

# POLAR GP Walkthrough Guide



## Index:

- Reference Guide Tips and Tricks
- Polar Training and Support

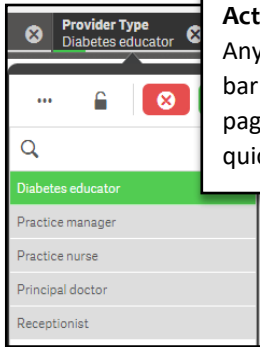
## Walkthroughs:

- Identify patients over 75 years with no Health Assessment billed
- Identifying patients who have a My Health Record and Patients with an uploaded shared health summary
- Nicotine Replacement Therapy and Smoking Status
- Identify patients missing Aboriginal and Torres Strait Islander status
- Identify Eligible Aboriginal and Torres Strait Islander Health Assessment Patients
- Identify patients eligible for a Care Plan
- Patients Eligible for a Care Plan Review
- Data Quality – Smoking Status
- Diabetes Patients, No Care Plan for over 24 months
- Diabetes Patients No Care Plan Review for over 6 months
- Identify patients with no medication management reviews billed
- Identify patients with no pap test recorded in over 4 years
- Identify patients with no Zostavax immunisation
- Diabetes Coding Errors

## Technical

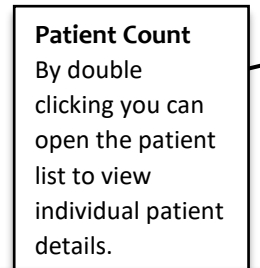
- Polar User Manual
- Category Coding information
- Setting computer to 'never sleep'
- Patient Opt Out
- Data Cleaning Resource MD
- Data Cleaning Resource BP

# POLAR GP Quick Reference Guide



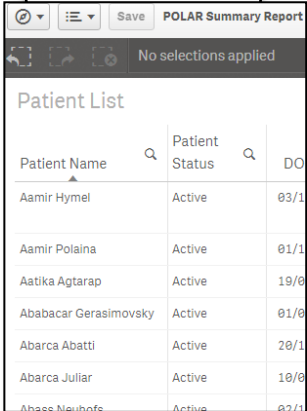
### Active Filter Bar

Any filters that are currently active will be visible across the grey bar at the top of each page. These filters will hold across multiple pages, by clicking on a filter in the active filter bar you are able to quickly refine or change it.



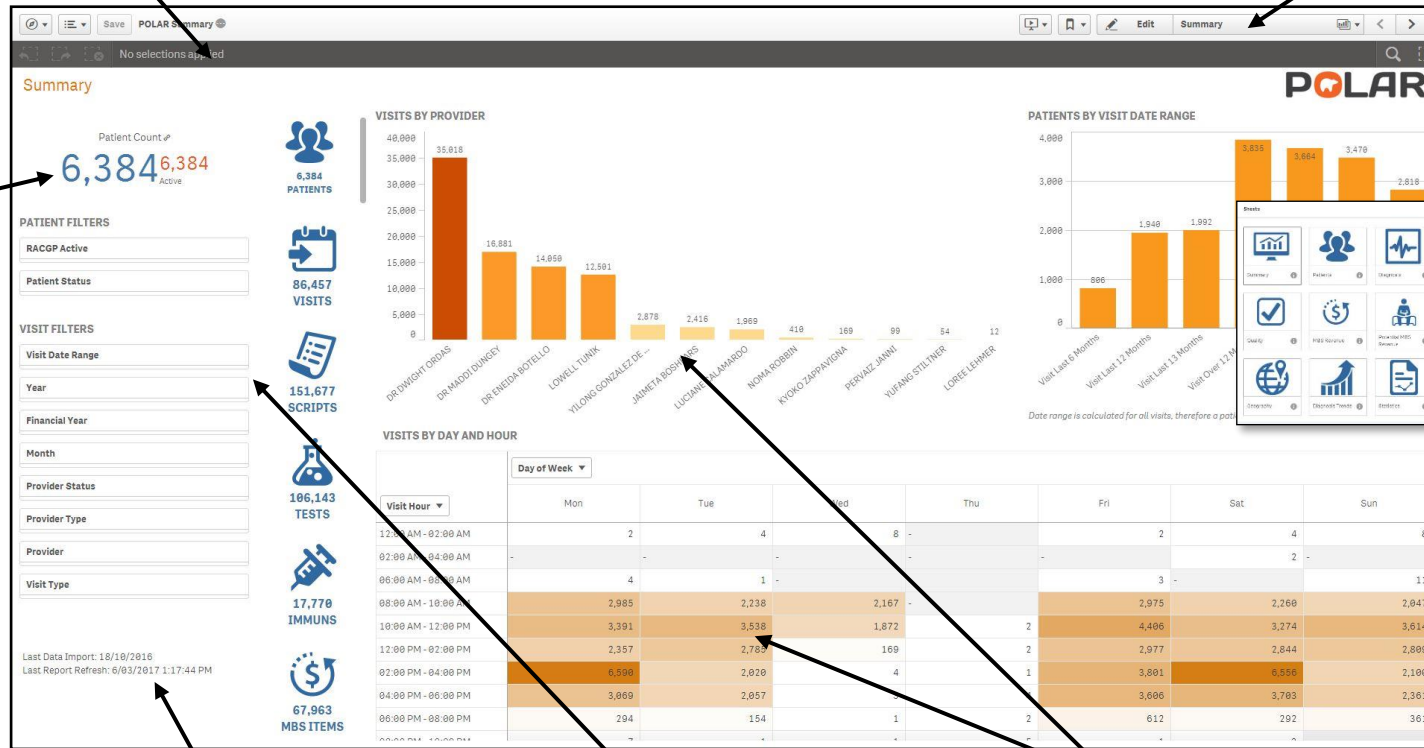
### Patient Count

By double clicking you can open the patient list to view individual patient details.



### Export Patient List

By right clicking on the patient list you can export it to Excel (export data)



### Page Menu

By clicking on the page menu at the top right, you can easily move between other pages such as patients, diagnosis, and MBS revenue to review different aspects of clinical information.

### Last Report Refresh

Shows the date that the data in the report was synched and updated from the GRHANITE database.

### Filters Bar

This can be used to filter items such as patient status, provider status and time periods relevant to information displayed on each page

### Graphs and tables

Across all pages there are graphs and tables that can be used both as filters and to view information. These can also be expanded and exported by right clicking while hovering the mouse over them.

# POLAR GP Tips and Tricks



## Tips and Tricks for users of POLAR GP including some example search topics

### How do you apply filters?

The filters bar is available on the left hand side of each page and allows for quick access in filtering: patient status, and time period. All tables and graphs in POLAR GP can also be used as filters and will hold when you move onto different pages. These can also be easily expanded or extracted by right clicking to bring up the icons:

**expand and extract**

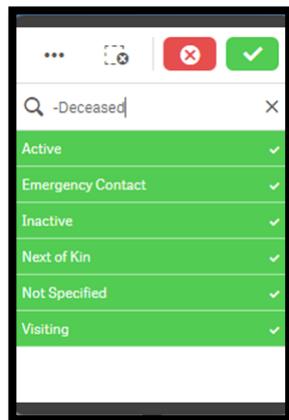


### Lasso selection

In some graphs when you left click, a little lasso icon will appear. This can be used by selecting the icon, holding down the left click and dragging across all of the items you would like included in your filter.

### Exclusion Filters

If you would like to exclude a group via filtering this can be done using the Minus (-) sign as an exclusion filter for example. Selecting *-Deceased* under the patient status filter will remove all of the patients that are listed as Deceased.

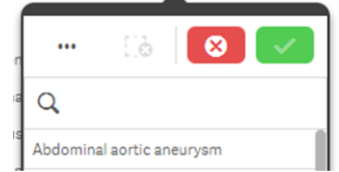


Potential Searches	Filters to Apply
<b>Active patients aged 45 to 49 eligible for a 45-49 health assessment.</b>	Risk Factors page <ul style="list-style-type: none"> <li>active patients</li> <li>age group 45-49</li> <li>risk factors you would like to target. E.g. high BMI, blood pressure, smoking status</li> </ul>
<b>Identify Patients with Hypertension</b>	Diagnosis page <ul style="list-style-type: none"> <li>active patients</li> <li>diagnosis active: active</li> <li>SNOMED text: hypertension (use search function if needed)</li> </ul>
<b>Active patients currently being prescribed opioids.</b>	Medications Page <ul style="list-style-type: none"> <li>active patients</li> <li>current medications: current</li> <li>medications medium level search: opioids (use search function if needed)</li> </ul>
<b>Review missing demographic and clinical data for accreditation.</b>	Quality page <ul style="list-style-type: none"> <li>RACGP active patients</li> <li>you can then filter by the missing demographic and clinical information fields available, such as: age, ATSI status, allergy status, BMI</li> </ul>

**What is SNOMED and what does it mean for me?**

SNOMED CT is the most comprehensive and precise clinical health terminology product in the world. POLAR GP has developed the ability for practices to search for diagnosis both by GP free text but also by SNOMED Clinical Terminology.

When searching for a specific item in large tables. Clicking on the heading will allow you to type in the item you are searching for, this is particularly useful for tables such as Diagnosis and Medications.



# POLAR Training and Support

**POLAR** Home Reports Management Downloads

POLAR Summary Business - Demo

**POLAR Summary Business - Demo**  
Data last loaded: Jun 30, 2017, 2:28 PM  
Published: Jun 30, 2017, 2:31 PM  
Published to: DEMO PHN  
Version 3.3.1.0  
Please make sure to read the information on the Po

Sheets Bookmarks Stories

▼ Base sheets (24)

- Training and Support
- Summary
- Patients

Go to Info

## Training and Support


Info

Select Training and Tips to go to Webinars, then Polar Q & A (see below) or Walkthroughs to get instruction pages

Spaces ▾ People Polls

- › Population Health
- › Report Overviews and Mapping
- **Training Tips and Tricks**
- › Troubleshooting
- ▼ **Walkthroughs**
  - Cervical Cancer Screening
  - Data Quality - Smoking Status
  - Diabetes Coding Errors
  - Diabetes Patients No Care Plan fo
  - Diabetes Patients No Care Plan R
  - Health Assessments Over 75s
  - Identify Eligible ATSI Health Asses
  - Medication Management
  - Missing ATSI Status
  - Nicotine Replacement Therapy an
  - Pap Test Recorded in 4 years

Spaces

 POLAR Support ★

**PAGE TREE**

- POLAR Data Definitions v02
- › POLAR Information
- **POLAR Q&A**
- POLAR Release Notes

# Health Assessments Over 75s

## POLAR Walkthrough – Health Assessments Over 75s

This walkthrough will demonstrate how to generate a patient list for patients who are 75 years of age or older and **have not** had a Health Assessment performed in the last 12 months.

