

POLAR Walkthrough

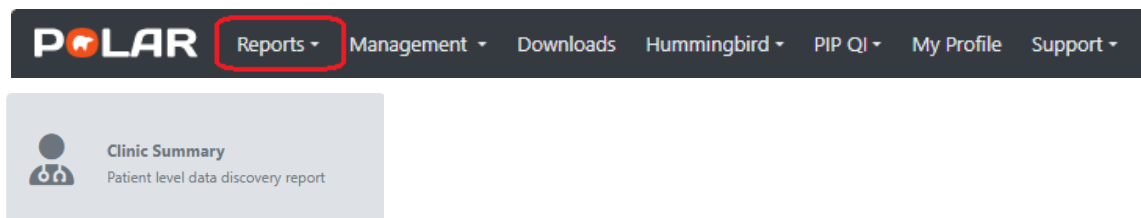
Clinic Summary – Vaccines given

Patient cohort:

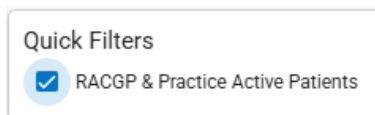
- Practice Active & RACGP active patients (Step 3) (Optional)
- Patients who have received a vaccine (Step 5)

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

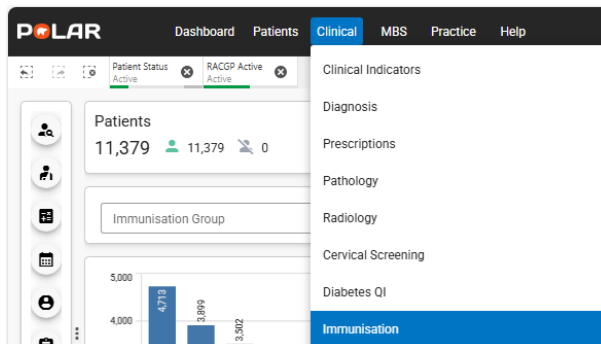
1. Log in to POLAR polarexplorer.org.au
2. Click **Reports** > Click **Clinic Summary**



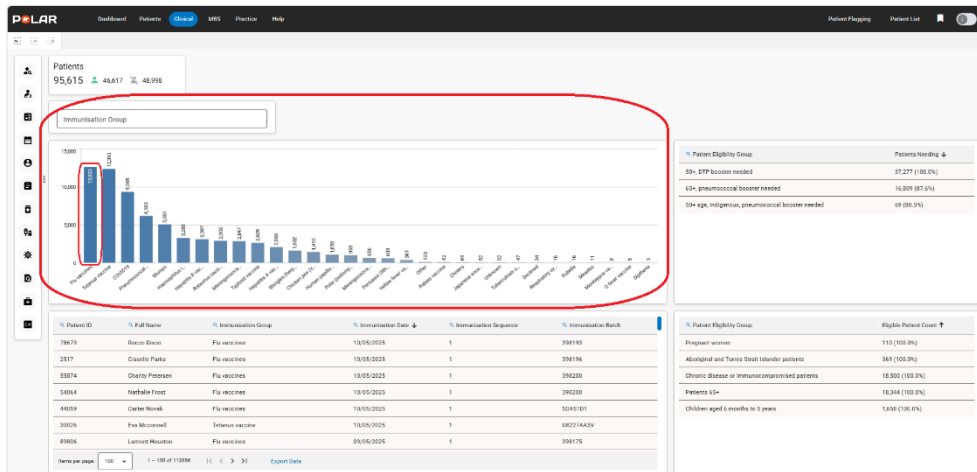
3. Click **RACGP & Practice Active Patients**.
(Filters patients who have visited your practice at least three times in the last two years, and their record is Active in your practice clinical software)
Do not select this filter if you wish to identify the total number of vaccines given.



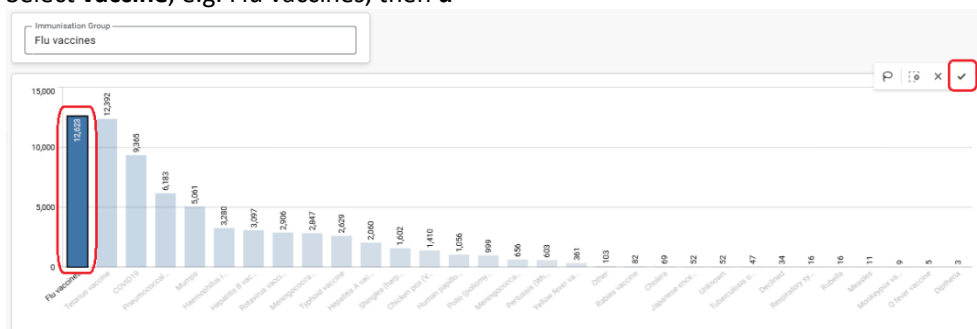
4. On the menu bar, click **Clinical** > then **Immunisation**



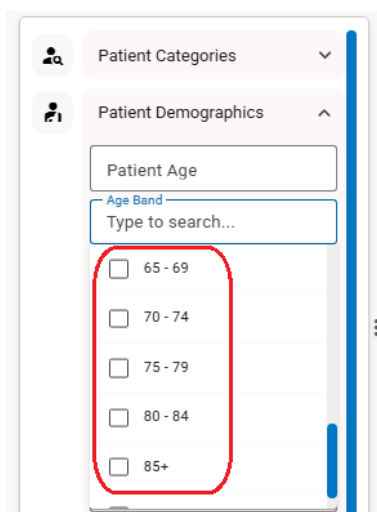
The **Immunisation Group** table shows vaccines given as recorded in the practice's clinical software.



5. Select **vaccine**, e.g. Flu vaccines, then **ü**



6. If required, select other filters via the left-hand side filter panel.
e.g. **Patient Age Range: Patient Demographics > Age band**



7. **Immunisation Date Range:** On LHS filter panel select **Immunisation > Immunisation Calendar**

The screenshot shows the POLAR Clinical interface. On the left is a filter panel with 'Immunisation' expanded and 'Immunisation Calendar' selected, showing a date range of '06/03/2025 - 10/05/2025'. The main area displays a bar chart for 'Flu vaccines' with a total of 836 patients. Below the chart is a table of patient records:

Patient ID	Full Name	Immunisation Group	Immunisation Date	Immunisation Sequence	Immunisation Batch
9073	Meredith Cochran	Flu vaccines	06/03/2025	1	398172
70973	Devon Beck	Flu vaccines	09/05/2025	1	398189
81697	Kaylen Cooke	Flu vaccines	09/05/2025	1	398189
35406	Martha Frost	Flu vaccines	09/05/2025	1	398189
74581	Tobias Arnold	Flu vaccines	09/05/2025	1	398189
18179	Axel Graves	Flu vaccines	09/05/2025	1	398193
34889	Damaris Woodward	Flu vaccines	09/05/2025	1	398193

8. Once all required filters are selected, click **Patient List** on the top right-hand side of the screen to obtain a list of patients.

The image shows a close-up of the top right navigation bar. It contains 'Patient Flagging', 'Patient List' (highlighted with a red box), a bookmark icon, and a settings icon.

9. Click **Export Data** at the bottom of the screen to save the patient list as an Excel file on your computer.

The image shows a close-up of the bottom navigation bar. It includes 'Items per page: 100', '1 - 100 of 833', navigation arrows, and 'Export Data' (highlighted with a red box).

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