

POLAR Walkthrough

Clinic Summary

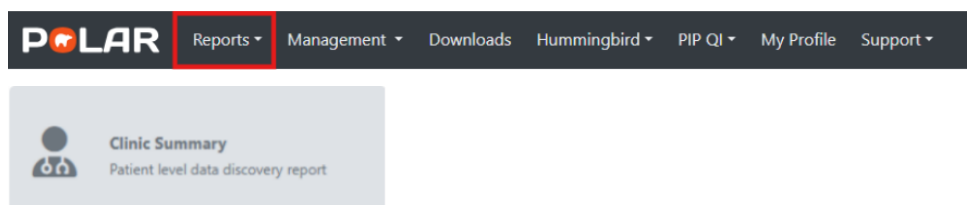
Patients eligible for Meningococcal ACWY “MenQuadfi” catch-up immunisation

Patient cohort:

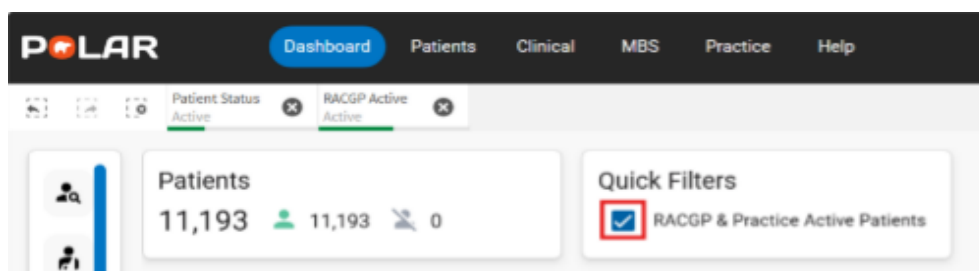
- Patient Active and RACGP Active patients (Step 3)
- Patient Age (Step 6)
- Patients aged 18-19 years with no record of a MenQuadfi” immunisation within clinical software (Step 9)

DISCLAIMER: *It is the practice’s responsibility to determine if patients are eligible for a specific vaccination as per the [nsw-immunisation-schedule.pdf](https://www.health.nsw.gov.au/immunisation/Pages/nsw-immunisation-schedule.aspx), and that patient file data is accurate and up to date as per AIR history to ensure POLAR accuracy.*

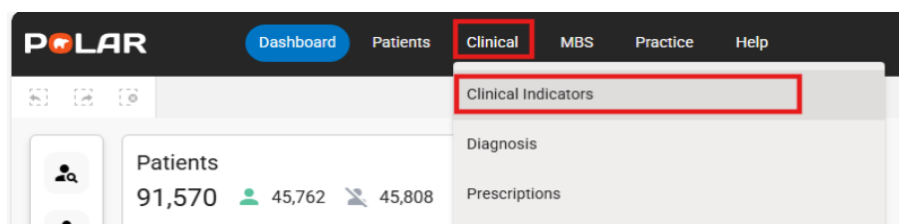
1. Log in to **POLAR** - polarexplorer.org.au
2. Navigate to **Reports** > select **Clinic Summary**



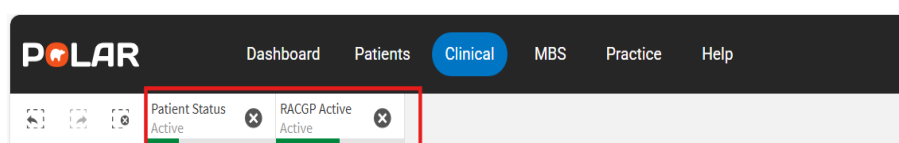
3. Under ‘Quick Filters’, select **RACGP & Practice Active Patients**
RACGP Active – patients who have attended the practice three times in the past 2 years
Practice Active – patients identified as ‘Active’ within your clinical software



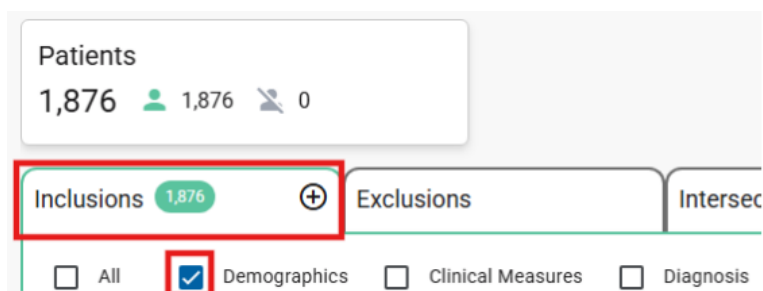
4. Navigate to **Clinical** > select **Clinical Indicators**
Inclusion/Exclusion filters allow you to identify a cohort of patients who haven't had a certain item by excluding those patients who have.



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



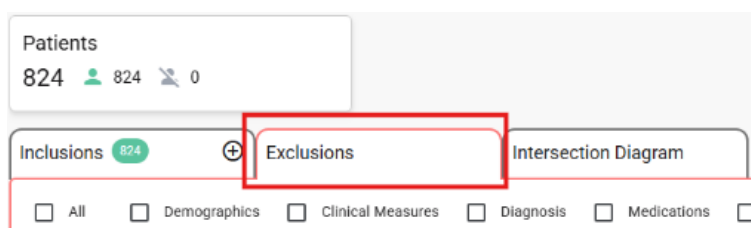
5. Under the **Inclusions** (filter(s) you want to include in your report) > select **Demographics**



1. Select **Patient Age** > check the boxes for **ages 18 and 19** > click on ✓ to apply the filter(s).



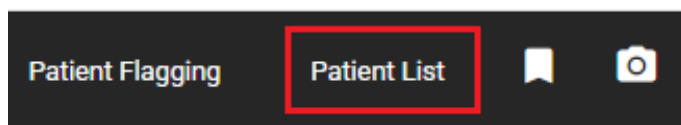
6. Navigate to the **Exclusions** (filters you want to exclude from your report)



7. Select **Immunisations**

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

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



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

Resources:

1. [nsw-immunisation-schedule.pdf](#)
2. [Publication. Meningococcal vaccination for children and adolescents without risk factors \[2026-01\].pdf](#)

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