

POLAR Walkthrough

PUFFIN Report – Patient Management

Adding/Removing GPACI registered patients

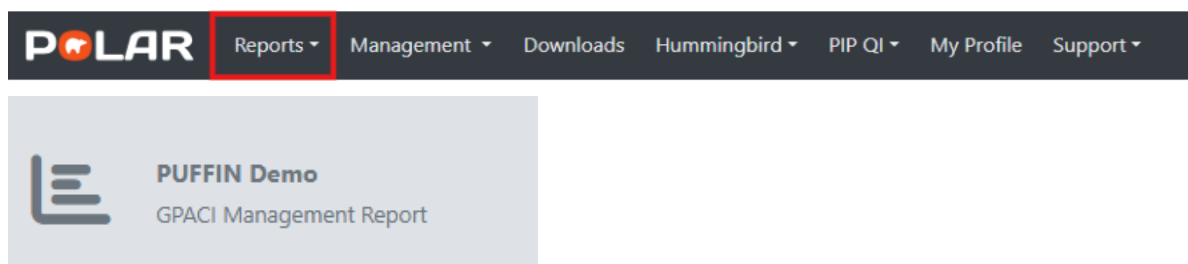
Patient cohort:

- Patients registered in the General Practice in Aged Care Incentive (GPACI) program (confirmed via PRODA) (Step 5)
- Active patients (Step 7)

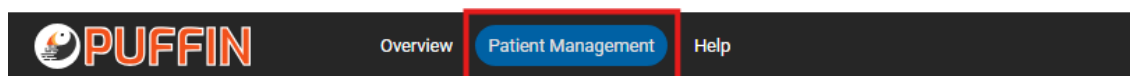
Note: Patient cohort can be modified by adding or removing steps according to your practice needs.

Adding a patient(s) to your Puffin report

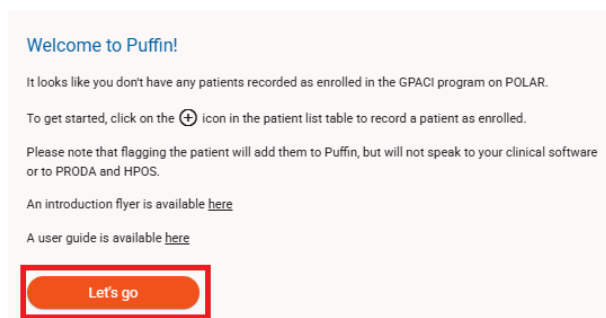
1. Log in to **POLAR** - polarexplorer.org.au
2. Navigate to **Reports** > click on the **Puffin** report.



3. If using Puffin for the first time, you will be taken directly to the **Patient Management** page.

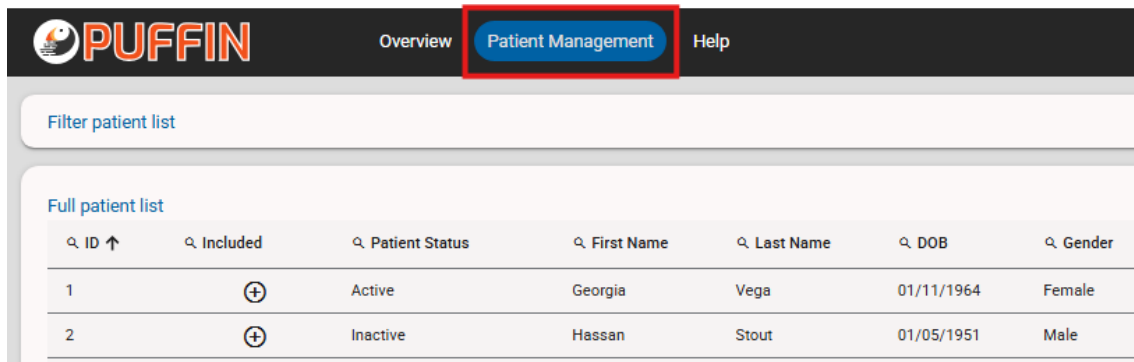


A pop-up window will appear (if accessing Puffin for the first time) > select **Let's go**



If you have previously logged into Puffin OR this pop-up doesn't appear – see Step 4.


- Click on the **Patient Management** tab to manually add or remove patients from your Puffin list. The table contains ALL patients on your practice clinical software database.

