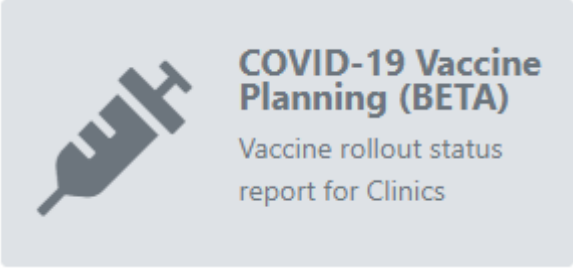


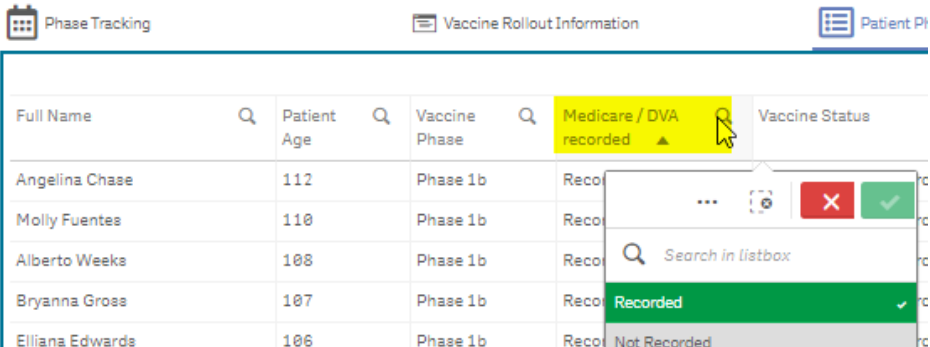
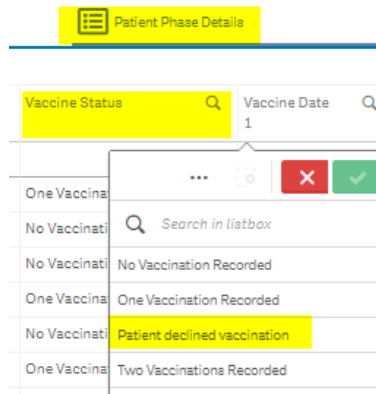


Phase 1b Walkthrough

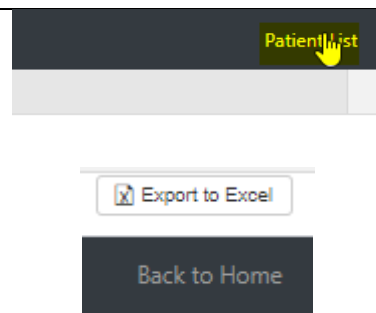
<p>Open POLAR select Reports then select COVID-19 Vaccine Planning (BETA)</p>	
<p>Do not select RACGP Active you may eliminate patients that still need to be vaccinated the report is already filtering by active patients only.</p>	
<p>From the orange boxes on the left, click the Select Patients in Phase 1b box.</p>	
<p>Under the orange boxes there is a heading, Select Number of Vaccinations, with blue boxes enabling the selection of 0, 1, or 2 vaccinations. Select 0 to display the number of patients who have not had a COVID Vaccine. Under the Phase Tracking tab you can see who has had 0, 1 or 2 COVID vaccines given. The filters applied means the page is displaying the number of patients in the phase 1b category who have not had a COVID vaccine.</p>	
<p>Under the Patient Phase Details tab you will see Medicare/DVA Recorded heading. Click on the magnifying glass to the right of the heading and then Select Recorded from the drop down menu and confirm the filter by</p>	

clicking on the Green tick box.

Still in the Patient Phase Details Tab select Vaccine Status search and select patient declined vaccination (note this may not be there) then confirm the selection.



Select Patient list from the top right corner, then export to Excel using the Export to Excel button. To return to the report click Back to Home from the top right corner.



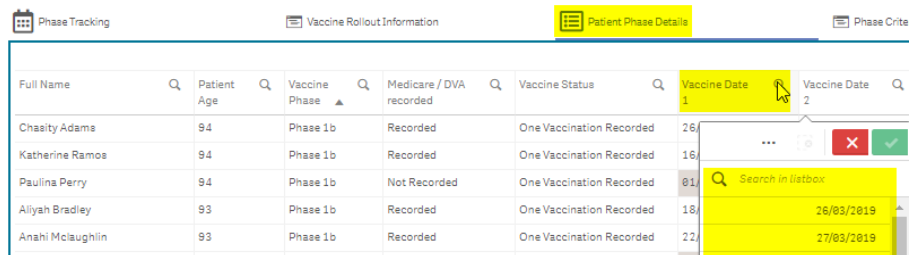
To recall patients that have had the 1st vaccine only Clear the filters in the grey banner. Then select Phase 1b again



Under the heading, Select Number of Vaccinations, select the 1 blue box to display the number of patients who have had 1 COVID Vaccine.



Under the Patient Phase Details tab you will see the Vaccine Date 1 heading. To recall patients that have had 1 vaccine click on the magnifying glass to the right of the heading and then select required dates from the drop down menu. Confirm the selection by clicking on the Green



tick box and go to patient list.	
-------------------------------------	--