

POLAR Walkthrough

PUFFIN Report – Applying filters

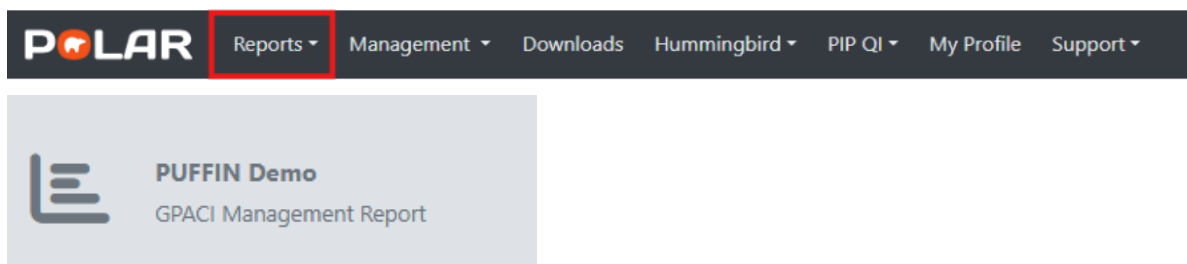
Monitor General Practice in Aged Care Incentive (GPACI) program requirements

Patient cohort:

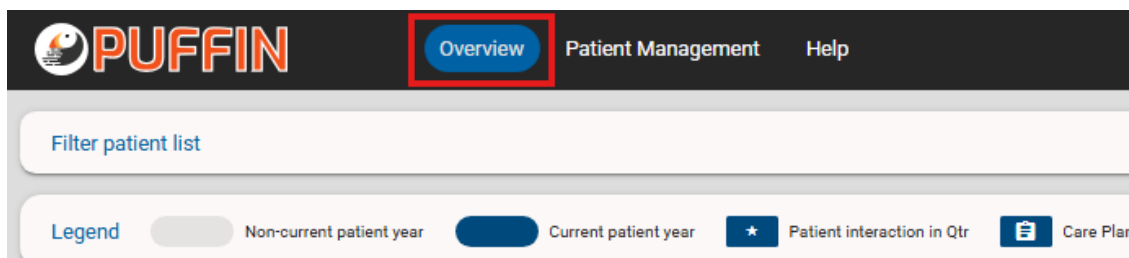
- Patients registered in the General Practice in Aged Care Incentive (GPACI) program (confirmed via PRODA) - [Patient Management - PUFFIN Walkthrough](#)

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

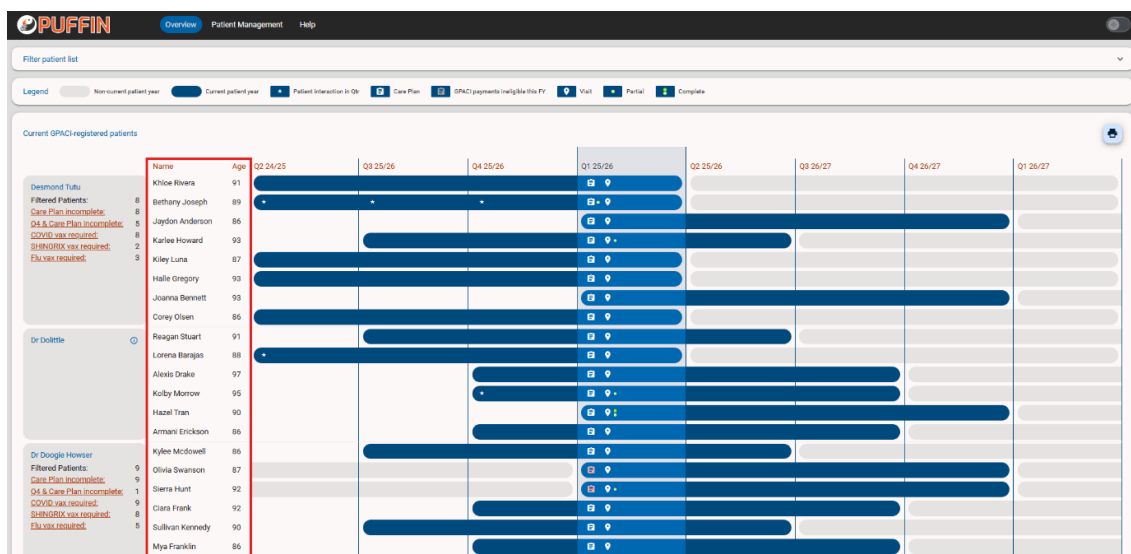
1. Log in to **POLAR** - polarexplorer.org.au
2. Navigate to **Reports** > click on the **Puffin** report.