### Patient cohort:

All patients who are:

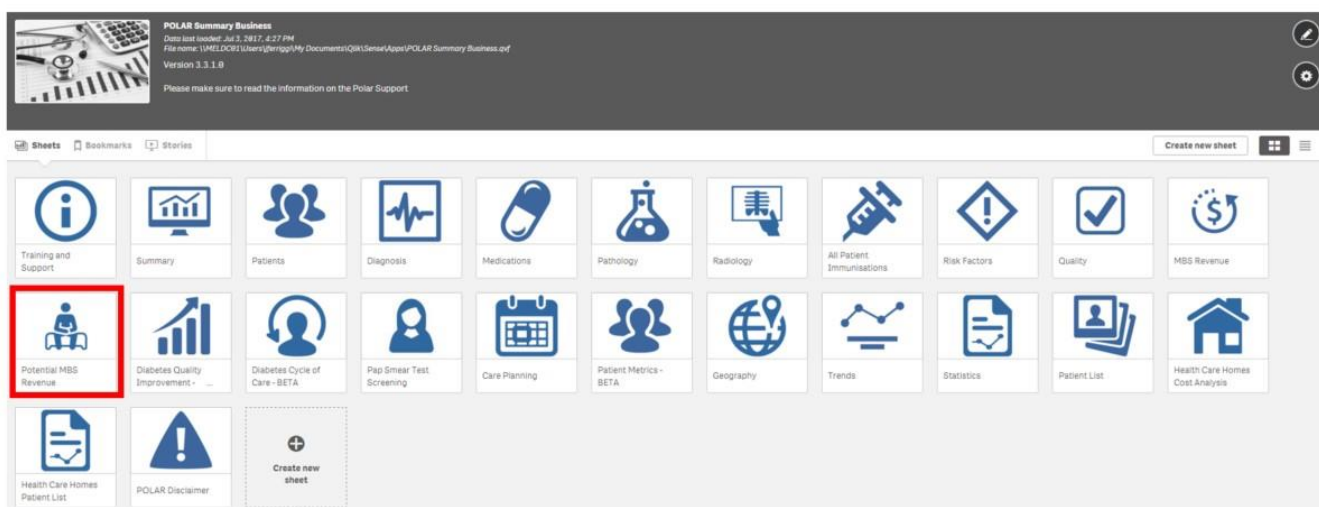
- Active in the clinical system
- Active as per the RACGP definitions
- Aged 75 years or older
- Have not had a 701,703,705,707 MBS item billed in the last 12 months

### POLAR Report

POLAR Summary Business



1. Open the POLAR Summary Business report and select the **Potential MBS Revenue** tile.



2. Use the **Patient Filters**, and select **Active** from the RACGP Active filter list. Remember to select the tick to confirm your selections.

**PATIENT FILTERS**

Patient Status

**RACGP Active**

Most ... [X] [✓]

Pat... Q

**Active** ✓

Inactive

Date

Mon

Final

Year

Month

Day of Week

**HINT: Did you notice that every time you select a filter, your Patient Count decreases.**

Patient Count (click to view list) <sup>⚡</sup> **5,627** 5,627 Active

Patient Count (click to view list) <sup>⚡</sup> **1,643** 1,643 Active

**HINT: All your filters are listed across the top of your report.**

[Filter Icon] [List Icon] **Save** POLAR Summary Business [Close Icon]

[Close Icon] [Close Icon] [Close Icon] **RACGP Active** [Close Icon]

3. Navigate to the **Potential MBS Revenue** chart.

Potential MBS Revenue

Patient Count (click to view list) <sup>⚡</sup> **1,879** 1,643 Active

**POTENTIAL MBS REVENUE**

Category	Potential Revenue
30-69 pap smear once every four years, patient who have more than two visits	\$28,785
45-49 health assessment every year	\$3,148
75 and over health assessment every year	\$17,688

**\$41,617**

**POTENTIAL MBS ITEMS**  
 Calculated at MBS items current minimum rebate amount that could potentially be claimed based on your patients needs and demographics. Note: This does not take into account MBS items claimed outside your general practice.

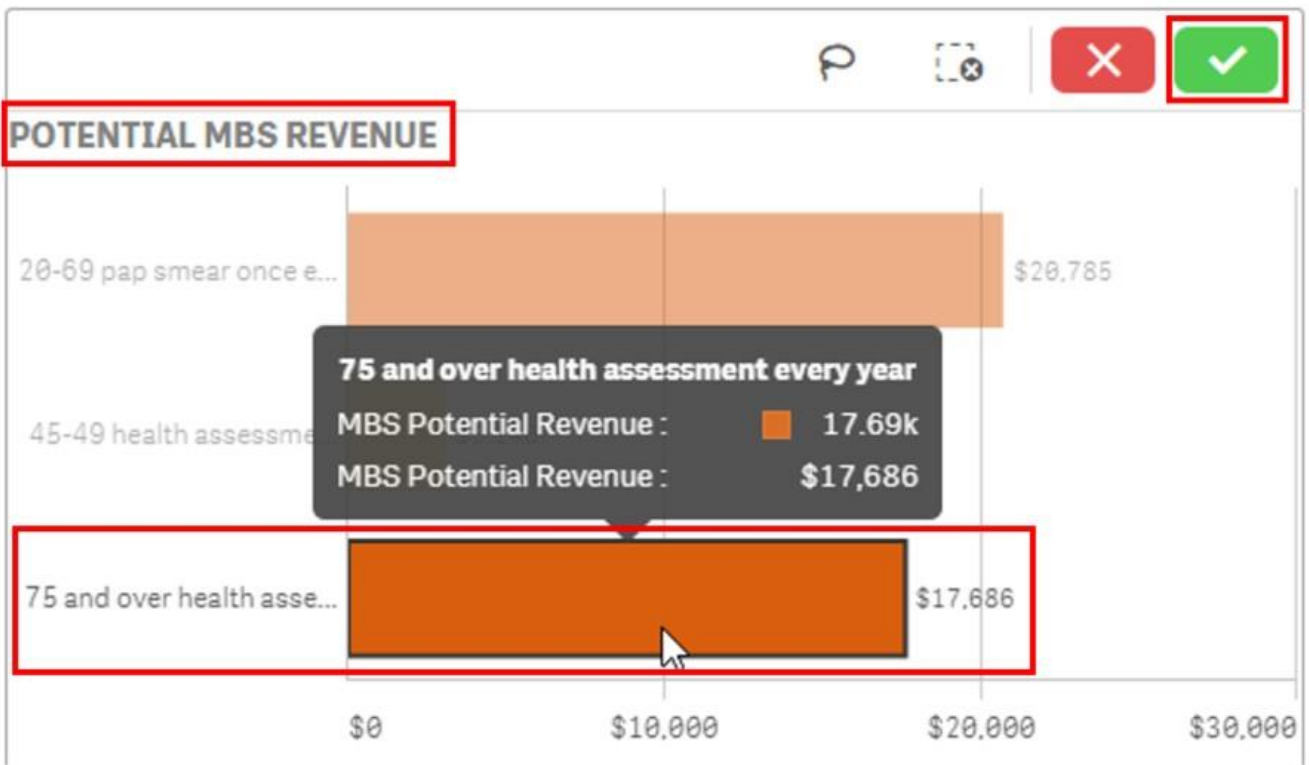
MBS Potential Item Description	Q	MBS Item Price	Q	Patients Needing	MBS Potential Revenue
<b>Total</b>				<b>887</b>	<b>\$41,617</b>
30-69 pap smear once every four years, patient who have more than two visits		37.85		561	\$28,785
75 and over health assessment every year		58.35		298	\$17,688
45-49 health assessment if at risk of chronic, once only		58.35		53	\$3,148

**PATIENT LIST**

Surname	Firstn...	Patient Status	DOB	Patient Age	Gender	Pension Status	Address	Suburb	Post Code	Mobile Phone	Most Seen Clinician	Filters
Roset	Bakar	Active	07/03/1951	68	Female	Commonwealth Seniors Health Card	EAST BURWOOD 3151	EAST BURWOOD	3151	0411018280	DR MADDI DUNGEY	RACGP Active Active
Guimera	Lovetta	Inactive	14/12/1948	68	Female	Commonwealth Seniors Health Card	TUNSTALL 3131	TUNSTALL	3131	0487888833	DR DWIGHT ORDAS	RACGP Active Active
Scibetta	Myrian	Inactive	04/09/1946	70	Female	Commonwealth Seniors Health Card	NORTH BLACKBURN 3138	NORTH BLACKBURN	3138	0423824887	DR ENEDA BOTELLO	RACGP Active Active
Warfel	Candra	Active	04/02/1947	70	Female	Commonwealth Seniors Health Card	S BLACKBURN 3138	S BLACKBURN	3138	0411119560	-	RACGP Active Active
Ruben	Jelena	Active	09/09/1947	70	Male	Commonwealth Seniors Health Card	BLACKBURN SOUTH 3138	BLACKBURN SOUTH	3138	0439885574	DR DWIGHT ORDAS	RACGP Active Active
Gros	Polina	Active	16/09/1945	71	Male	Commonwealth Seniors Health Card	TUNSTALL 3131	TUNSTALL	3131	0418871531	DR DWIGHT ORDAS	RACGP Active Active
Duncan	Valie	Active	02/06/1945	72	Female	Commonwealth Seniors Health Card	LABURNUM 3138	LABURNUM	3138	0448191857	DR DWIGHT ORDAS	RACGP Active Active
Onstafan	Boujmas	Inactive	14/03/1943	72	Male	Commonwealth Seniors Health Card	BLACKBURN 3138	BLACKBURN	3138	0434622801	DR DWIGHT ORDAS	RACGP Active Active

Select the Bar titled '75 and over health assessment every year'. Remember to select the tick to confirm your selections.





POLAR has pre-program certain useful selections for you. The '75 and over health assessment every year' is one of these items that will save you time identifying patient cohorts.

The chart in this instance also advises you that the Practice could potentially make an additional \$17,686 in revenue (based upon the current MBS billing schedule) through providing these assessments to patients.

4. Double click the **Patient Count** to view the patient list

### Potential MBS Revenue

**Patient Count** (click to view list)

298<sup>298</sup>  
Active

**POTENTIAL MBS REVENUE**

75 and over health asse... \$17,686

**PATIENT FILTERS**

Patient Status

RACGP Active

Most Seen Clinician

Patient Age

MBS Potential Revenue

# \$17,686

5. Right click the mouse anywhere on the **Patient List**, and select the **Export data** option to export the data to an Excel spreadsheet. You will need to select **Export data** twice to complete this process.

