

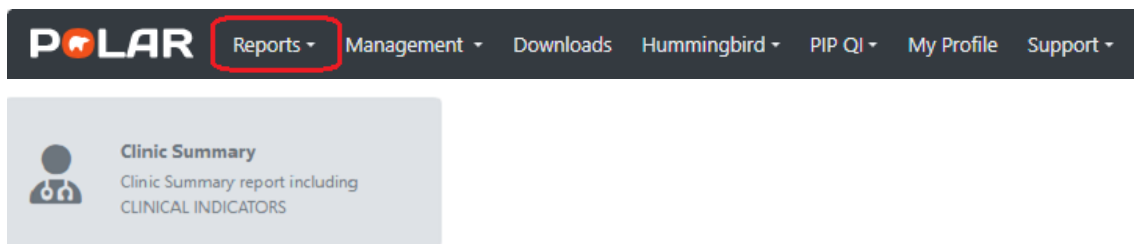
POLAR Walkthrough Clinic Summary Shared Health Summary (SHS)

Patient cohort:

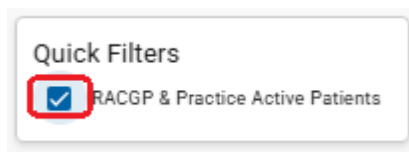
- Practice Active & RACGP Active patients (optional) (Step 3)

Note: Patient cohort can be modified by adding or removing steps and filters according to the needs of your practice.

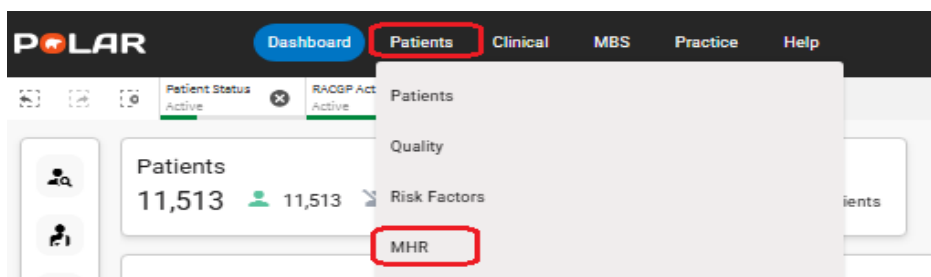
1. Log in to **POLAR** polarexplorer.org.au
2. Click **Reports** > click **Clinic Summary report**



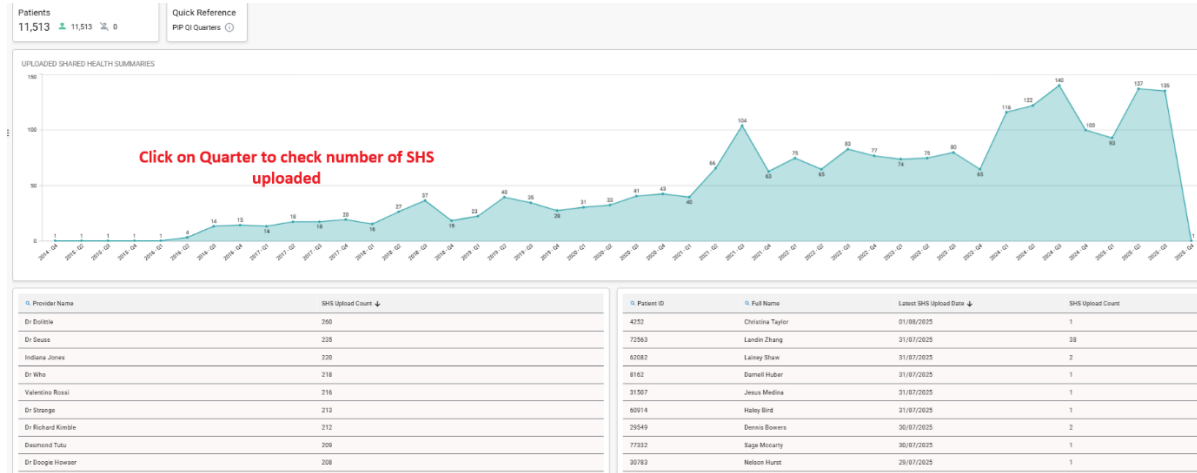
3. If required, select **RACGP & Practice Active Patients** filter
(Filters patients who have visited your practice at least three times in the last two years, and whose record is Active in your practice clinical software)



4. Click **Patients** > **MHR**

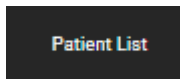


5. The My Health Record (MHR) page shows your practice SHS data:

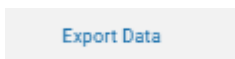


You can check the number of SHS uploaded per quarter, SHS uploads per provider, or a list of patients with a SHS uploaded.

6. Click **Patient List** on the top right-hand side of the screen to obtain a list of patients.



7. Click **Export to Excel** to save the patient list as an Excel file on your computer.



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