

POLAR Walkthrough

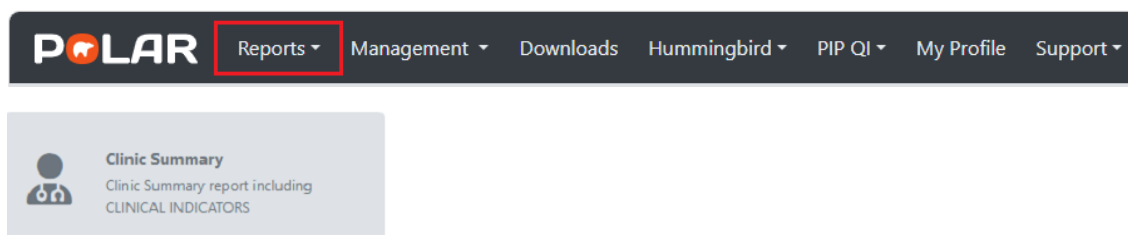
Clinic Summary – Identify patients who may benefit from a Menopause Assessment

Patient cohort:

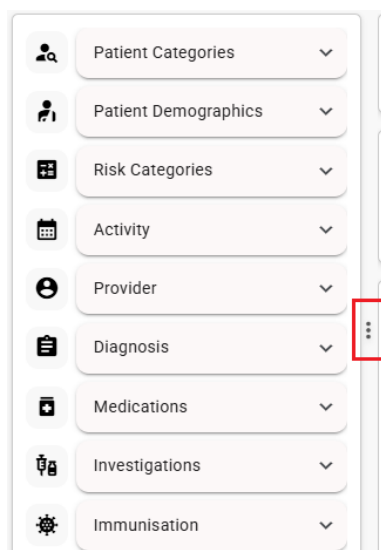
- Practice Active patients (Step 4); optional RACGP Active
- Female gender (Step 5); optional age range
- Active diagnosis of menopause/perimenopause/early onset menopause (Step 6)
- No record of Menopause Assessment MBS item 695 billed in the last 12 months (Step 7)

Note: The Patient cohort can be modified by adding or removing steps as needed by your practice.

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



3. To select Patient Categories, Patient Demographics and Diagnosis Active, expand the filters panel on the left-hand side by clicking on the ellipsis (3 vertical dots).



4. Select **Patient Categories** > **Patient Status** > **Active** then ✓

The screenshot shows the 'Patient Categories' filter menu. The 'Patient Status' dropdown is open, showing 'Active' selected with a checkmark. Below it, there are checkboxes for 'Active' (checked) and 'Inactive' (unchecked).

Optional: You can also select **RACGP Active** to further narrow down your patient list.

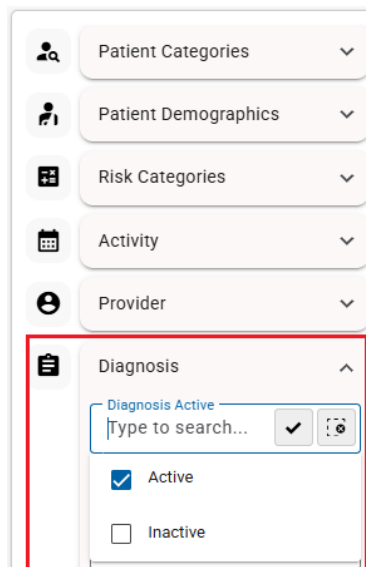
The screenshot shows the 'Patient Categories' filter menu. The 'Patient Status' dropdown is set to 'Active'. Below it, the 'RACGP Active' dropdown is open, showing 'Type to search...' with a checkmark and a magnifying glass icon. Below this, there are checkboxes for 'Active' (checked) and 'Inactive' (unchecked).

5. Select **Patient Demographics** > **Gender** > **Female** then ✓

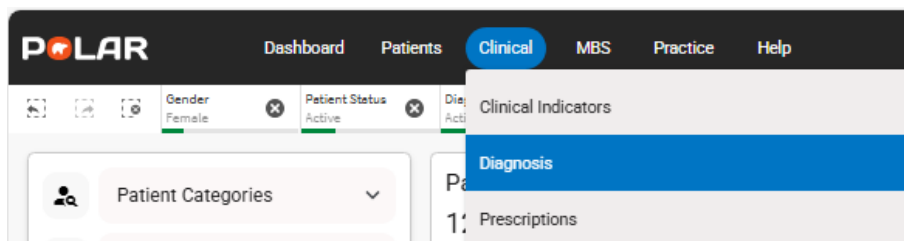
The image contains three screenshots of the 'Patient Demographics' filter menu. The first screenshot shows the 'Gender' dropdown open with 'Female' selected. The second screenshot shows the 'Patient Age' dropdown open with 'Type to search...' entered. The third screenshot shows the 'Age Band' dropdown open with 'Type to search...' entered.

Optional: Filter your patient list by selecting **Patient Age** or **Age Band** and select the ages you wish to focus on.