## Patient List

### PATIENT LIST

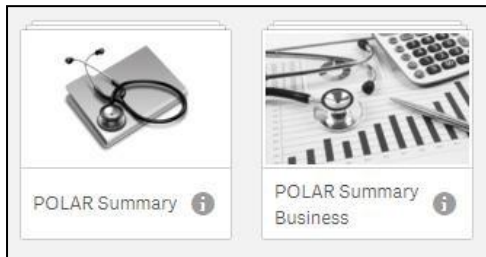
Surname	Patient Age	Gender	Pension Status			
Iturrieta			Commonwealth Seniors Health Card			
Alvero	Clarence	Active	19/02/			Commonwealth Seniors Health Card
Puchner	Cheikhou	Active	17/05/			Commonwealth Seniors Health Card
Ventureira	Dale	Active	13/07/1941	76	Female	Commonwealth Seniors Health Card
Crickard	Laraine	Active	17/08/1940	76	Male	Commonwealth Seniors Health Card

We hope you find this POLAR walkthrough useful. If you have any queries, please feel free to contact the POLAR support team: p. (03)8822 8444  
e. [support@outcomehealth.org.au](mailto:support@outcomehealth.org.au)

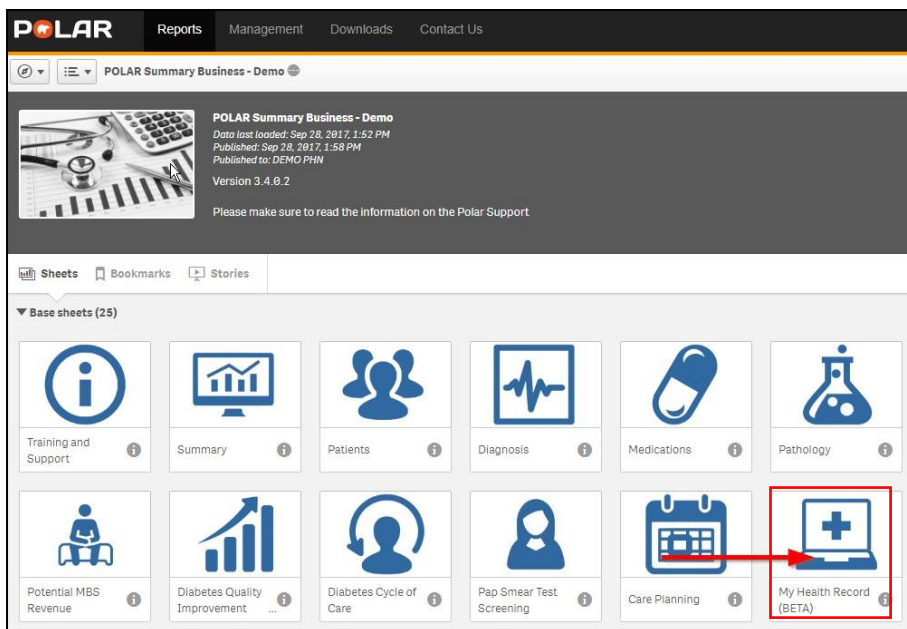
# POLAR Walkthrough – Identify Patients who have a My Health Record and Patients who have a Shared Health Summary Uploaded

## POLAR Report

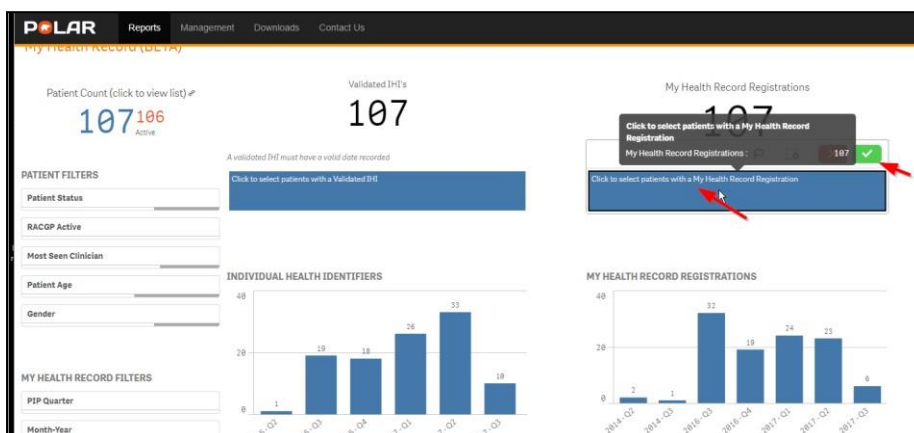
Polar Summary or Polar Summary Business



Select My Health Record



Select Click to select patients with a My Health Record Registration and confirm



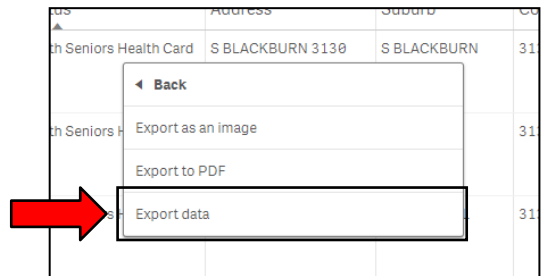
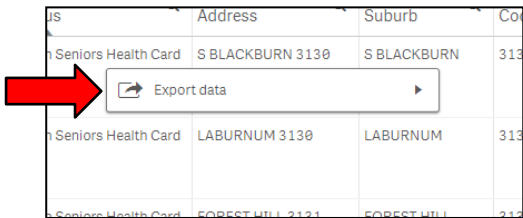


Select active patients and click again to open patient list

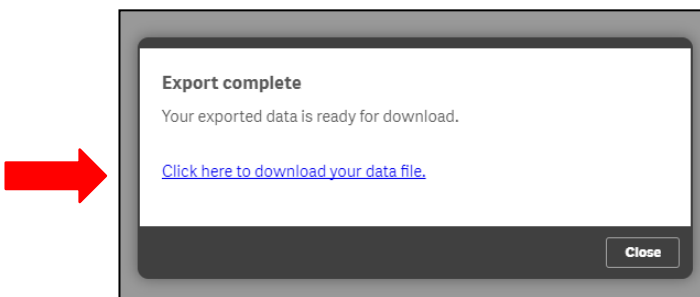
To export the Patient list to an excel file for printing, right click on the table and select the three dots

Patient Status	DOB	Patient Age	Gender	Pension Status	Address	Suburb	Post Code	Mobile Phone	More
Active	04/02/1947	70	Female	Commonwealth Seniors Health Card	S BLACKBURN 3130	BLACKBURN	3130	0411119560	-
Active	01/06/1945	72	Female	Commonwealth Seniors Health Card	LABURNUM 3130	LABURNUM	3130	0448191857	DR D
Active	13/07/1941	75	Female	Commonwealth Seniors Health Card	FOREST HILL 3131	FOREST HILL	3131	0432518547	DR M
Active	18/01/1942	75	Male	Commonwealth Seniors Health Card	BLACKBURN 3130	STH BLACKBURN	3130	0424771657	DR M
Active	17/05/1941	76	Female	Commonwealth Seniors Health Card	KINKUNA 3130	KINKUNA	3130	0465330640	DR D
Active	20/10/1939	77	Female	Commonwealth Seniors Health Card	BLACKBURN 3130	BLACKBURN	3130	0412864061	DR D
Active	03/02/1940	77	Female	Commonwealth Seniors Health Card	BLACKBURN 3130	BLACKBURN	3130	0422474783	DR M
Active	18/12/1938	78	Female	Commonwealth Seniors Health Card	NORTH BLACKBURN	NORTH	3130	0458726515	DR D

Select Export Data and then click "Export data".



Click on the hyperlink to download the excel file.



Repeat for Patients who have had Uploaded Shared Health Summaries, you can also select PIP quarters using the filters or the tables.

*The reporting period aligns with the first date that the MHR was created*

MY HEALTH RECORD REGISTRATIONS		
PIP Year	PIP Quarter	My Health Record Registrations
<b>Totals</b>		<b>64</b>
2017	2017 - Q3	6
2017	2017 - Q2	23
2017	2017 - Q1	24
2016	2016 - Q4	2
2016	2016 - Q3	3

*The reporting period aligns with the first date that the MHR was created*

D HEALTH SUMMARIES		
PIP Year	PIP Quarter	Uploaded SHS
<b>Totals</b>		<b>148</b>
2017	2017 - Q3	10
2017	2017 - Q2	29
2017	2017 - Q1	37
2016	2016 - Q4	28
2016	2016 - Q3	38
2016	2016 - Q2	1

# Nicotine Replacement Therapy and Smoking Status

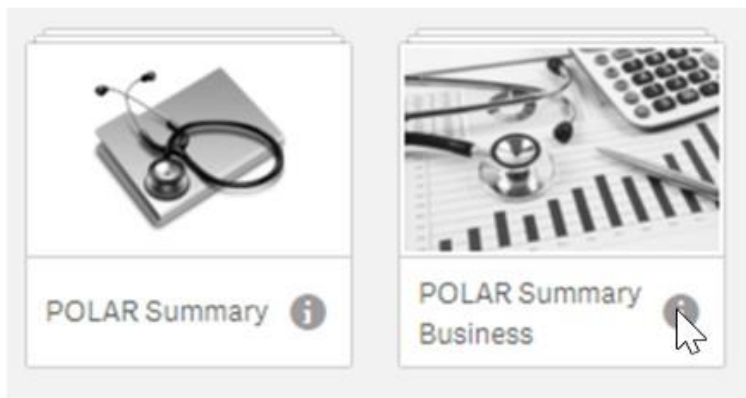
This walkthrough will demonstrate how to identify your **RACGP Active** and **Patient Status Active** population that are currently prescribed Nicotine Replacement Therapy (active ingredient Nicotine, Varenicline, Bupropion).

## Patient Cohort

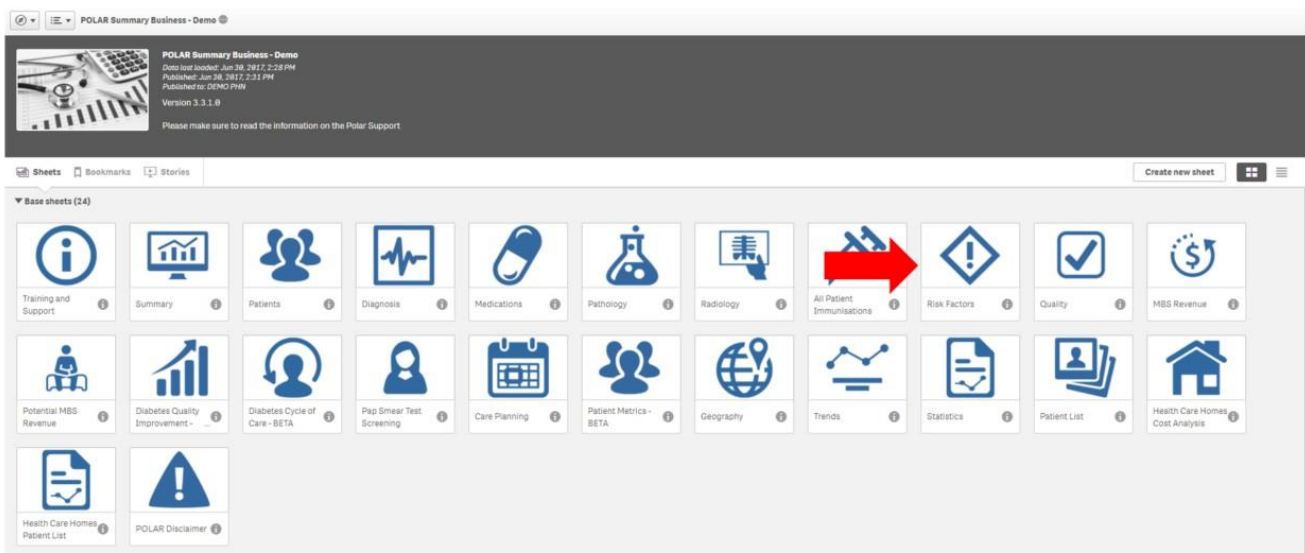
All **RACGP Active** and **Patient Status Active** patients, **Age 10+**

