

# POLAR Walkthrough

## Clinic Summary

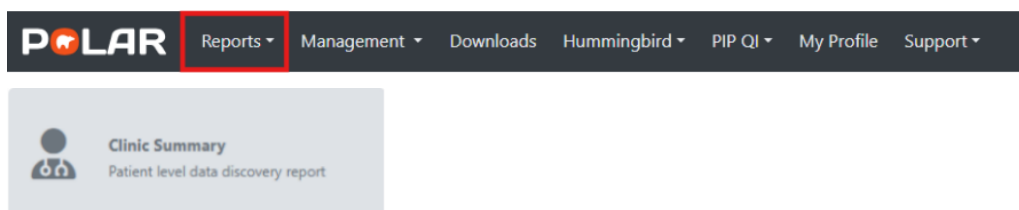
### Children and adolescents eligible for FluMist immunisation

#### Patient cohort:

- Patient Active and RACGP Active patients (Step 3)
- Patient Age – 2-17yrs (Step 5)
- Patients who have not had an influenza immunisation (Step 6)

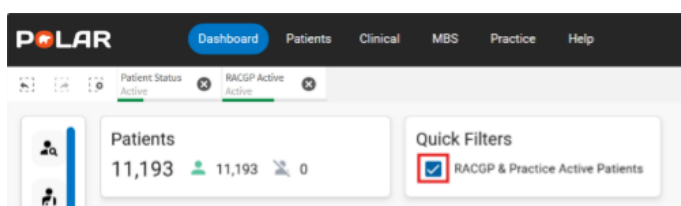
**Note: Patient cohort can be modified by adding or removing steps according to your practice needs.**

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

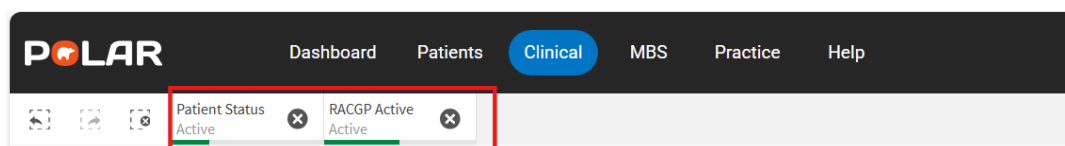


3. Under **Quick Filters**, select **RACGP & Practice Active Patients**

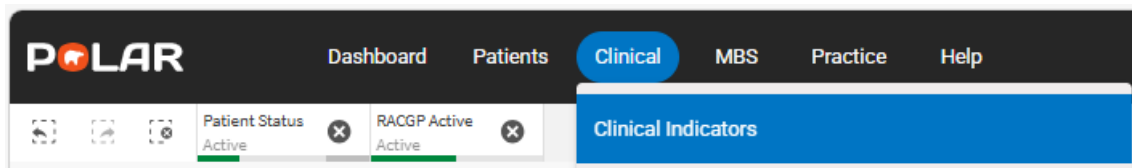
*RACGP Active* – patients who have attended the practice three times in the past 2 years.  
*Practice Active* – patients identified as 'Active' within your clinical software.



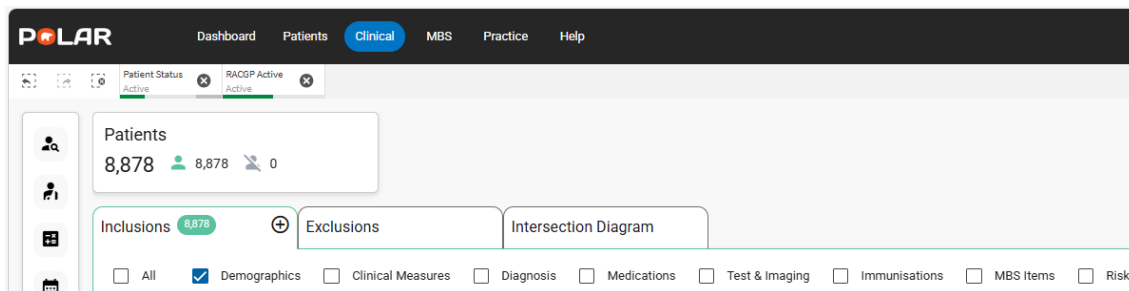
**Tip:** As you navigate between pages within the report, the filters you have applied will appear under the toolbar.



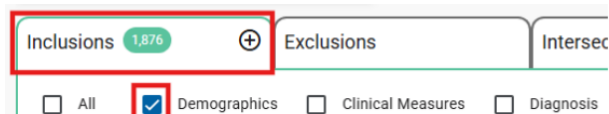
- Navigate to **Clinical** > select **Clinical Indicators**.



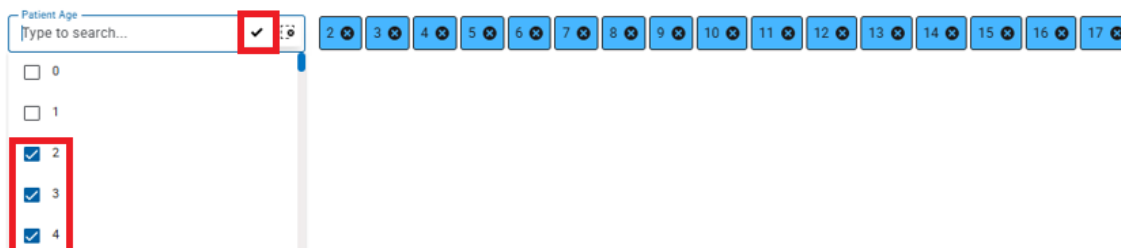
On this page, the **Inclusion/Exclusion filters** allow you to identify a cohort of patients who haven't had a certain item by excluding those patients who have.