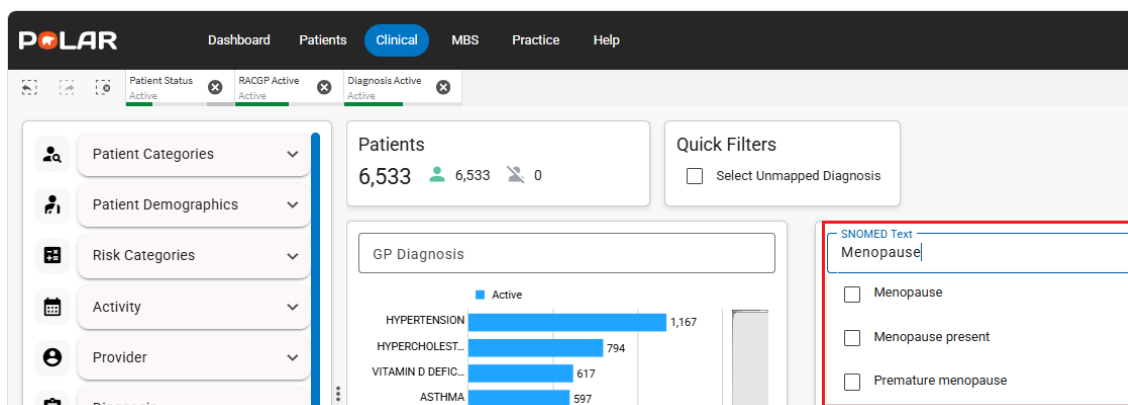
6. Select **Diagnosis > Active** then ✓



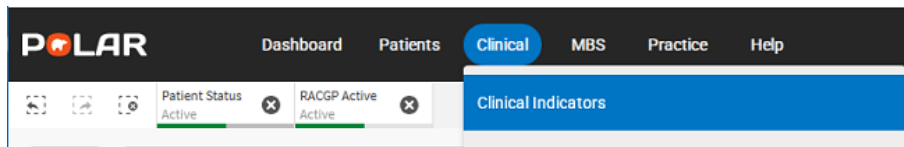
On the black menu bar, click on **Clinical > Diagnosis**



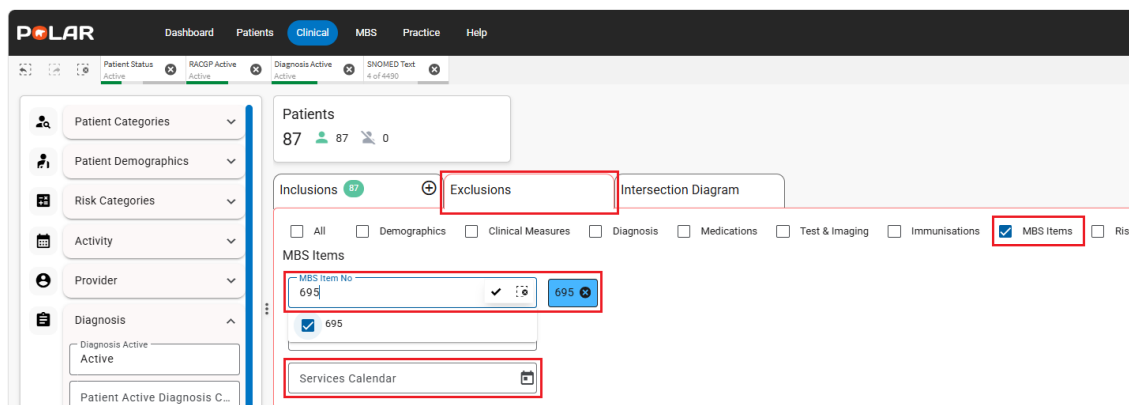
In the **SNOMED Text** box type **menopause** and tick all applicable items, then ✓



7. To identify patients without MBS item 695 billing, go to **Clinical > Clinical Indicators**

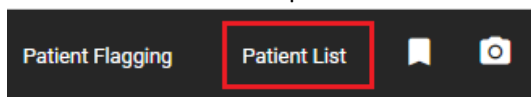


Select **Exclusions > MBS > MBS Items** and type **695**

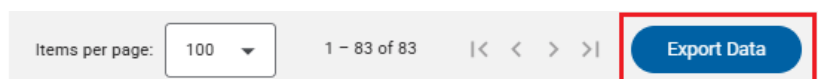


On the **Services Calendar** select dates for the last 12 months.

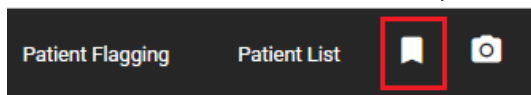
8. When all required filters have been selected, click **Patient List** on the top right-hand side of the screen to obtain a list of patients.



9. Click **Export Data** to download the list as an Excel file on your computer.



10. To **Bookmark** the filters for future use, click on the ribbon icon and create a new bookmark.



Further information on the menopause health assessment can be found at:

[MBS Online Menopause and Perimenopause Health Assessment items.pdf](#)

[MBS Item695 Note AN.14.3](#)

[A Practitioner's Toolkit for Managing Menopause](#)

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