## POLAR Report

Summary or Summary Business



1 Open the POLAR Summary or POLAR Summary Business Report.



2. Select the Risk Factors tile.

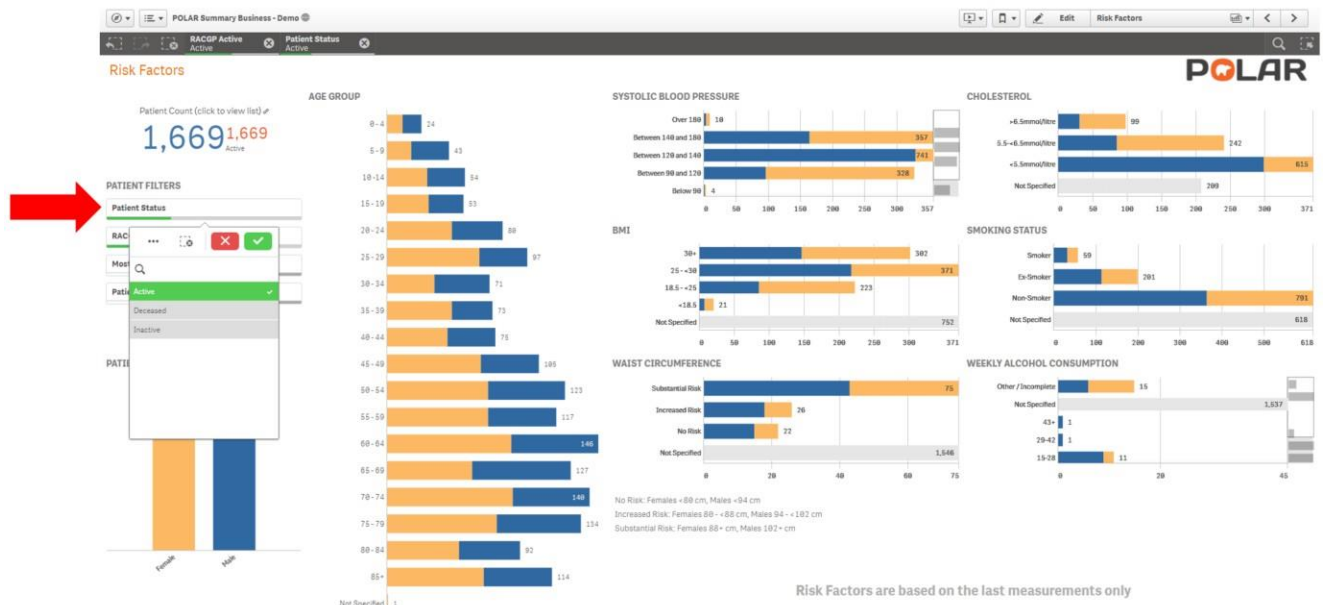


3. Select the **RACGP Active** Filter – Active (click on the green tick to confirm your selection).

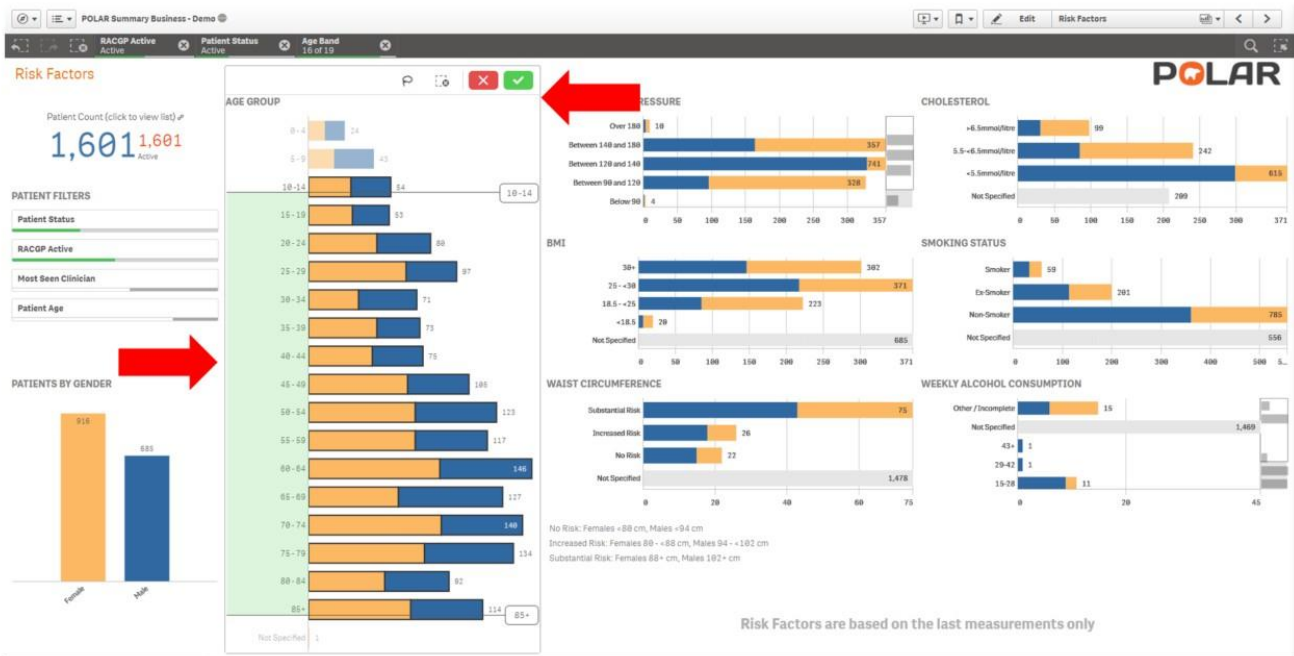
This will filter by all patients considered as RACGP active, if they have had had three or more clinical activities/encounters in the last two years.



4. Select the **Patient Status** Filter – Active (click on the green tick to confirm your selection). This will filter by all active patients as recorded in your ClinicalSoftware

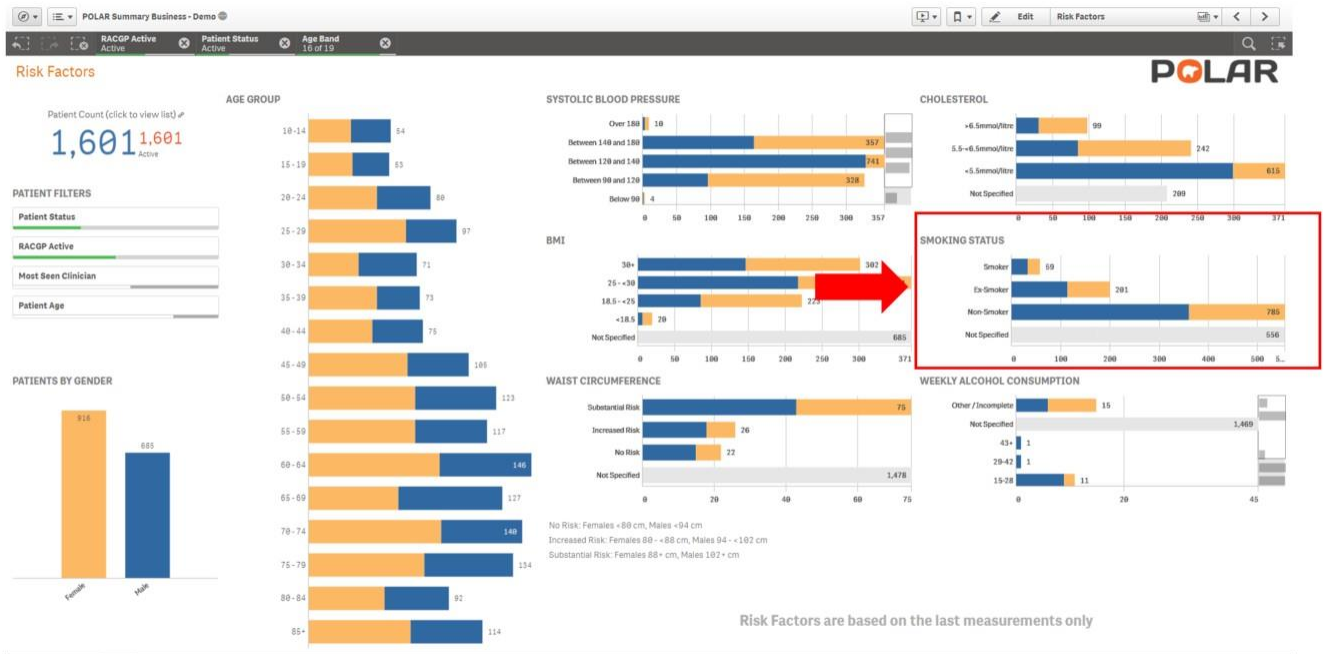


5. a. In the **AGE GROUP GRAPH** click on 10-14 then hold and drag to 85+ (click on the green tick to confirm your selection). This will select all patients above the age of 10.

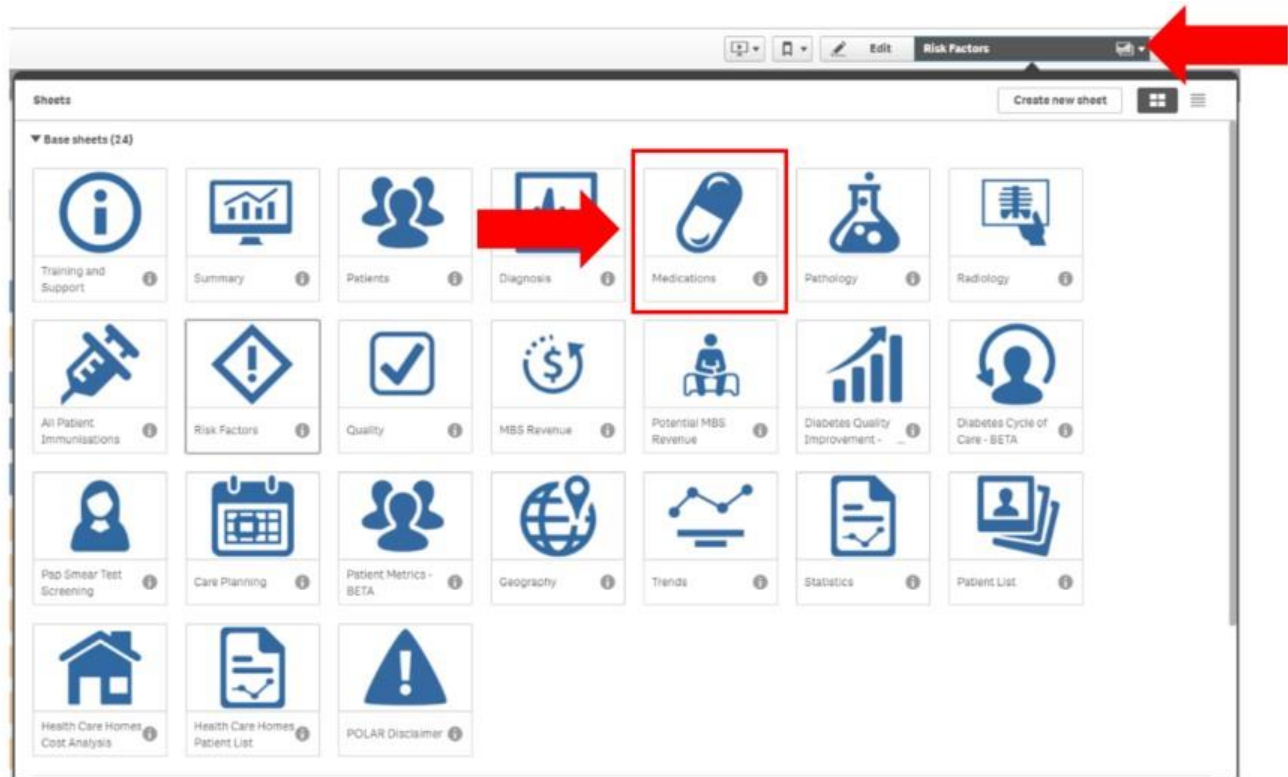


b. To view the breakdown of this patient cohort by smoking status refer to the graph on the right hand side in the middle. (No selection is required, this is to display smoking status only)

