply a Flag to patients who live in a residential aged care home (RACH)

Patient cohort:

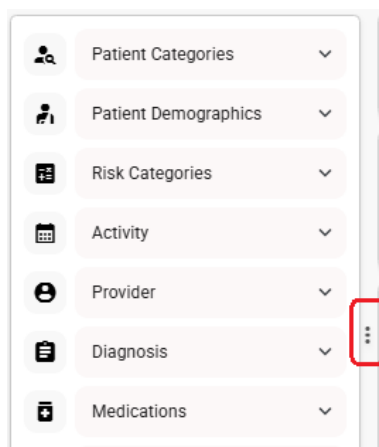
- Practice Active status (Step 4)
- Patients aged 65 years and over (Step 3)

Note: Patient cohort can be modified by adding or removing steps as needed by your practice.

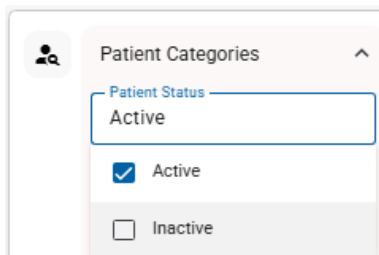
1. Log in to **POLAR** polarexplorer.org.au
2. Click **Reports** > select **Clinic Summary**



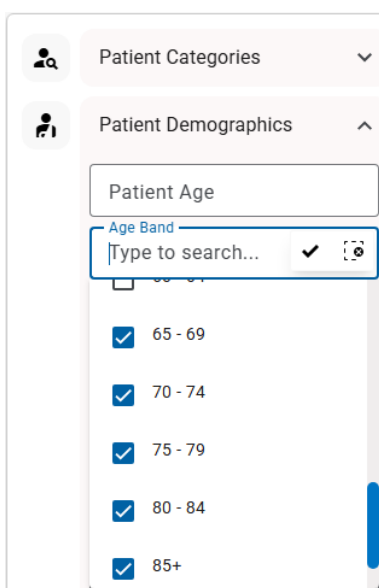
3. Expand the filters panel on the left-hand side by clicking on the **ellipsis** (3 vertical dots).



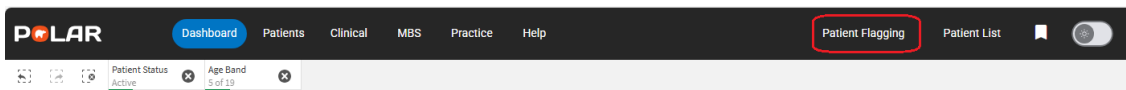
4. Select **Patient Categories** > **Patient Status** > **Active** then ✓



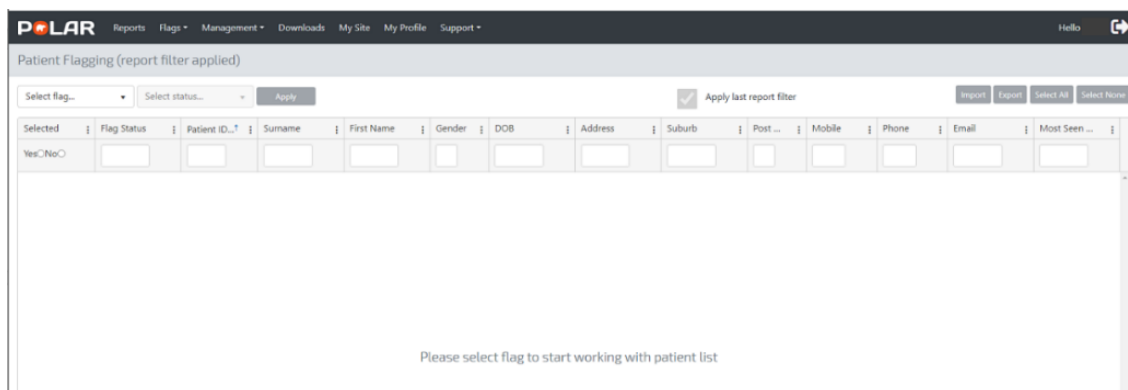
5. Select **Patient Demographics** > **Age Band** > select all age bands **65 years and over** then ✓