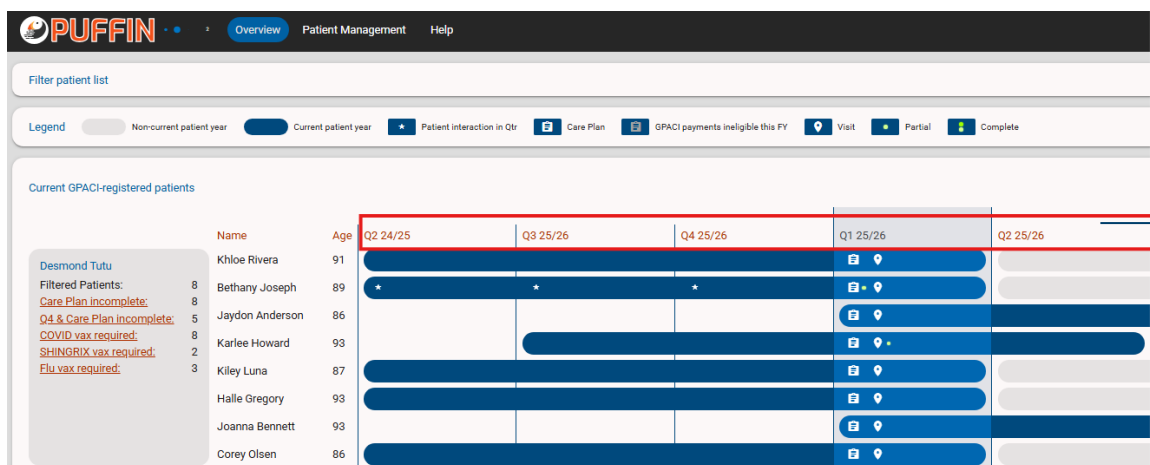
3. Click on **Overview** to view GPACI-registered patients that have been manually added to Puffin – refer to the patient management walkthrough if required - [Patient Management - PUFFIN Walkthrough](#)



- The **Overview** page will look similar to the image below. It includes the patients you have manually flagged (outlined in red) as registered for GPACI via the **Patient Management** page. (see Step 3)

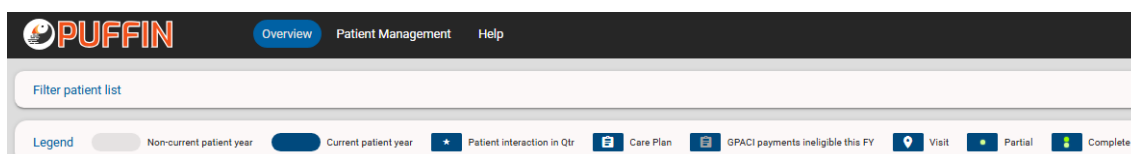


- Highlighted are the PIP-Q1 *payment quarters* for the GPACI program – hovering over an individual quarter will indicate the start of that quarter.

