

# POLAR Walkthrough

## Clinic Summary – Patient Flagging

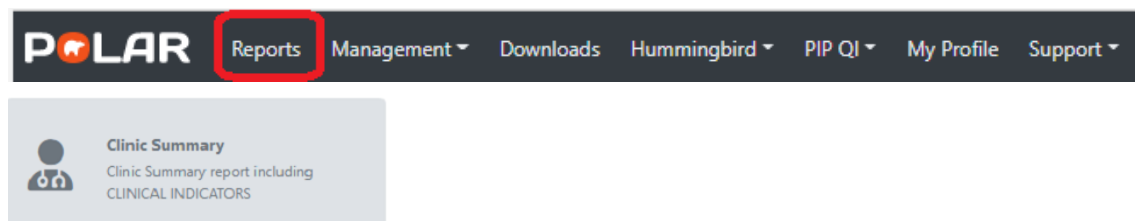
### Apply a Flag to patients who are refugees

#### Patient cohort:

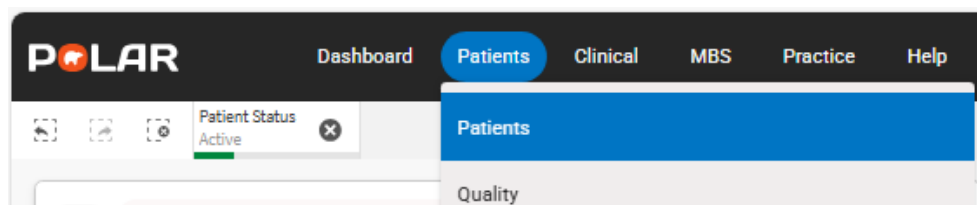
- Practice Active status (Step 2)
- Ethnicity/Country of Birth (Step 3)

**Note:** Patient cohort can be modified by adding or removing steps according to your practice needs.

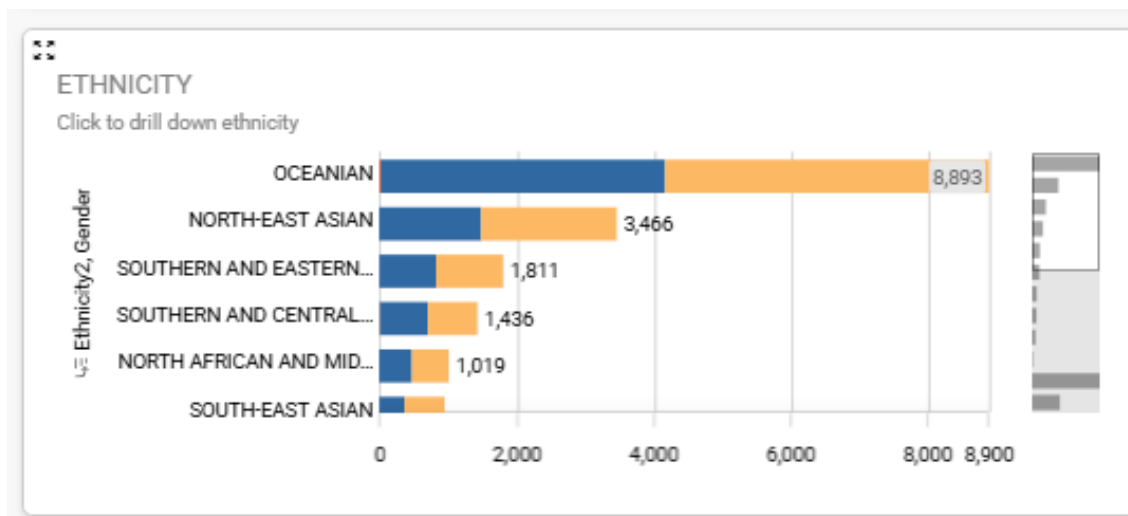
1. Log in to **POLAR** [polarexplorer.org.au](http://polarexplorer.org.au)
2. Click **Reports** > select **Clinic Summary**