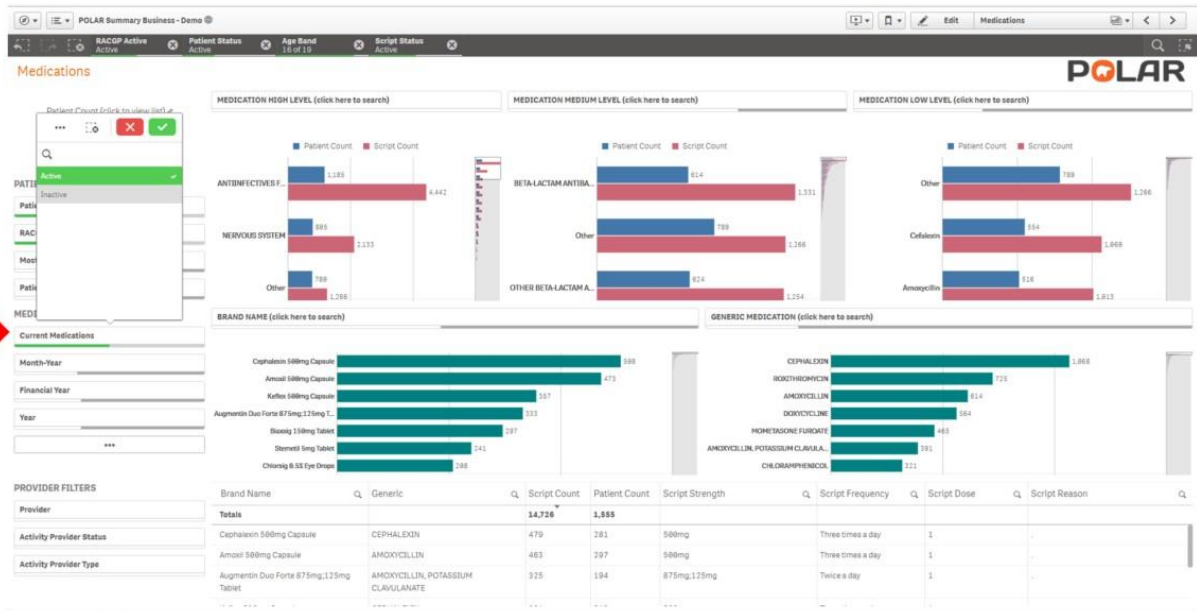




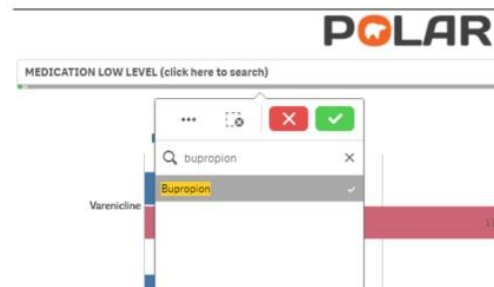
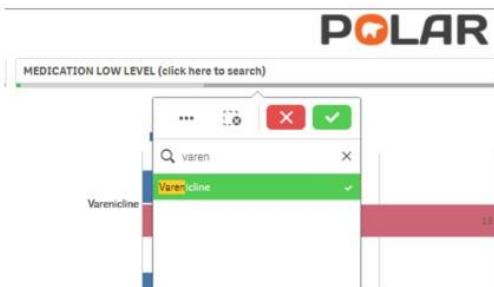
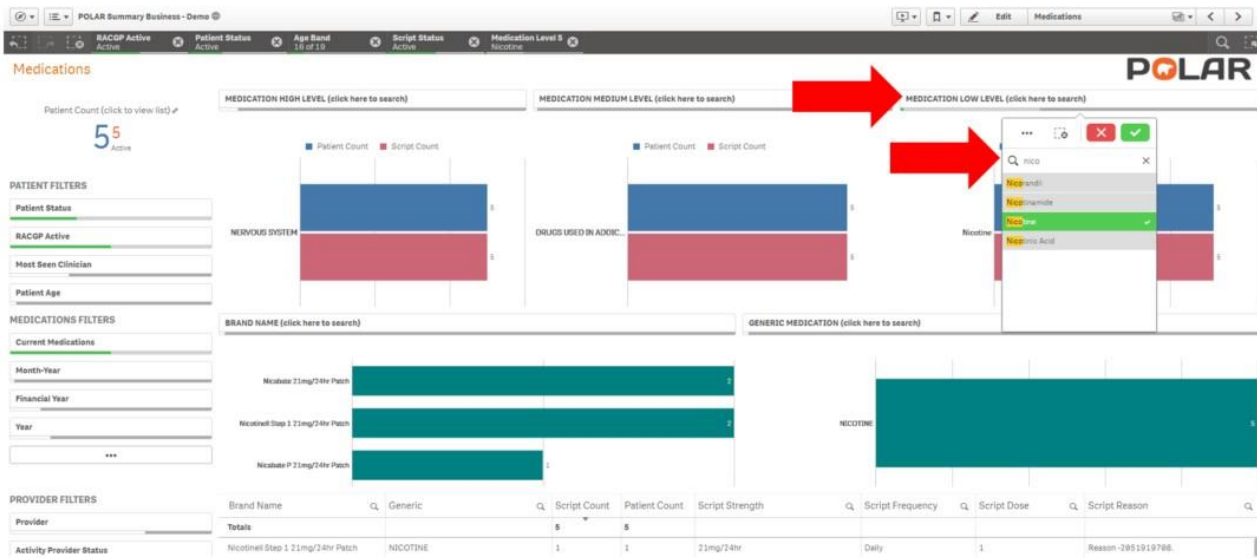
6. Click on the Page Menu and select the Medications Page.



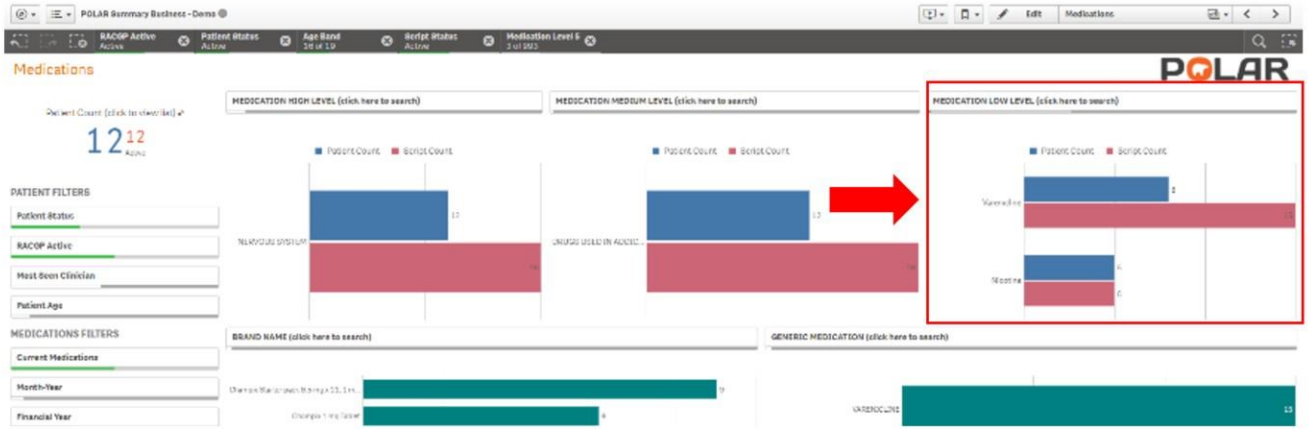
7. Select **Current Medications – Active** filter (click on the green tick to confirm your selection).



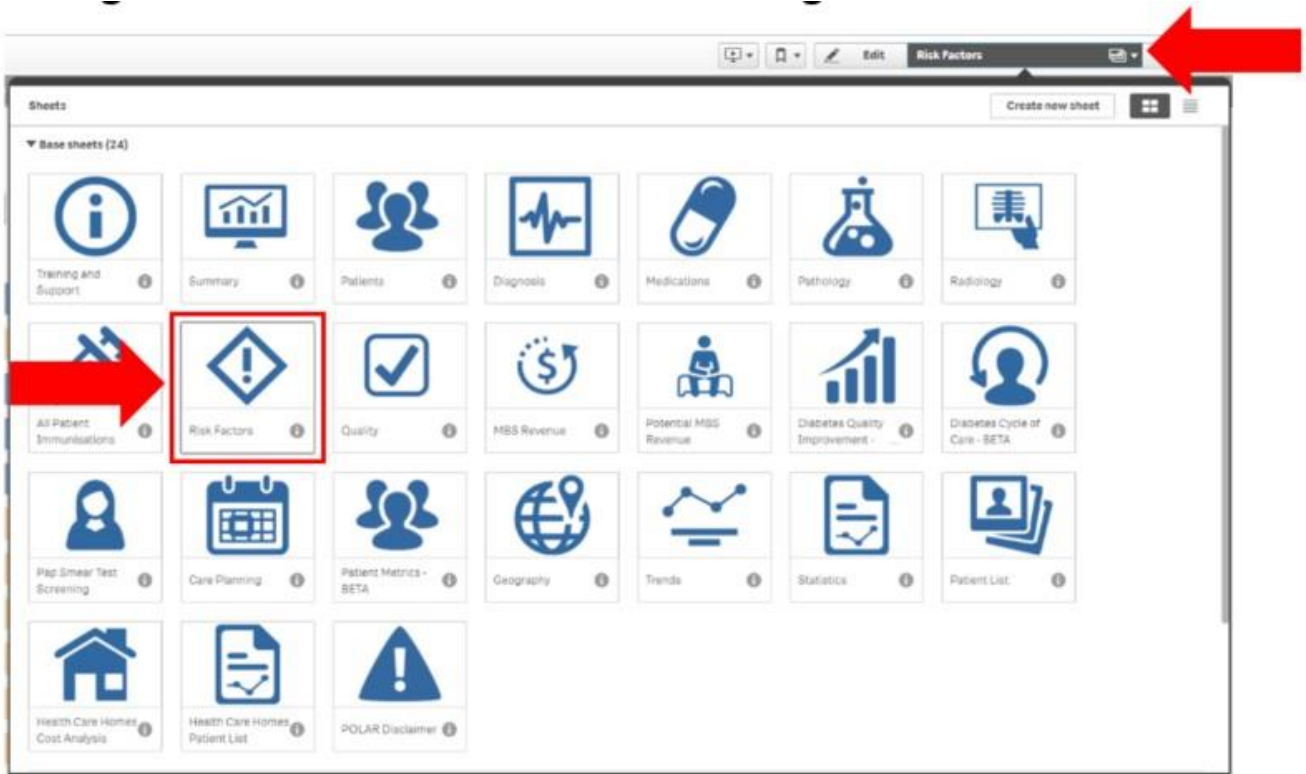
8. To select Nicotine Replacement Therapy prescription click on the **MEDICATION LOW LEVEL**. Click on the title to enable a search. Click next to the magnifying glass and type in **Nicotine** and select it, then type in **Varenicline** and select, finally type in **Bupropion** and select. Once all selections are highlighted click on the green tick to confirm your selection.