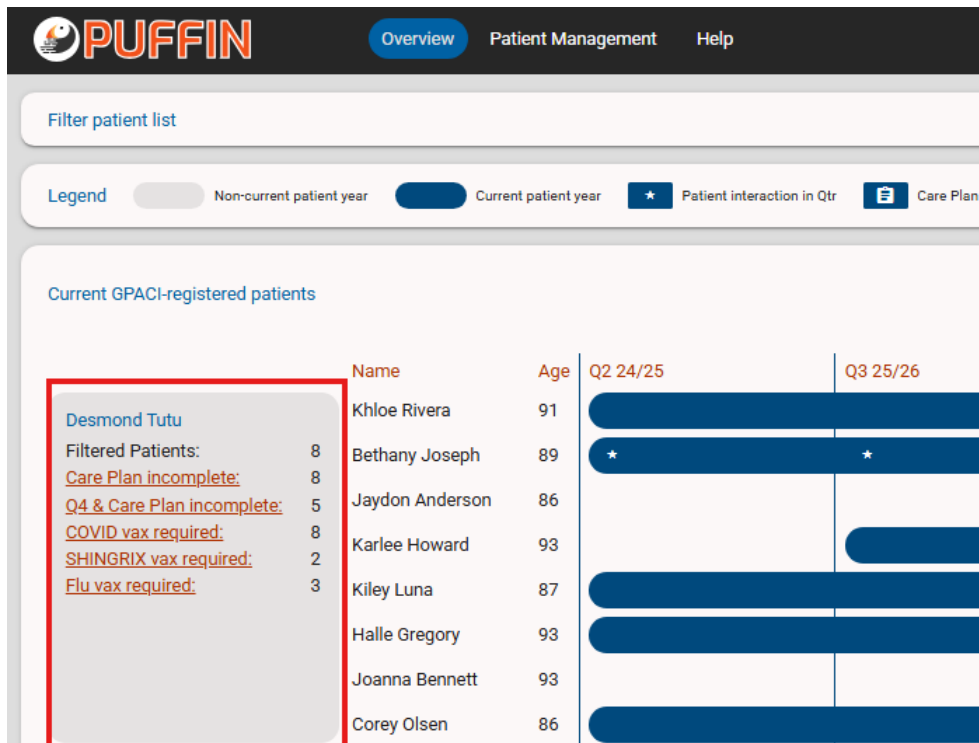


Note – Patient quarters and payment quarters are not the same in GPACI – see 6.4 Payment Assessments [General Practice in Aged Care Incentive Guidelines](#)

- The **Legend** is found at the top of the page and provides a breakdown of the items that Puffin is identifying over the 12-month patient service period.



- On the left-hand side of the page is a list of your practice's general practitioners/providers with items that have been flagged as still required for each practitioner for this quarter.

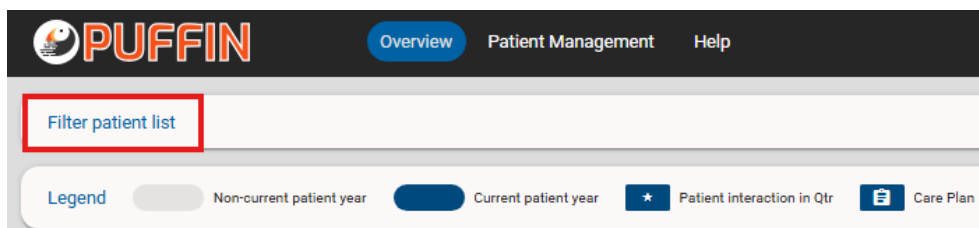


The screenshot shows the Puffin software interface. At the top, there is a navigation bar with 'Overview', 'Patient Management', and 'Help'. Below this is a 'Filter patient list' section with a legend for 'Non-current patient year', 'Current patient year', 'Patient interaction in Qtr', and 'Care Plan'. The main content area is titled 'Current GPACI-registered patients' and contains a table with columns for Name, Age, Q2 24/25, and Q3 25/26. A red box highlights a summary table on the left side of the patient list.

	Name	Age	Q2 24/25	Q3 25/26
Desmond Tutu	Khloe Rivera	91	[Bar]	[Bar]
Filtered Patients: 8	Bethany Joseph	89	[Star]	[Star]
Care Plan incomplete: 8	Jaydon Anderson	86	[Bar]	[Bar]
Q4 & Care Plan incomplete: 5	Karlee Howard	93	[Bar]	[Bar]
COVID vax required: 8	Kiley Luna	87	[Bar]	[Bar]
SHINGRIX vax required: 2	Halle Gregory	93	[Bar]	[Bar]
Flu vax required: 3	Joanna Bennett	93	[Bar]	[Bar]
	Corey Olsen	86	[Bar]	[Bar]

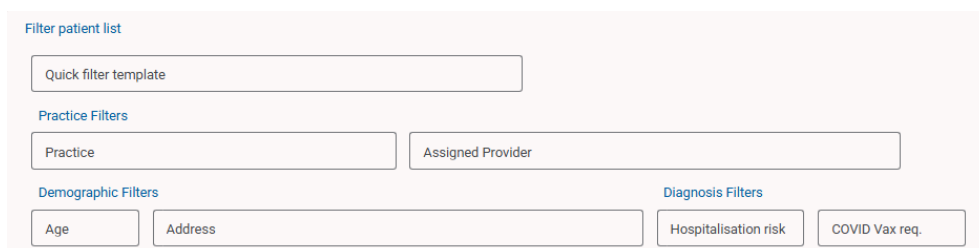
- You can apply filters in Puffin to quickly identify requirements that have not been met this quarter, such as care plans not completed or vaccines required.

To do this click on **Filter patient list** found at the top of the Puffin report.