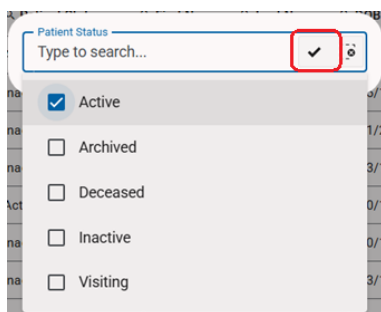



- Ensure you have correctly identified GPACI-registered patients linked to your practice/provider

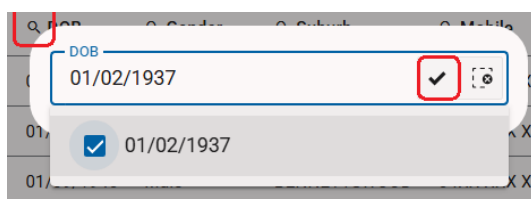
Friendly Tips:

- You only need to manually add a patient to Puffin if they are new to GPACI program or when first using Puffin
- Puffin only extracts data from your clinical software, not PRODA or HPOS
- To obtain a correct list of patients registered for GPACI through your practice/providers – you can extract a list from PRODA - [How to obtain GPACI registered patient list from PRODA - Walkthrough](#)

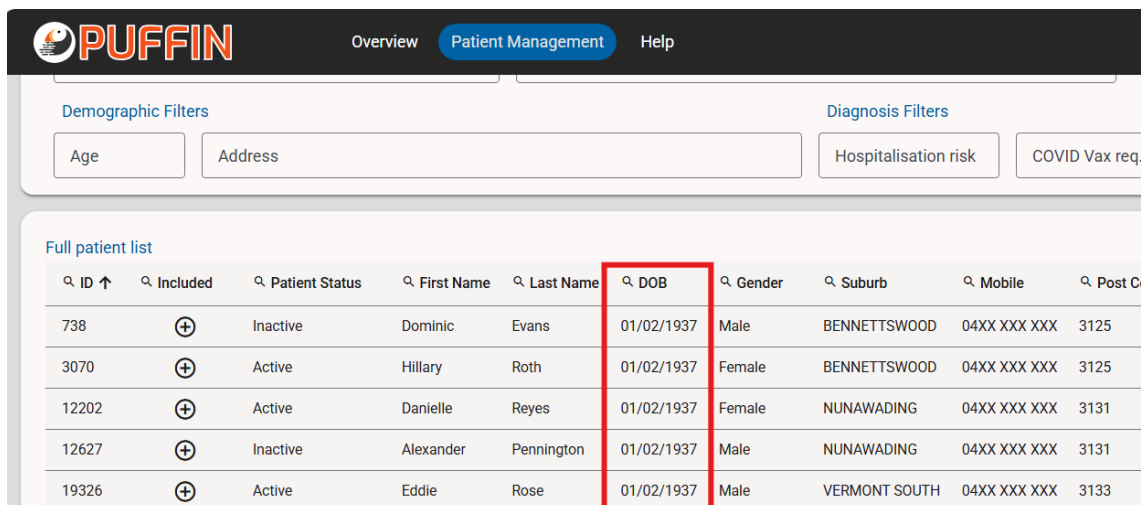
- To identify **Active** patients, click on the magnifying glass icon  next to **Patient Status**. Select **Active** from the drop-down menu, then ✓



- To search for the patient you wish to add, click on the magnifying glass icon  next to **DOB** (or another identifying item). You can enter the **DOB** in the search box using the format DD/MM/YYYY, then **enter**. Select the DOB then click ✓.



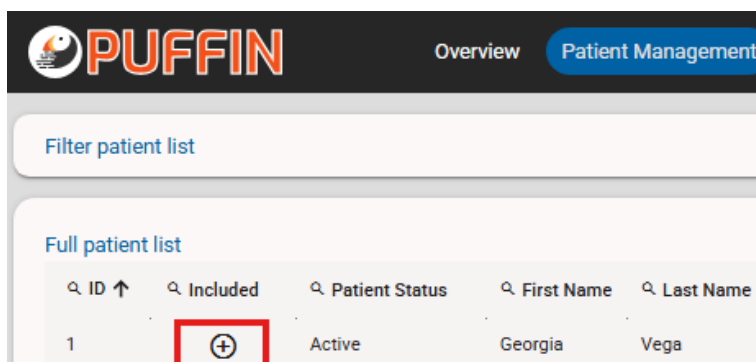
- A list of patients with the filter(s) applied will populate. You can refine your search by adding more filters. When you have identified the patient you wish to add to Puffin, proceed to the next step.