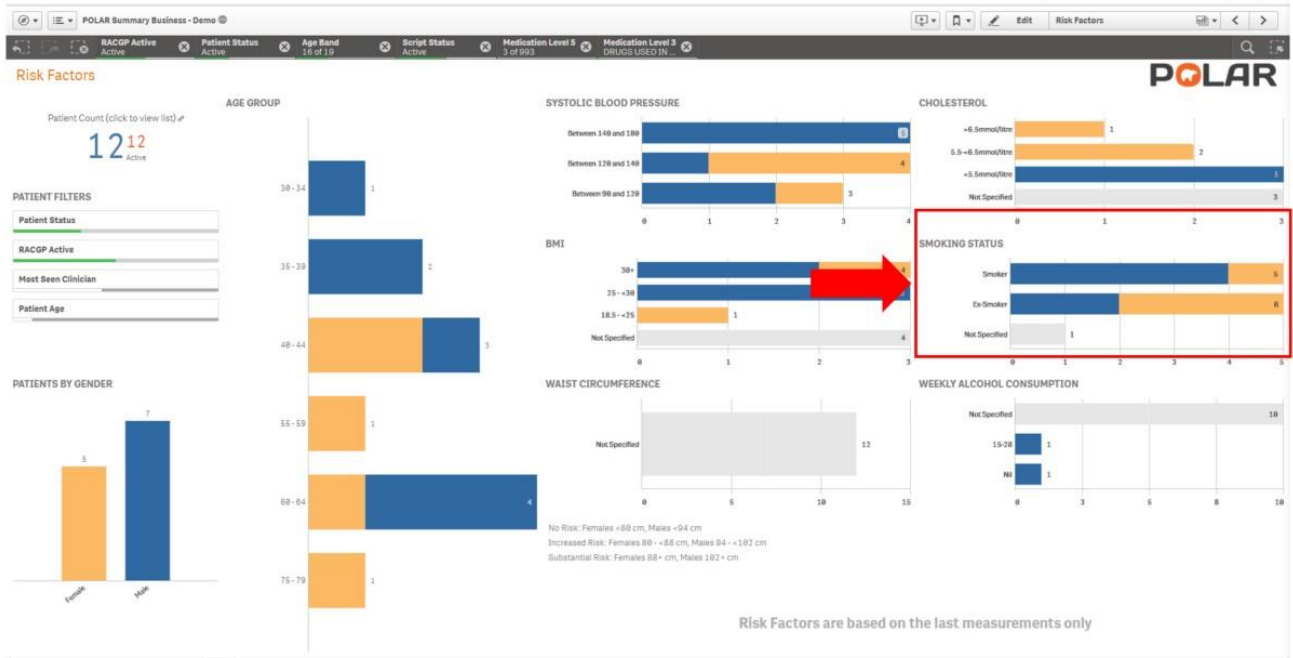
The **MEDICATION LOW LEVEL** graph gives you the number of patients and scripts on the listed medications. Please note that the patient count may not equal the overall patient count, as patients may be on multiple medications.



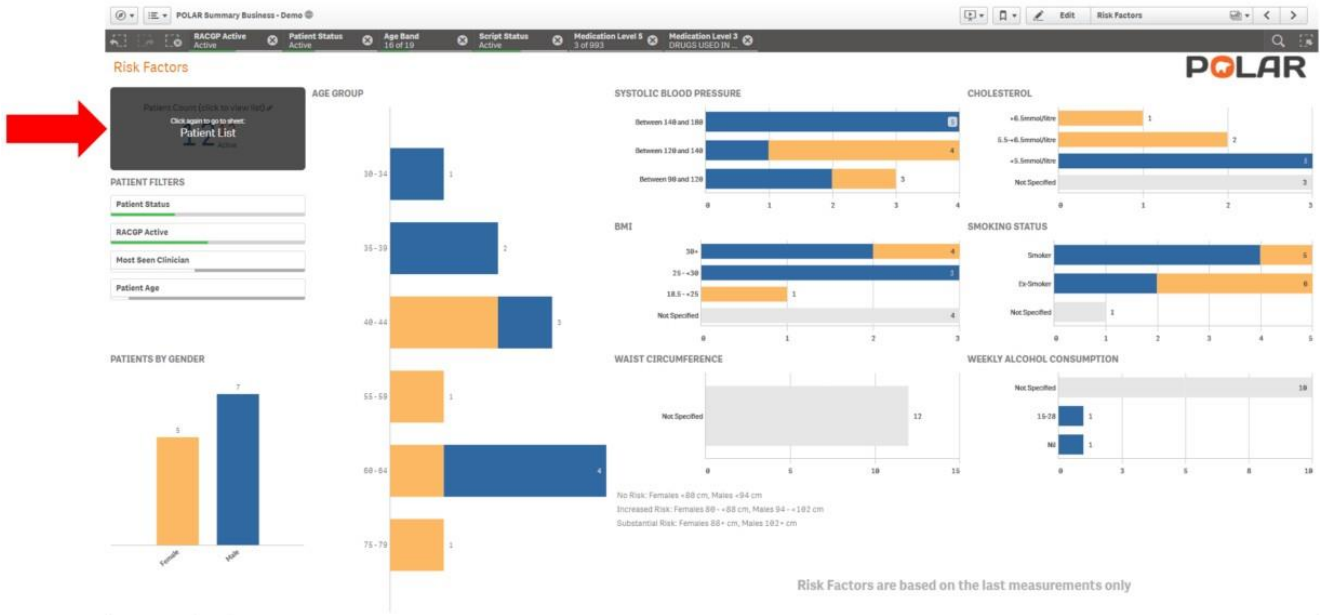
9. Click on the Page Menu and select the Risk Factors Page.



10. The **SMOKING STATUS** table shows the breakdown of **SMOKING STATUS** for patients on Nicotine Replacement Therapy.



11. Double click the **Patient Count** to view the patients on Nicotine Replacement Therapy.



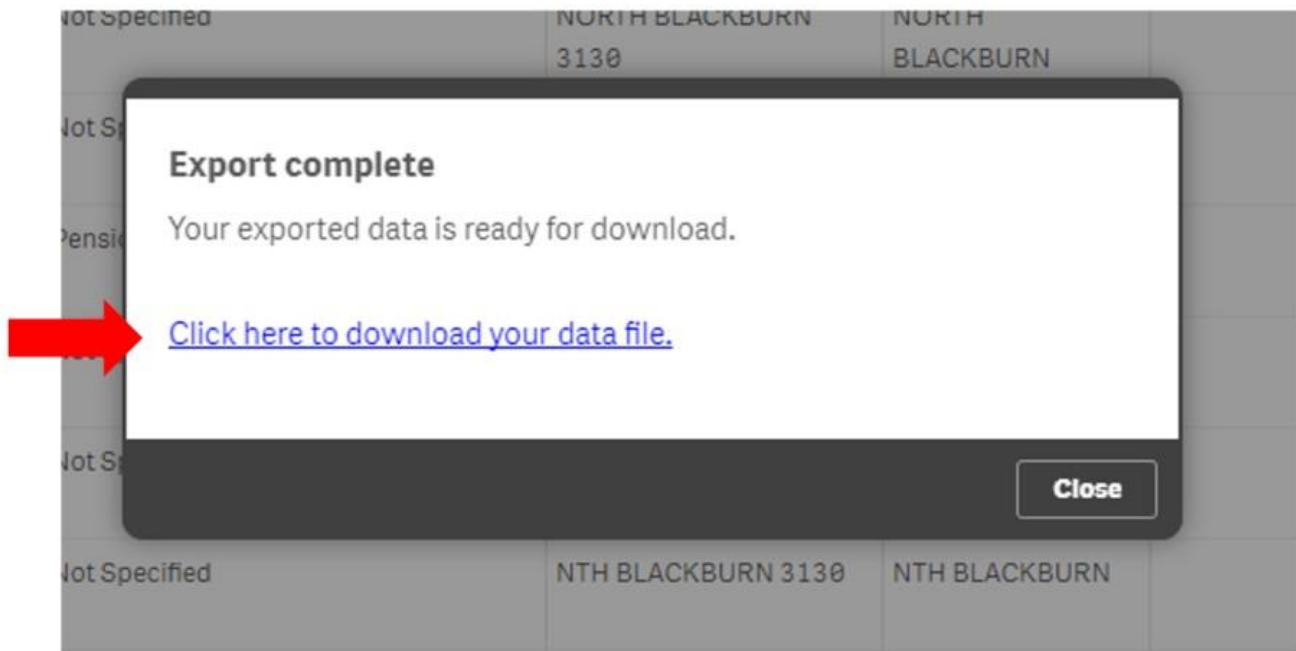
12. To export the Patient List to an excel file for printing and recalls, right click on the table and select the threedots.