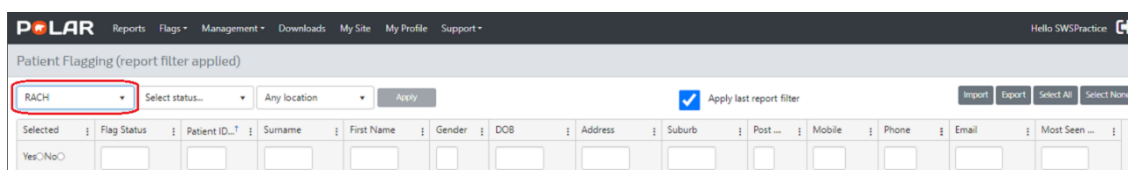
6. When all required filters are applied, select **Patient Flagging** located on the top right-hand side of the page.



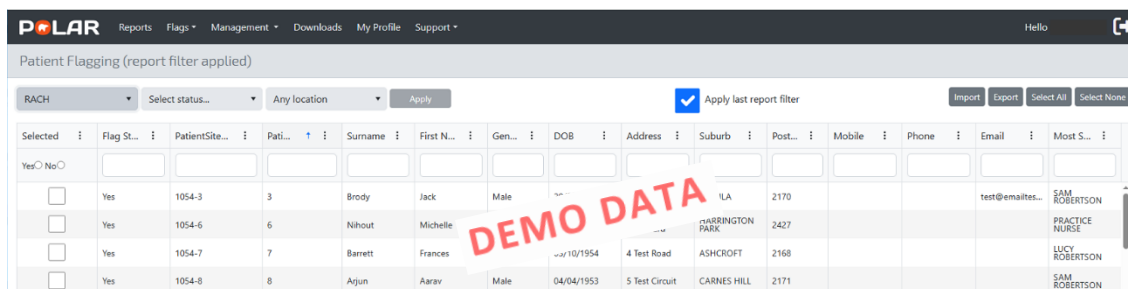
- The **Patient Flagging** screen will open in a new window



- Select Flag **RACH**



The patient list will now appear



- Select patients who are living in a RACH by clicking the check box next to the patient. Select **Status > Yes >** then **Apply**.

Note: Patients can be selected individually or as a group using the **Select All** option on the top right-hand side of the page.

Selected	Flag Status	Patient ID...	Surname
Yes/No			
<input type="checkbox"/>		3	Barrett
<input checked="" type="checkbox"/>	Yes	5	Brody
<input checked="" type="checkbox"/>	Yes	6	Ratz
<input type="checkbox"/>		7	Ratz
<input checked="" type="checkbox"/>	Yes	8	Jones
<input checked="" type="checkbox"/>	Yes	9	Jones
<input type="checkbox"/>		11	Nihout
<input type="checkbox"/>		17	Garbut
<input checked="" type="checkbox"/>	Yes	18	Garbutt
<input checked="" type="checkbox"/>	Yes	44	Mouse
<input checked="" type="checkbox"/>	Yes	45	Duck
<input type="checkbox"/>		49	Han
<input type="checkbox"/>		50	Johnson
<input type="checkbox"/>		59	Plane
<input checked="" type="checkbox"/>	Yes	101	Dyson
<input type="checkbox"/>		127	Bosco

Apply flag

Are you sure you want to flag 8 patients with Yes status?

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.

Click on the **three (3) vertical dots** on any of the column headings > **Columns** > select/deselect.

Selected	Flag Status	Patient ID...	Surname	First Name	Gender	DOB
Yes/No						
<input type="checkbox"/>		3	Barrett		Male	03/10/1954
<input type="checkbox"/>	Yes	5	Brody		Male	29/05/1940
<input type="checkbox"/>	Yes	6	Ratz			
<input type="checkbox"/>		7	Ratz			
<input type="checkbox"/>	Yes	8	Jones	John		
<input type="checkbox"/>		11	Nihout	Michelle		
<input type="checkbox"/>		17	Garbut	Shirley		
<input type="checkbox"/>	Yes	18	Garbutt	Shirley		
<input type="checkbox"/>	Yes	44	Mouse	Mickey		
<input type="checkbox"/>	Yes	45	Duck	Daisy		
<input type="checkbox"/>		49	Han	Holly		
<input type="checkbox"/>		50	Johnson	Richard		
<input type="checkbox"/>		59	Plane	Airbus		
<input type="checkbox"/>	Yes	101	Dyson	William		
<input type="checkbox"/>		127	Bosco	Don		

