

POLAR Walkthrough

Clinic Summary

Patients eligible for an HPV “Gardasil 9” catch-up immunisation

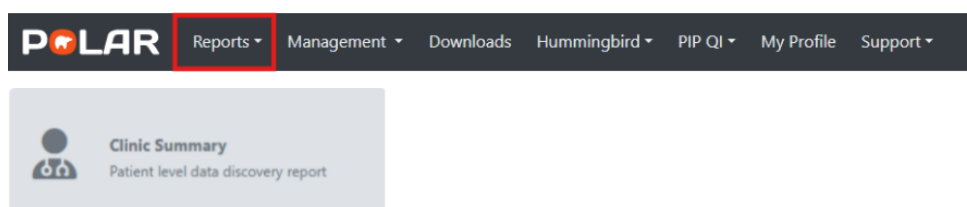
Patient cohort:

- Patient Active and RACGP Active patients (Step 3)
- Patient Age (Step 5)
- Patients aged 15 to 25 years with no record of an HPV “Gardasil 9” immunisation within clinical software (Step 7)

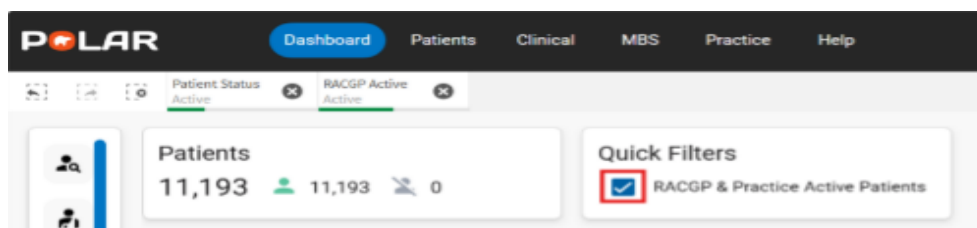
Note: Patient cohort can be modified by adding or removing steps according to your practice needs.

DISCLAIMER: *It is the practice's responsibility to determine if patients are eligible for a specific vaccination as per the [nsw-immunisation-schedule.pdf](#) and that patient file data is accurate and up to date as per AIR history to ensure POLAR accuracy.*

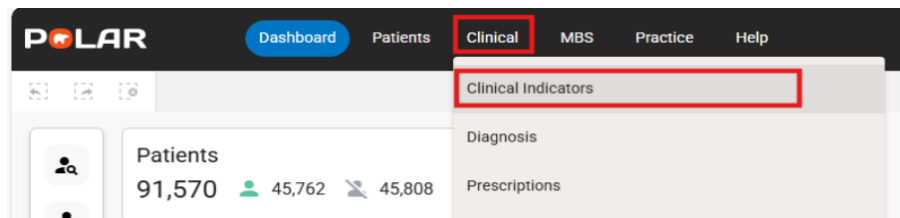
1. Log in to **POLAR** - polarexplorer.org.au
2. Navigate to **Reports** > select **Clinic Summary**



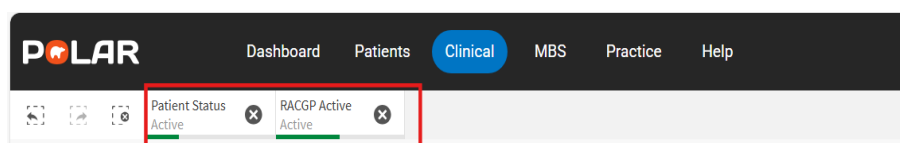
3. Under ‘Quick Filters’, select **RACGP & Practice Active Patients**
RACGP Active – patients who have attended the practice three times in the past 2 years
Practice Active – patients identified as ‘Active’ within your clinical software



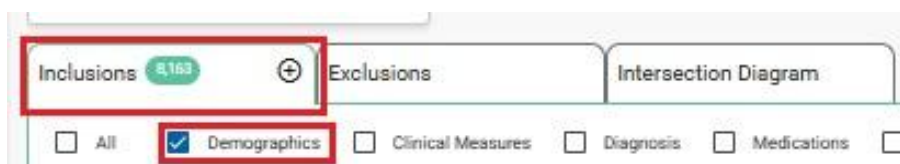
4. Navigate to **Clinical** > select **Clinical Indicators**
Inclusion/Exclusion filters allow you to identify a cohort of patients who haven't had a certain item by excluding those patients who have.



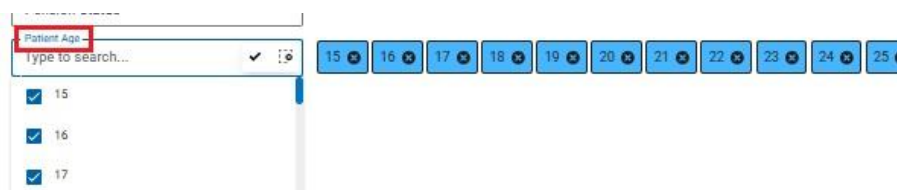
Friendly tip: As you navigate between pages within the report, the filters you have applied will appear under the toolbar



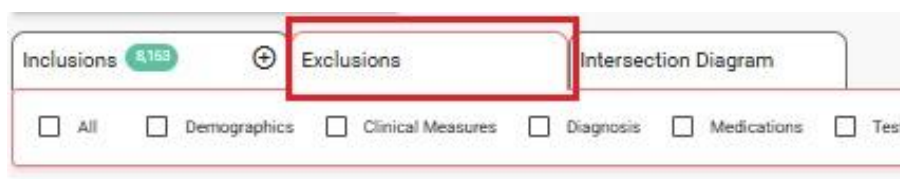
5. Under **Inclusions** (filter(s) you want to include in your report) > select **Demographics** > select **Patient Age** > check boxes from age **15 to 25 inclusive** > click on **✓** to apply the filter(s).



NOTE: Refer to the Australian Immunisation Handbook, Catch-Up Schedule to identify which specific age range your practice wants to focus on.



6. Navigate to **Exclusions** (filters you want to exclude from your report)



7. Select Immunisations

Under **Immunisation Type** > on the drop-down menu check the box next to the appropriate filter(s) you wish to apply (**Gardasil 9**) > 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.

Resources:

- [nsw-immunisation-schedule.pdf](https://www.health.nsw.gov.au/immunisation/schedule/Pages/default.aspx)
- [Table. Catch-up schedule for people ≥10 years of age \(for vaccines recommended on a population level\) | The Australian Immunisation Handbook](#)

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