The screenshot shows the PUFFIN Patient Management interface. At the top, there are navigation tabs for 'Overview', 'Patient Management' (selected), and 'Help'. Below this, there are 'Demographic Filters' (Age, Address) and 'Diagnosis Filters' (Hospitalisation risk, COVID Vax req.). The main area displays a 'Full patient list' table with columns: ID, Included, Patient Status, First Name, Last Name, DOB, Gender, Suburb, Mobile, and Post Code. The DOB column is highlighted with a red box. The table contains five rows of patient data.

ID	Included	Patient Status	First Name	Last Name	DOB	Gender	Suburb	Mobile	Post Code
738	+	Inactive	Dominic	Evans	01/02/1937	Male	BENNETTSWOOD	04XX XXX XXX	3125
3070	+	Active	Hillary	Roth	01/02/1937	Female	BENNETTSWOOD	04XX XXX XXX	3125
12202	+	Active	Danielle	Reyes	01/02/1937	Female	NUNAWADING	04XX XXX XXX	3131
12627	+	Inactive	Alexander	Pennington	01/02/1937	Male	NUNAWADING	04XX XXX XXX	3131
19326	+	Active	Eddie	Rose	01/02/1937	Male	VERMONT SOUTH	04XX XXX XXX	3133

- Click on the + button next to the patient you wish to add to Puffin

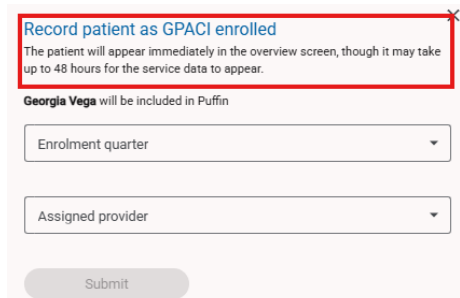


The screenshot shows the PUFFIN Patient Management interface with a 'Filter patient list' section. Below it, the 'Full patient list' table is shown with columns: ID, Included, Patient Status, First Name, and Last Name. The 'Included' column for the first patient (ID 1) is highlighted with a red box, showing a '+' button.

ID	Included	Patient Status	First Name	Last Name
1	+	Active	Georgia	Vega

Note: Patients need to be added one at a time.


- A pop-up window will appear prompting you to enter the **Enrolment Quarter** and **Assigned Provider**. Use the drop-down menus to select the appropriate option – *as per information in PRODA*.



The screenshot shows a pop-up window titled 'Record patient as GPACI enrolled'. It contains a message: 'The patient will appear immediately in the overview screen, though it may take up to 48 hours for the service data to appear.' Below this, it says 'Georgia Vega will be included in Puffin'. There are two drop-down menus: 'Enrolment quarter' and 'Assigned provider'. At the bottom, there is a 'Submit' button.

Click on **Submit** when completed.

Note: it may take up to 48 hours for the service data to appear.

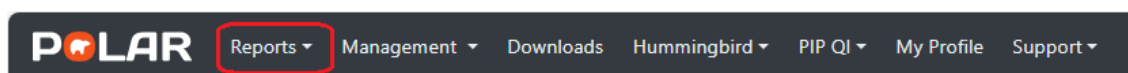
- The pop-up window will close, and a **sand timer** icon  will appear next to the patient you selected (located under the **Included** column), which indicates you have successfully added your patient to Puffin.

Repeat these steps for each patient – make sure you check/remove the filter(s) after each selection.

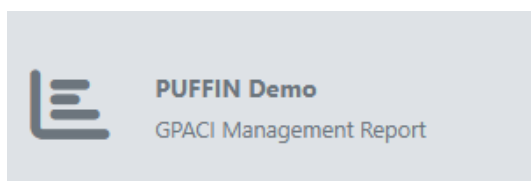
Removing patient(s) from your Puffin Report

If a patient's status changes, (e.g. patient is deceased, or voluntarily withdraws from the GPACI program), you will need to manually remove them from Puffin.