Filter your list

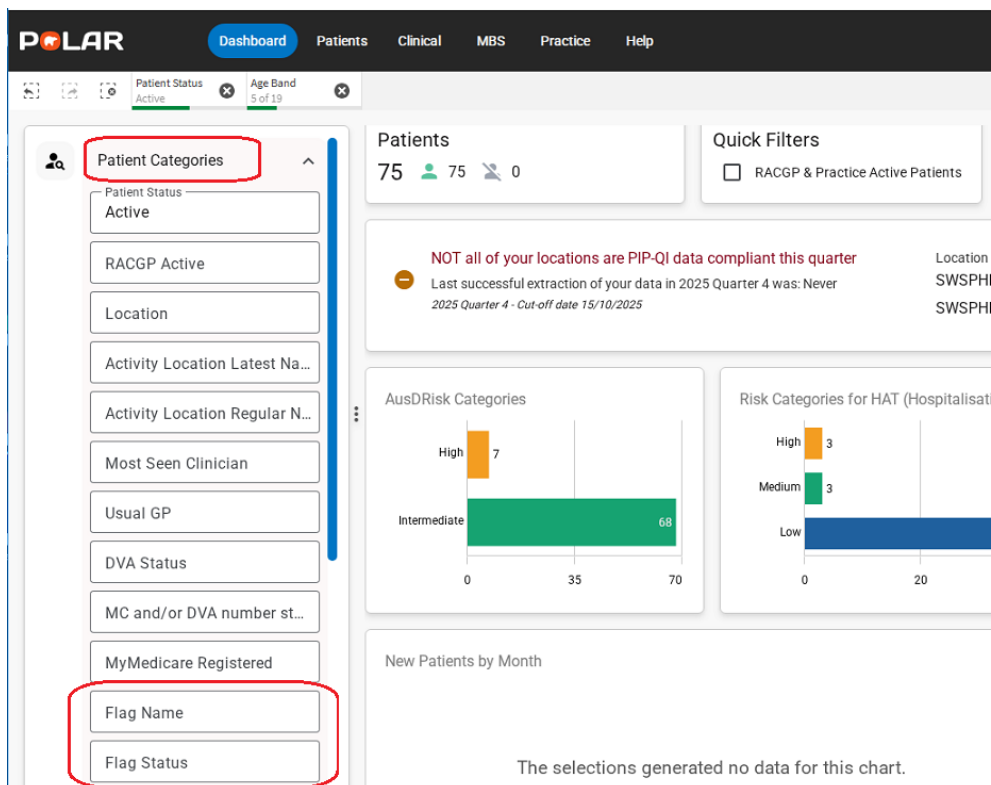
You can filter your list further by typing in the search bar below the column heading, e.g., Flag Status 'Yes'. Export your list as an Excel spreadsheet by clicking on the **Export** tab on the top right-hand side of the page.

Selected	Flag Status	Patient ID...	Surname	First Name	Gender	DOB	Address	Suburb	Post...	Mobile	Phone	Email	Most Seen ...
<input type="checkbox"/>	Yes	3	Brody	Jack	Male	29/05/1940	6 Test Highway	CASULA	2170			test@emailtestit...	DR SAM ROBERTSON
<input type="checkbox"/>	Yes	8	Arjun	Aarav	Male	04/04/1953	5 Test Circuit	CARNES HILL	2171				DR SAM ROBERTSON
<input type="checkbox"/>	Yes	12	Ratz	Mary	Female	01/03/1923	10 Test Crest	PICTON	2571				DR SAM ROBERTSON
<input type="checkbox"/>	Yes	14	Jones	John	Male	26/06/1935	11 Test Avenue	TAHMOOR	2573				
<input type="checkbox"/>	Yes	15	Jones	John	Male	26/06/1935	11 Test Avenue	TAHMOOR	2573				

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 Categories > Flag Name > RACH** and **Flag Status > Yes**. This will extract a list of patients who have this Flag and Status applied. Other filters can now be applied, e.g. immunisation filters.



For any further assistance in using POLAR, please contact your CQI officer or email cqisupport@swsphn.com.au