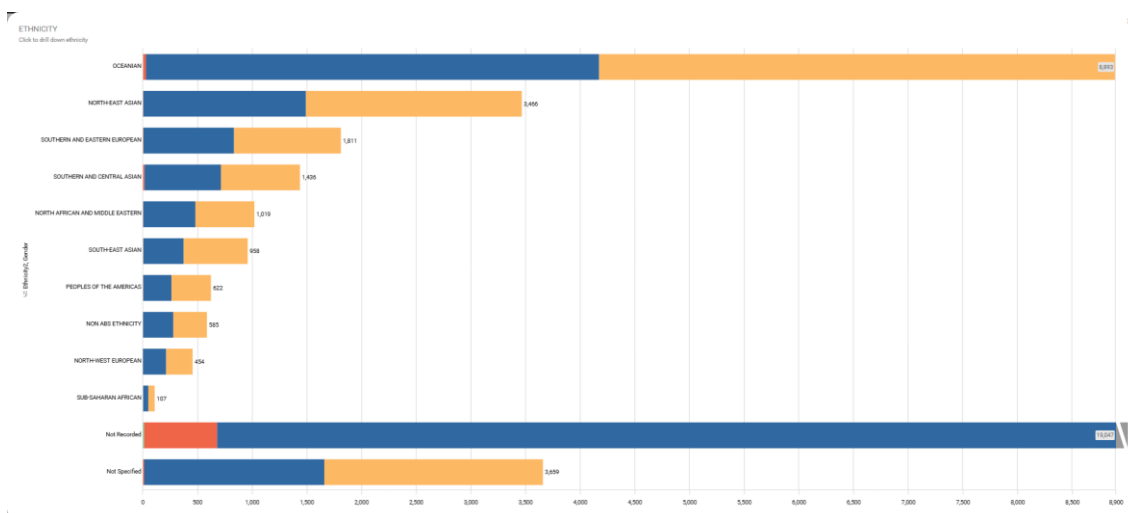
3. Select **Patients** on the top menu bar, then **Patient** on the drop-down menu.



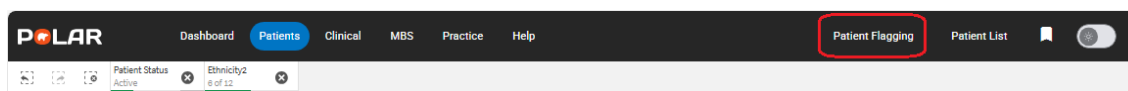
- Click on the four-pointed X to expand the **ETHNICITY** table to see the whole list available.



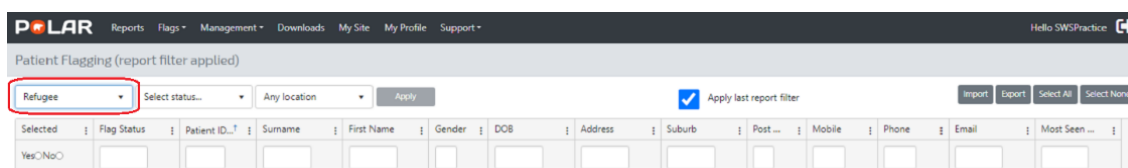
- Select the **ETHNICITY(s)** required, then ✓



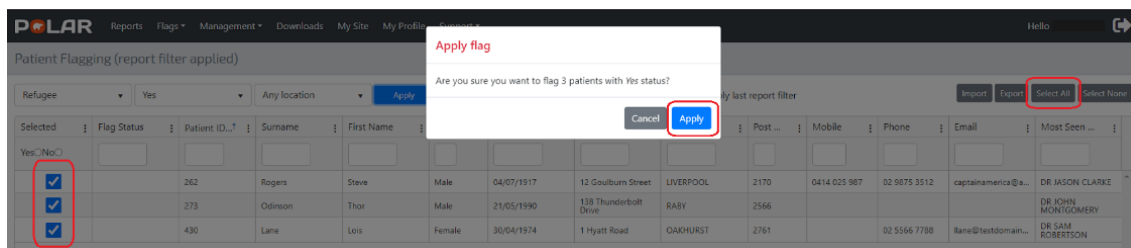
- After the required filters are selected, click **Patient Flagging**, located on the top right-hand side of the page.