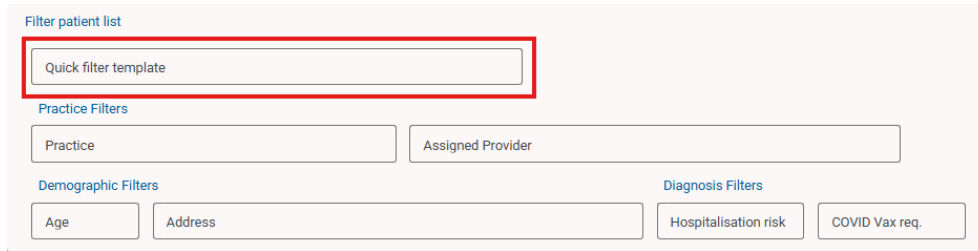
The screenshot shows the Puffin software interface with the 'Filter patient list' button highlighted by a red box. The legend and patient list are visible below.

- You can utilise multiple filters to narrow your search and assist with meeting GPACI requirements. For this example, we will look at **Care Plans** that are required for this quarter.



The screenshot shows the 'Filter patient list' section of the Puffin software. It includes a 'Quick filter template' input field, 'Practice Filters' for 'Practice' and 'Assigned Provider', 'Demographic Filters' for 'Age' and 'Address', and 'Diagnosis Filters' for 'Hospitalisation risk' and 'COVID Vax req.'.

10. Click on **Quick Filter Template**



Filter patient list

Quick filter template

Practice Filters

Practice Assigned Provider

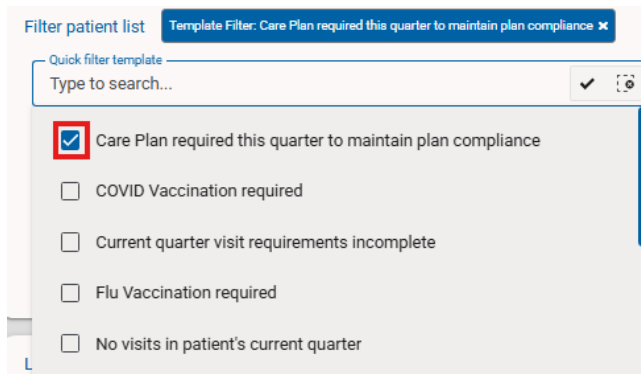
Demographic Filters

Age Address

Diagnosis Filters

Hospitalisation risk COVID Vax req.

11. A drop-down menu will appear – check the box next to the appropriate filter(s) you wish to apply. In this example, select the check box next to **Care Plan required this quarter to maintain plan compliance**. Click on ✓ to apply the filter.



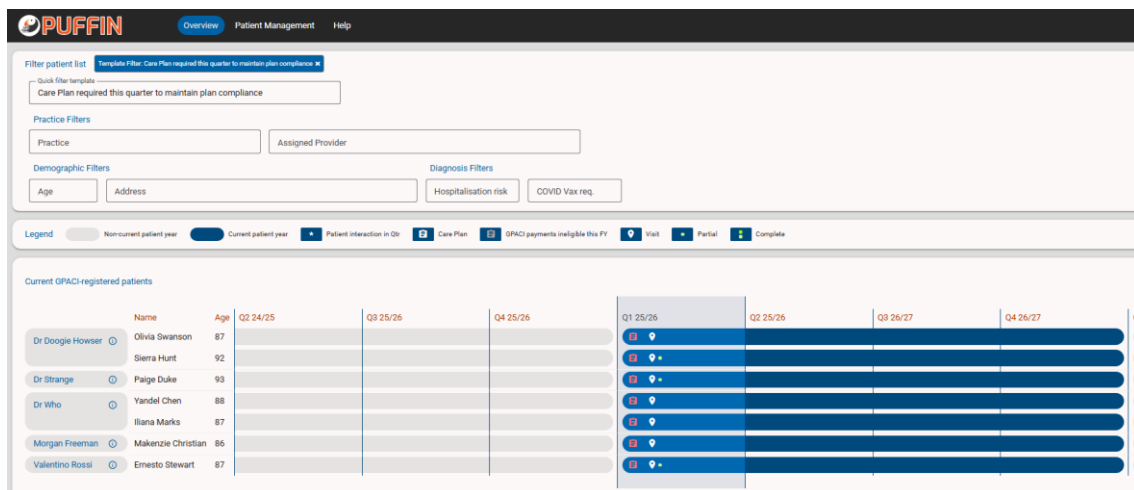
Filter patient list Template Filter: Care Plan required this quarter to maintain plan compliance ✕

Quick filter template

Type to search... ✓

- Care Plan required this quarter to maintain plan compliance
- COVID Vaccination required
- Current quarter visit requirements incomplete
- Flu Vaccination required
- No visits in patient's current quarter

12. A list of patients with the filter(s) applied will populate. You can further refine your search by adding more filters



PUFFIN Overview Patient Management Help

Filter patient list Template Filter: Care Plan required this quarter to maintain plan compliance ✕

Quick filter template

Care Plan required this quarter to maintain plan compliance

Practice Filters

Practice Assigned Provider

Demographic Filters

Age Address

Diagnosis Filters

Hospitalisation risk COVID Vax req.

