

Clinical Summary Walkthrough Patients eligible for a GP Mental Health Treatment Plan or Review

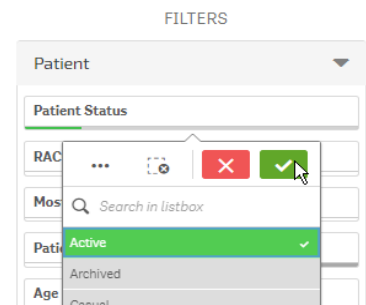
Step 1

Open POLAR and select Reports and Clinic Summary Report

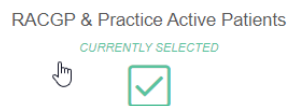


Step 2

Apply the following filters
Patient Status - Active
RACGP-Active
Or use the shortcut at the top right hand side

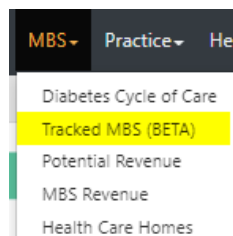


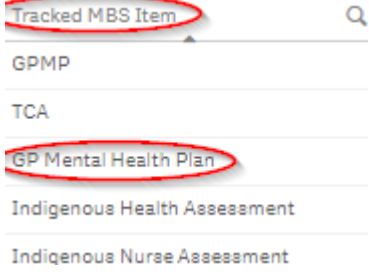
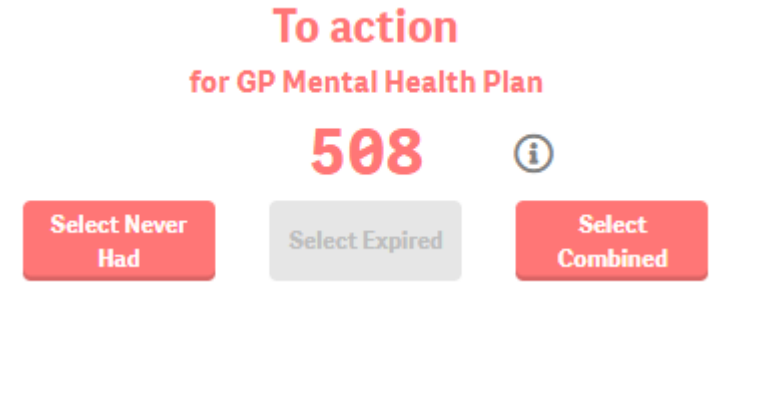
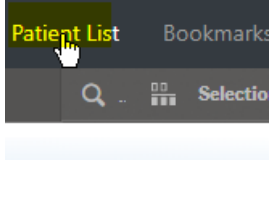
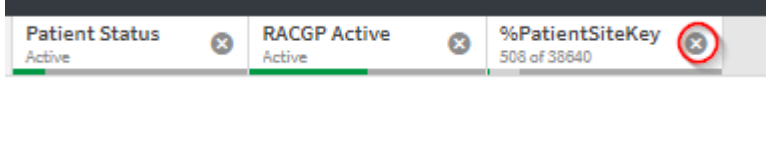
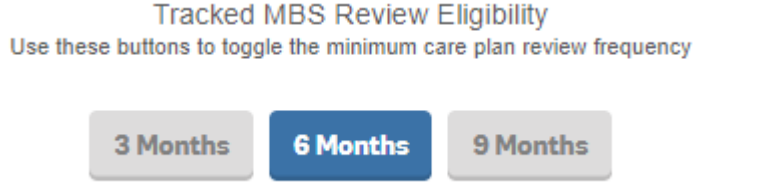
Or use the shortcut at the top right hand side



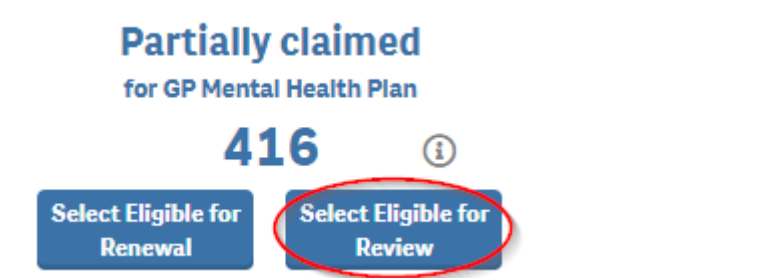

Step 3

Go to MBS/Tracked MBS



<p>Step 4 The report will default to opening in the tracked MBS item GPMP change this to GP Mental Health Plan</p>	
<p>Step 5 Using the To action select either: Expired –patients who have had GP Mental Health Plan in the past but this has now expired. Never Had – patients that have never had a GP Mental Health Plan billed from your practice. Combined – Both above lists combined. The table will populate below.</p>	
<p>Step 6 Then go to patient list up the top right hand corner then when the patient list has populated export to excel.</p>	
<p>Reviews To find patients that are eligible for review of their GP Mental Health Plan remove all filters except Patient status active and RACGP Active in the grey ribbon</p>	
<p>Using the Tacked MBS Review Eligibility select the frequency option that is relevant for your practice</p>	

An Australian Government Initiative

<p>Select the Eligible for Review under the blue Partially claimed</p>	 <p>Partially claimed for GP Mental Health Plan</p> <p>416 ⓘ</p> <p>Select Eligible for Renewal Select Eligible for Review</p>
<p>To print the patient list go to the Patient List in the dark ribbon up the top right hand side and export to excel for sorting.</p>	 <p>Patient List</p>