- Select Flag > **Refugee**

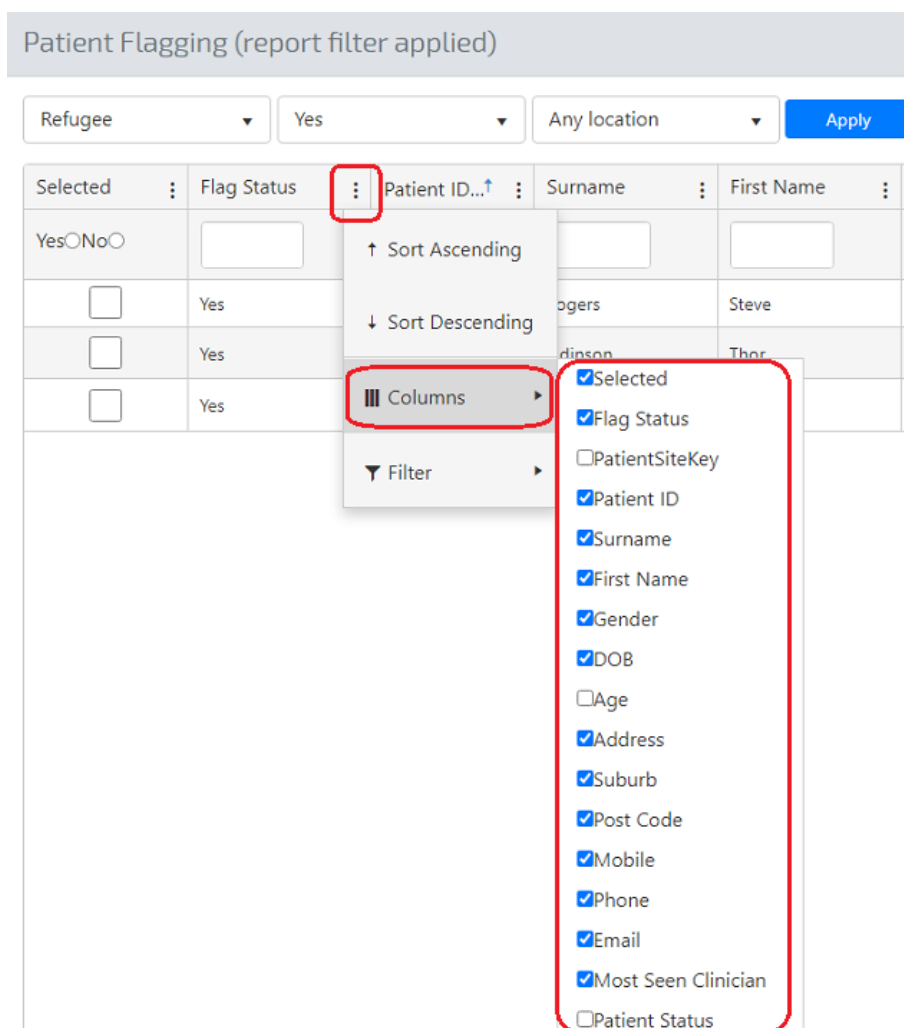


- Select patients who are registered or known with refugee status and select **Status > Yes >** then **Apply**  
Note: Patients can be selected individually or as a group using the **Select All** option.