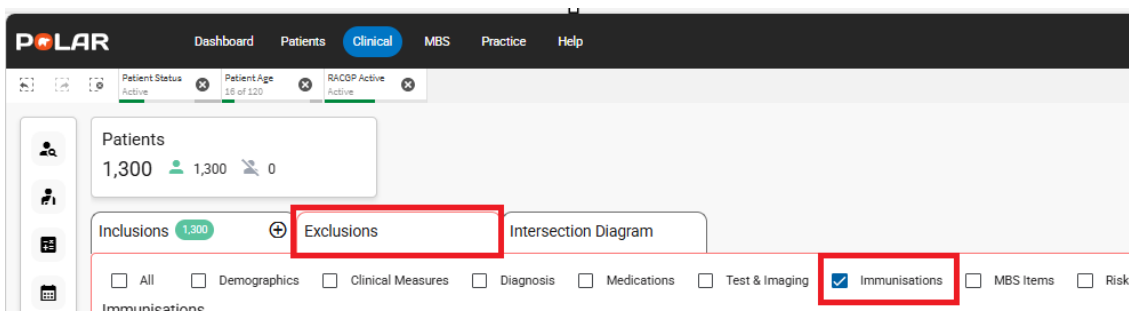
- Patient Age:** under **Inclusions** (filters patients you want to *include* in your report) > select **Demographics**.



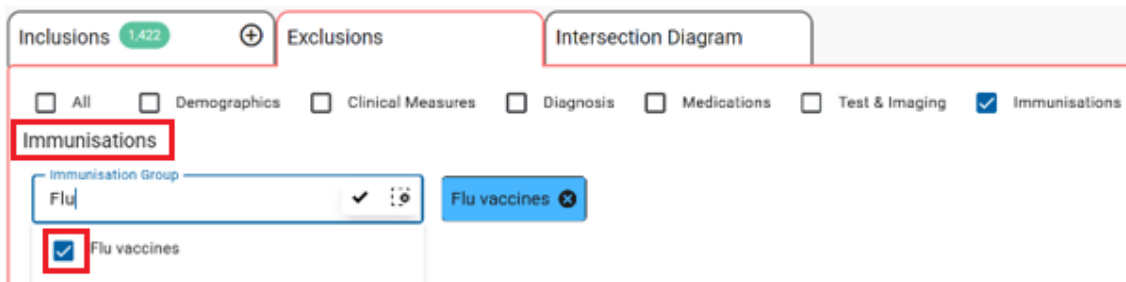
In the **Patient Age** box > select all ages 2 to 17 years, then ✓.



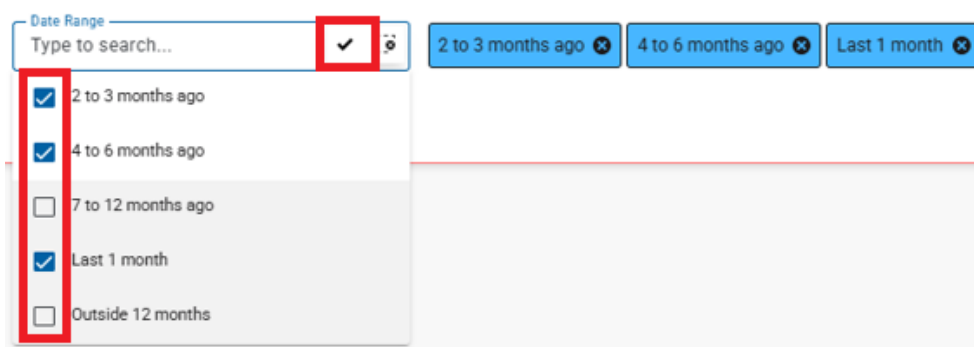
- Navigate to **Exclusions** (filters patients you want to *exclude* from your report) and select **Immunisations**.



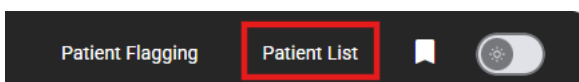
Under **Immunisation Type**, in the drop-down menu select **Flu vaccines**, then ✓.



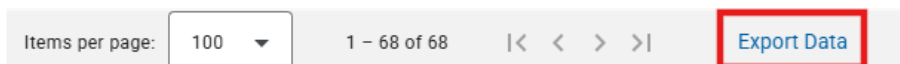
- OPTIONAL: You may wish to apply a date range. Under **Date Range** > on the drop-down menu check the box next to the appropriate filter(s) you wish to apply. In this example we are excluding patients who have had an influenza immunisation in the last 6 months > click on ✓ to apply the filter(s).



- Before generating the patient list, ensure filter(s) applied are correct. Select **Patient list** on the top right-hand corner of the toolbar.



- Select **Export Data** to download the list to your computer.



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