Surname	Firstname	Patient Status	DOB	Patient Age	Gender	Pension Status	Address	Suburb	Post Code	Mobile Phone	Most Seen Clinician	Filters
Warfer	Candra	Active	04/02/1947	70	Female	Commonwealth Seniors Health Card	S BLACKBURN 3130	S BLACKBURN	3130	041110960	-	Patient Status: Active Age Band: NOT 0-4, 5-9, Not Specified RACGP Active: Active Smoking Status: Not Specified
Duncan	Vane	Active	07/06/1945	72	Female	Commonwealth Seniors Health Card	S BLACKBURN 3130	LABURNUM	3130	0448191857	DR DWIGHT ORDAS	Patient Status: Active Age Band: NOT 0-4, 5-9, Not Specified RACGP Active: Active Smoking Status: Not Specified
Ventureira	Dale	Active	13/07/1941	75	Female	Commonwealth Seniors Health Card	FOREST HILL 3131	FOREST HILL	3131	0432518547	DR MADDI DUNGEY	Patient Status: Active Age Band: NOT 0-4, 5-9, Not Specified RACGP Active: Active Smoking Status: Not Specified
Burneta	Lisa	Active	16/01/1942	75	Male	Commonwealth Seniors Health Card	S BLACKBURN 3130	5TH BLACKBURN	3130	0424771657	DR MADDI DUNGEY	Patient Status: Active Age Band: NOT 0-4, 5-9, Not Specified RACGP Active: Active Smoking Status: Not Specified
Puchner	Chakhou	Active	17/05/1941	76	Female	Commonwealth Seniors Health Card	KINKUNA 3130	KINKUNA	3130	0485330640	DR DWIGHT ORDAS	Patient Status: Active Age Band: NOT 0-4, 5-9, Not Specified RACGP Active: Active Smoking Status: Not Specified
Joffe	Betania	Active	20/10/1930	77	Female	Commonwealth Seniors Health Card	BLACKBURN 3130	BLACKBURN	3130	0412864061	DR DWIGHT ORDAS	Patient Status: Active Age Band: NOT 0-4, 5-9, Not Specified RACGP Active: Active Smoking Status: Not Specified

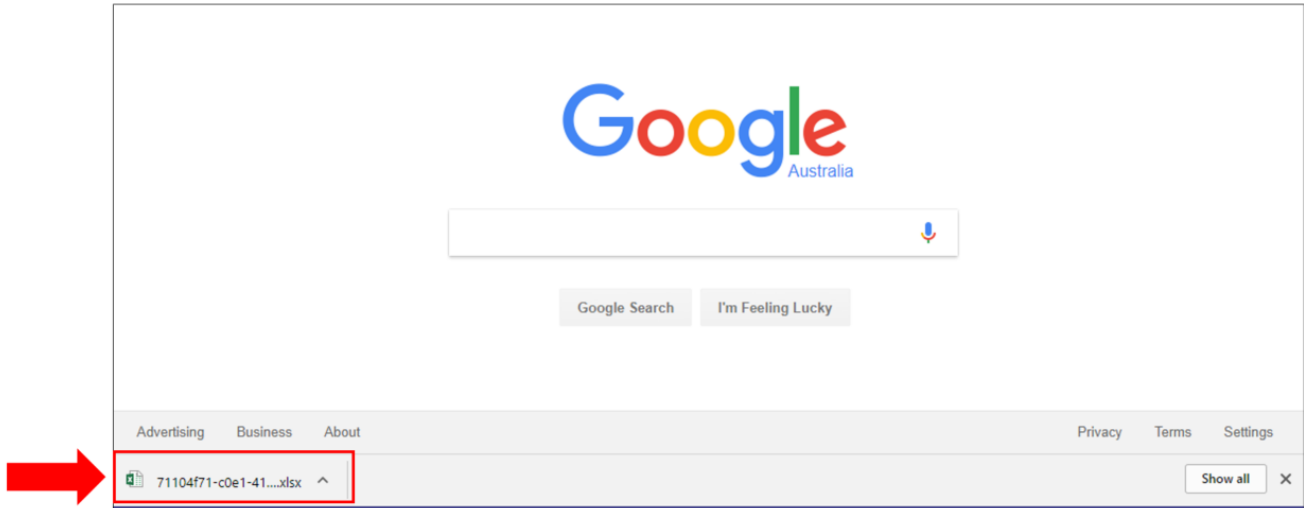
13. Select Export data and then click "Export data".

Address	Suburb	Cor
1 Seniors Health Card S BLACKBURN 3130	S BLACKBURN	313
1 Seniors Health Card LABURNUM 3130	LABURNUM	313
1 Seniors Health Card FOREST HILL 3131	FOREST HILL	313

14. Click on the hyperlink to download the excel file.



15. The downloaded file will then appear in your browser, to open click on this file.

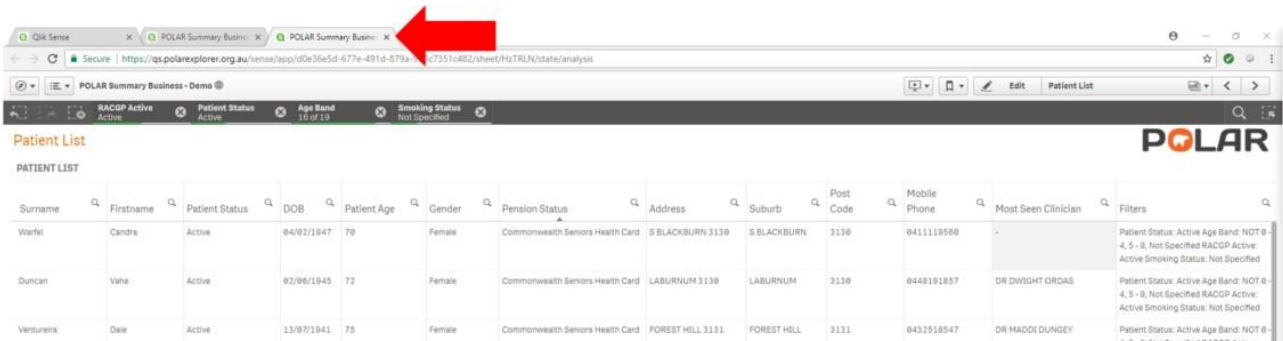


16. The excel document is now ready for a recall list.

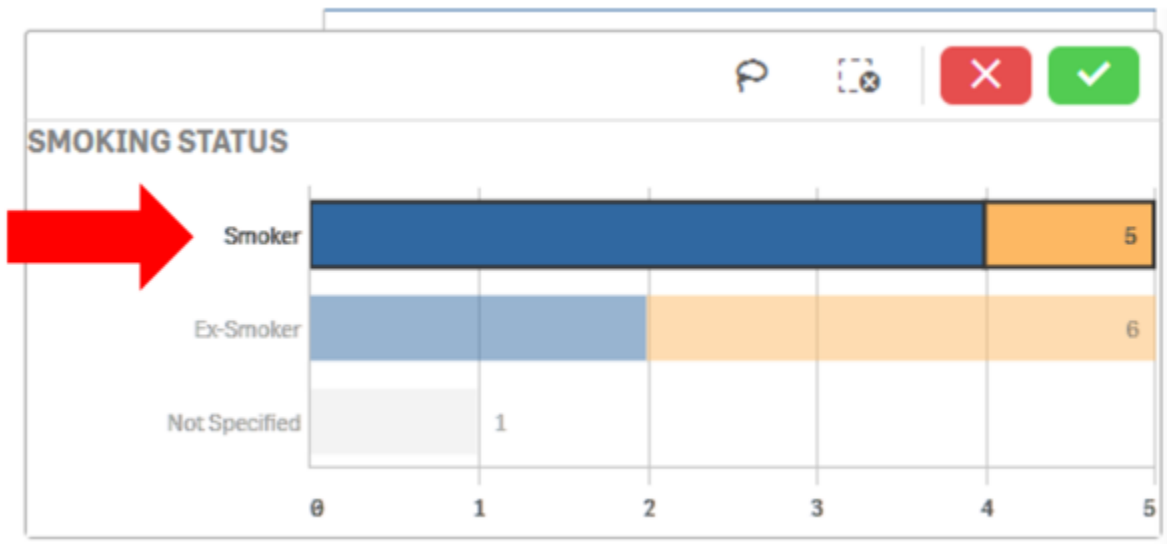
The image shows an Excel spreadsheet with a patient list. The columns are: Surname, Firstname, Patient Status, DOB, Patient Age, Gender, Pension Status, Address, Suburb, Post Code, Mobile Phone, and Most Seen Clinic Filters. The data is as follows:

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Surname	Firstname	Patient Status	DOB	Patient Age	Gender	Pension Status	Address	Suburb	Post Code	Mobile Phone	Most Seen Clinic Filters						
2	Warfel	Canbra	Active	04/02/1947	70	Female	Commonwealth	S BLACKBURN 31 S BLACKBURN	BLACKBURN	3130	041119560	-	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Active					
3	Duncan	Vahe	Active	02/06/1945	72	Female	Commonwealth	LABURNUM 3130 LABURNUM	LABURNUM	3130	048191857	DR DWIGHT ORD	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Active					
4	Ventureira	Dale	Active	13/07/1941	75	Female	Commonwealth	FOREST HILL 3131 FOREST HILL	FOREST HILL	3131	0423518547	DR MADDI DUNG	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Active					
5	Ithurrieta	Lisa	Active	18/01/1942	75	Male	Commonwealth	STH BLACKBURN STH BLACKBURN	BLACKBURN	3130	0424771657	DR MADDI DUNG	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Active					
6	Puchner	Cheikhou	Active	17/05/1941	76	Female	Commonwealth	KINKUNA 3130 KINKUNA	KINKUNA	3130	0465330640	DR DWIGHT ORD	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Active					
7	Joffin	Betania	Active	20/10/1939	77	Female	Commonwealth	BLACKBURN 3130 BLACKBURN	BLACKBURN	3130	0412864061	DR DWIGHT ORD	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Active					
8	Sano	Yuzhen	Active	03/02/1940	77	Female	Commonwealth	BLACKBURN 3130 BLACKBURN	BLACKBURN	3130	0422474783	DR MADDI DUNG	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Active					
9	Franey	Adrienne	Active	18/12/1938	78	Female	Commonwealth	NORTH BLACKBU NORTH BLACKBU	BLACKBU	3130	0458726515	DR DWIGHT ORD	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Active					
10	Belchenko	Berry	Active	31/10/1925	91	Male	Commonwealth	N BLACKBURN 31 N BLACKBURN	BLACKBURN	3130	0448782616	DR DWIGHT ORD	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Active					
11	Brockberg	Giulietta	Active	09/02/2007	10	Male	Health Care Card	KINKUNA 3130 KINKUNA	KINKUNA	3130	0469037155	-	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Active					
12	Schneegass	Sergia	Active	20/07/2004	12	Male	Health Care Card	NTH BLACKBURN NTH BLACKBURN	BLACKBURN	3130	0459307848	DR MADDI DUNG	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Active					
13	Mika	Cenaida	Active	12/07/2003	13	Female	Health Care Card	KINKUNA 3130 KINKUNA	KINKUNA	3130	0412365222	DR MADDI DUNG	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Active					
14	Berlandy	Tandy	Active	31/01/2004	13	Male	Health Care Card	NORTH BLACKBU NORTH BLACKBU	BLACKBU	3130	0465819664	DR DWIGHT ORD	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Active					
15	Demich	Mallie	Active	13/02/2004	13	Male	Health Care Card	NTH BLACKBURN NTH BLACKBURN	BLACKBURN	3130	0491888939	DR DWIGHT ORD	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Active					
16	Lishevski	Maksim	Active	29/05/2003	14	Male	Health Care Card	BLACKBURN NOF BLACKBURN NOF	BLACKBURN	3130	0477614697	DR DWIGHT ORD	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Active					
17	Yanni	Zinab	Active	25/04/2002	15	Male	Health Care Card	FOREST HILL 3131 FOREST HILL	FOREST HILL	3131	0409726438	DR DWIGHT ORD	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Active					
18	Weavers	Zemon	Active	26/10/2000	16	Female	Health Care Card	SOUTH BLACKBU SOUTH BLACKBU	BLACKBU	3130	0499794346	DR MADDI DUNG	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Active					
19	Eschbach	Rossano	Active	23/02/2000	17	Male	Health Care Card	BLACKBURN NTH BLACKBURN NTH	BLACKBURN	3130	0478631146	DR MADDI DUNG	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Active					