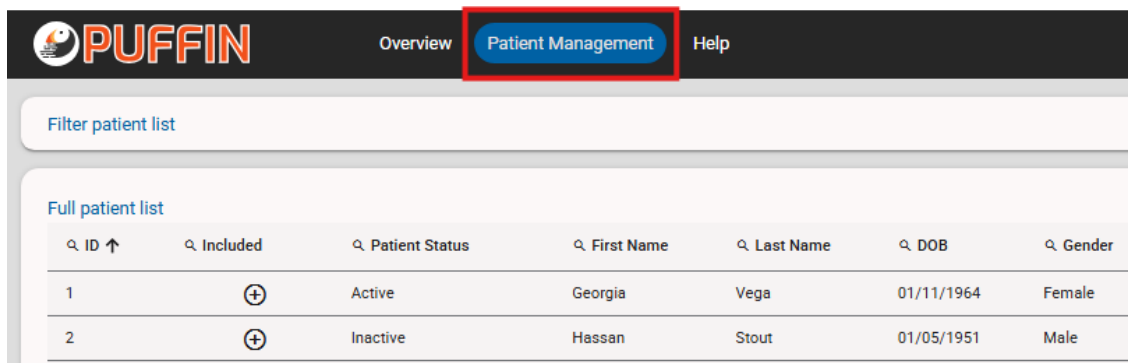
- Log in to **POLAR** - polarexplorer.org.au




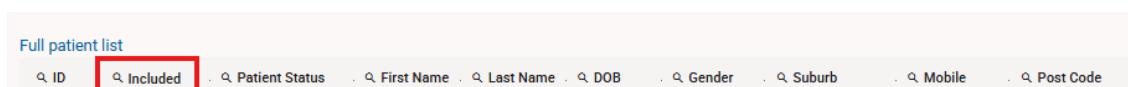
- Navigate to **Reports** > click on the **Puffin** report



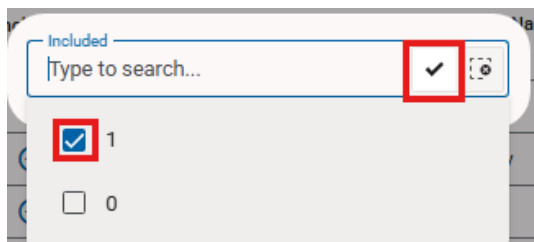
- Click on the **Patient Management** tab.



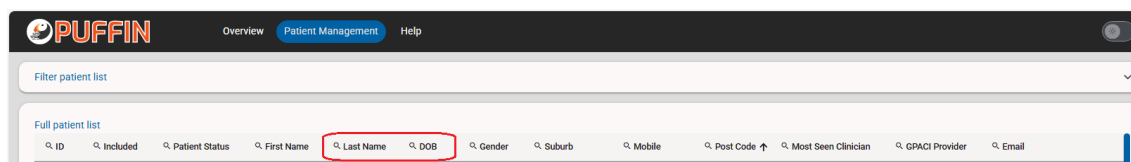
- To identify patients already added to your Puffin report, click on the magnifying glass icon  next to **Included**.



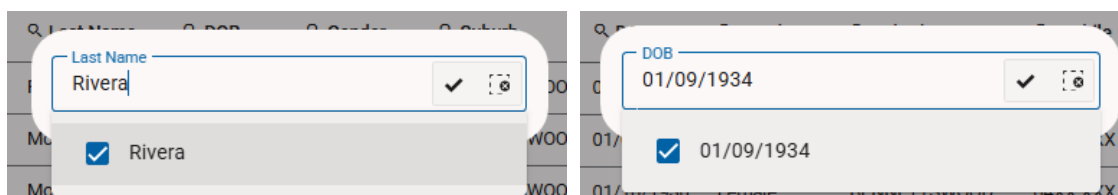
- In the drop-down box, select '1', then ✓.



- To search for the patient you wish to remove, click on the magnifying glass icon 🔍 next to **Last Name** or **DOB** (or another identifying item).



- In the drop-down box, enter the patient information, select from the list, then ✓.



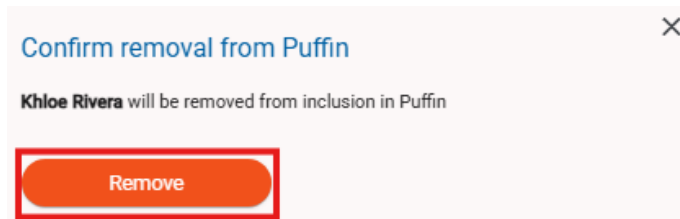
You can further refine your search by adding more filters.

When you have identified the patient you wish to remove from Puffin, proceed to the next step.

- Click on the ⊖ 'minus' button next to the patient you wish to remove from Puffin.



9. On the pop-up window, click **Remove**.



Repeat these steps for each patient – make sure you check/remove the filter(s) after each selection.

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](#)

[How to obtain GPACI registered patient list from PRODA - Walkthrough](#)