Legend Non-current patient year Current patient year Patient interaction in Qr Care Plan GPACI payments ineligible this FY Visit Partial Complete

Current GPACI-registered patients

Name	Age	Q2 24/25	Q3 25/26	Q4 25/26	Q1 25/26	Q2 25/26	Q3 26/27	Q4 26/27
Dr Doogie Howser	Olivia Swanson 87				Partial	Complete		
	Sierra Hunt 92				Partial	Complete		
Dr Strange	Paige Duke 93				Partial	Complete		
Dr Who	Yandel Chen 88				Partial	Complete		
	Ilana Marks 87				Partial	Complete		
Morgan Freeman	Makenzie Christian 86				Partial	Complete		
Valentino Rossi	Ernesto Stewart 87				Partial	Complete		

Note: A red flashing **Care Plan** icon indicates that a care plan wasn't billed in the patient's last GPACI 12-month service cycle, which indicates you MUST attend to the care plan this quarter to be eligible for the GPACI payment for this patient. This will also show if you hover your cursor over the red flashing care plan icon.

Q1 25/26

Olivia Swanson
Non-indigenous female, 87 years

COVID-19 SHINGRIX FLU

Care Plan services
No Care Plan services have been delivered in Q1-2025

Visit services
No Visit services have been delivered in Q1-2025

Warning
Previous year's Care Plan was not completed. A Care Plan service is required to be delivered in this quarter in order to qualify

13. To remove unwanted filters – select the 'x' button

Filter patient list

Template Filter: Care Plan required this quarter to maintain plan compliance x

Quick filter template
Care Plan required this quarter to maintain plan compliance

Practice Filters

14. Once your required filters are applied, you can choose to print or save the Puffin report.
Select the **Printer** icon on the right-hand side of the report and choose the type of report.

PUFFIN Overview Patient Management Help

Filter patient list

GPACI Assigned Provider: Dr Who x Template Filter: Care Plan required this quarter to maintain plan compliance x

Quick filter template
Care Plan required this quarter to maintain plan compliance

Practice Filters
Practice Assigned Provider: Dr Who

Demographic Filters
Age Address Hospitalisation risk COVID Vax req.

Legend
Non current patient year Current patient year Patient interaction in Qtr Care Plan GPACI payments ineligible this FY Visit Partial Complete

Current GPACI-registered patients


Name Age Q2 24/25 Q3 24/25 Q4 24/25 Q1 25/26 Q2 25/26 Q3 25/26 Q4 25/26

Dr Who Adam Cain 92





Printer icon
Patient list only
Full report






Patient List Only – provides a simplified patient list with patient demographics and whether they have met the requirements for the quarter, using the same legend as the Puffin report.

Page 1 of 1

 GPACI home visit run sheet
Printed: 30/09/2025, 11:42:26 am


Patient List DEMO DATA

Legend: Care Plan  Visit  Partially completed  Fully completed 

Name	Age	Gender	Address			Done 
Adam Cain	92	Male	GLEN WAVERLEY 3150			<input type="checkbox"/>

Full Report – provides the **Patient list only** data on the first page, and each patient on subsequent individual pages with a more detailed overview of GPACI requirement needs.

Page 2 of 3

 GPACI patient visit record

Adam Cain DEMO DATA
Non-indigenous male, 92 years
Vaccinations due: [COVID 19] [SHINGRIX] [FLU]
Assigned Provider: Dr Who

Current year Care Plan

Quarter	Date	Service	Activity type	Delivered by assigned provider?
Q1	06/07/2025	731	Face to Face	✗

Current quarter visits

Quarter	Date	Service	Activity type	Delivered by assigned provider?
Q1	02/07/2025	90035	Face to Face	✓
Q1	03/07/2025	90035	Face to Face	✗

You can choose whether you want to print or save the Puffin report on your computer in a secure location.

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

Resources:

[General Practice in Aged Care Incentive Guidelines](#)

[Patient Management - PUFFIN Walkthrough](#)