## 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.



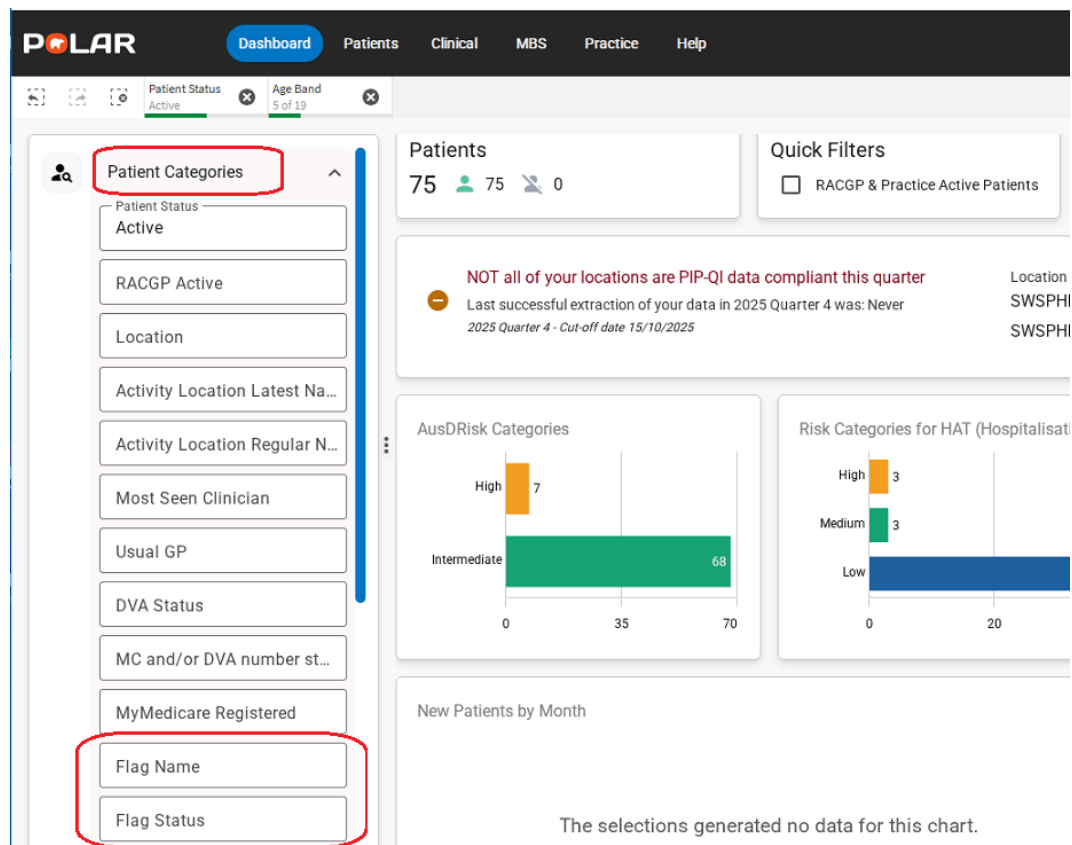
### Filter your list

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.

Selected	Flag Status	Patient ID...	Surname	First Name	Gender	DOB	Address	Suburb	Post...	Mobile	Phone	Email	Most Seen ...
<input type="checkbox"/>	Yes	243	Adama	Elen	Female	13/06/1990	12 Flora Street	PLUMPTON	2761	0478 123454	02 9574 1452	mopaper@hotmail...	DR SAM ROBERTSON
<input type="checkbox"/>	Yes	248	Larng	Lucie	Female	05/05/1990	8 Griefe Place	GRRAL	2669	88881111	44443333	test@scrips.co...	DR SAM ROBERTSON
<input type="checkbox"/>		254	Ledesma	Daniel	Male	18/05/1971	123 Concord Close	BRINGELLY	2556	0412 563 778	02 9654 8546		DR JOHN MONTGOMERY
<input type="checkbox"/>		255	Boretta	Roderick	Male	03/03/1970	65 Singapore Lane	GLENFIELD	2167	0411 694 532	02 3578 9512		DR JOHN MONTGOMERY
<input type="checkbox"/>	Yes	300	Mass	Hunter	Male	15/01/1967	42 Benny Street	WINDORAH	7310	66552233	77445566	mass.hunter@def...	DR SAM ROBERTSON
<input type="checkbox"/>		304	Boop	Betty	Female	09/03/1961	78 Siren Lanes	FIREFLY	2429				DR JOHN MONTGOMERY

### 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.



For any further assistance in using POLAR, please contact your CQI officer or email [cqisupport@swsphn.com.au](mailto:cqisupport@swsphn.com.au)