17. To return to the POLAR GP Risk factors page close the patient list tab by clicking on the x.

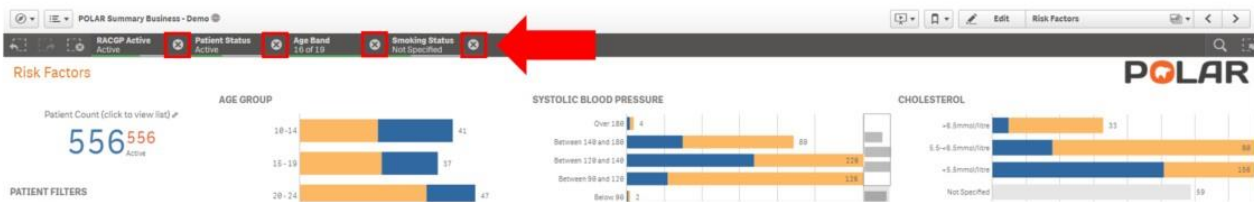


18. To find current smokers on Nicotine Replacement Therapy click on the **SMOKING STATUS** table and select **Smoker**

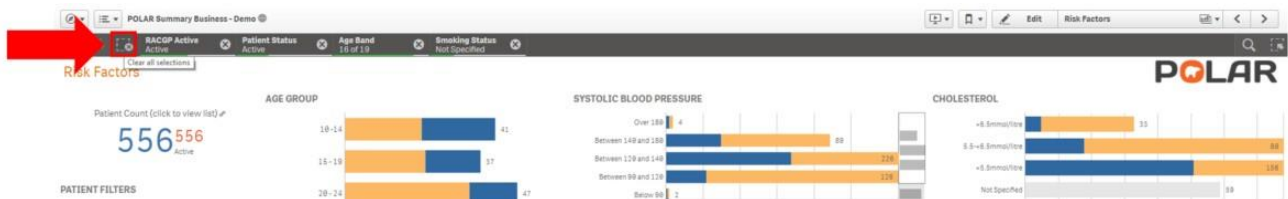


19. To view patents follow above Steps 11 – 16.

20. a. To remove an active filter, click the x next to the filter you wish to remove in the active filter bar.



b. To remove all active filters click on the Clear all selection button.



We hope you find this walkthrough useful. If you have any queries, please feel free to contact the Gippsland PHN Digital Health Team.

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# Missing Aboriginal and Torres Strait Islander Status

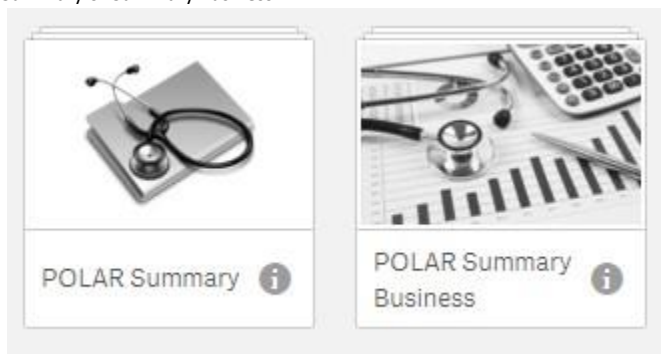
This walkthrough will demonstrate how to identify your ACTIVE patient population that does NOT have an Aboriginal and Torres Strait Islander status recorded.

## Patient Cohort

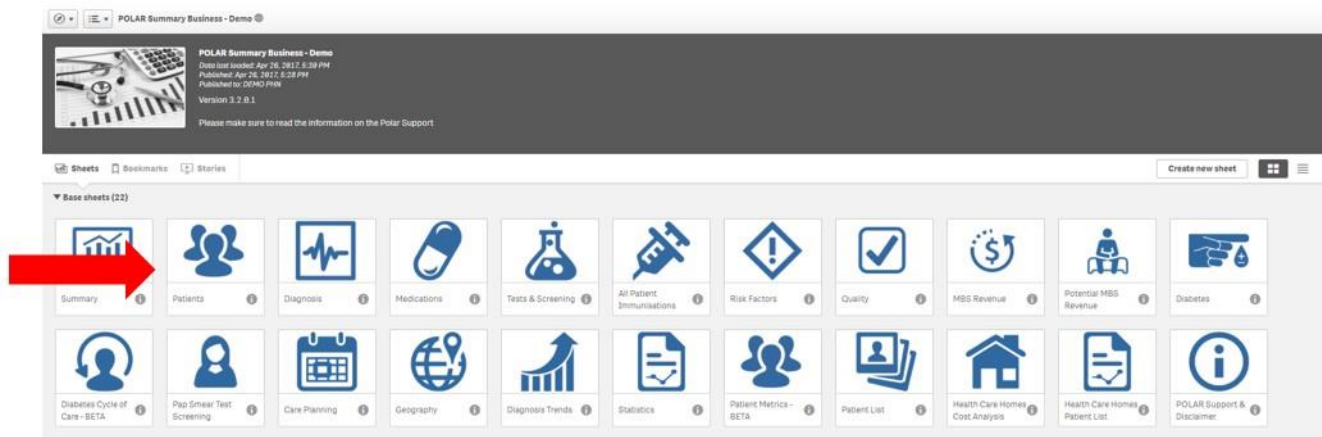
All ACTIVE patients.

## POLAR Report

Summary or Summary Business



1. Open the POLAR Summary or Summary Business Report



2. Select the Patients tile





### 3. Select the Patient Status Filter – Active

This will filter by all active patients as recorded in your Clinical Software.

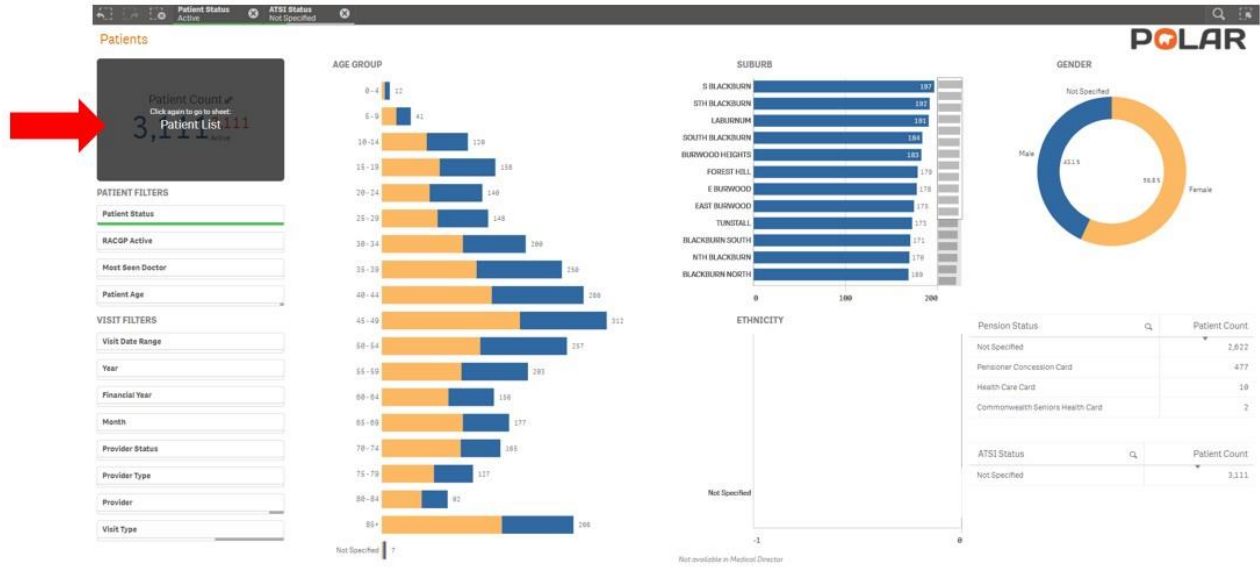


### 4. Select NOT SPECIFIED under the ATSI status table

This will filter by all ACTIVE patients that do not have an Aboriginal and/or Torres Strait Islander.status recorded



5. Double click the PATIENT COUNT to view the patient list




6. To export the Patient list to an excel file for printing, right click on the table and select the threedots

The screenshot shows the POLAR Patient List table with the following columns: Patient Name, Patient Status, DOB, Age, Gender, Pension, Address, Suburb, Postcode, Mobile Phone, Most Seen Doctor, and Filters. A red arrow points to the three-dot menu icon for the patient 'Abatiel, Elyasse'.

Patient Name	Patient Status	DOB	Age	Gender	Pension	Address	Suburb	Postcode	Mobile Phone	Most Seen Doctor	Filters
Abades, Tabetha	Active	13/11/1919	97	Male	Not Specified	BLACKBURN SOUTH 3130	BLACKBURN SOUTH	3130	0489297704	None	Patient Status: Active ATSI Status: Not Specified
Abadeso, Vasudeva	Active	16/07/1964	32	Male	Not Specified	STH BLACKBURN 3130	STH BLACKBURN	3130	0479998897	None	Patient Status: Active ATSI Status: Not Specified
Abatiel, Elyasse	Active	06/12/1975	41	Female	Not Specified	E BURWOOD 3151	EAST BURWOOD	3151	0464180841	None	Patient Status: Active ATSI Status: Not Specified
Abatti, Abarca	Active	15/12/1968	46	Female	Not Specified	NTH BLACKBURN 3130	NORTH BLACKBURN	3130	0499454664	None	Patient Status: Active ATSI Status: Not Specified
Abdrakhimoff, Mariqaz	Active	13/10/1969	56	Male	Not Specified	SOUTH BLACKBURN 3130	SOUTH BLACKBURN	3130	0445523447	None	Patient Status: Active ATSI Status: Not Specified
Abdrakhimoff, Rachid	Active	01/03/1927	96	Female	Pensioner Concession Card	FOREST HILL 3131	FOREST HILL	3151	0453982296	None	Patient Status: Active ATSI Status: Not Specified
Abdrakhimoff, Joritz	Active	06/07/1918	98	Female	Not Specified	SOUTH BLACKBURN 3130	SOUTH BLACKBURN	3130	0433899925	None	Patient Status: Active ATSI Status: Not Specified
Abel, Bethany	Active	01/12/1995	21	Male	Not Specified	KINKUNA 3130	KINKUNA	3130	0413530804	None	Patient Status: Active ATSI Status: Not Specified
Abes, Charis	Active	13/07/1985	31	Female	Not Specified	NTH BLACKBURN 3130	NTH BLACKBURN	3130	0484272326	DR DWIGHT ORDAS	Patient Status: Active ATSI Status: Not Specified
Abkin, Jaysen	Active	07/01/1979	47	Male	Not Specified	BLACKBURN STH 3130	BLACKBURN STH	3130	041298481	None	Patient Status: Active ATSI Status: Not Specified
Abiang, Gang	Active	14/01/1951	66	Female	Pensioner Concession Card	E BURWOOD 3151	E BURWOOD	3151	0425756118	None	Patient Status: Active ATSI Status: Not Specified
Abramovitz, Mati	Active	22/05/1980	36	Male	Not Specified	STH BLACKBURN 3130	STH BLACKBURN	3130	0485916546	DR MADDI DUNGEY	Patient Status: Active ATSI Status: Not Specified
Abzyparoff, Jiaxiang	Active	16/11/1976	48	Male	Not Specified	BLACKBURN STH 3130	BLACKBURN STH	3130	0419776038	None	Patient Status: Active ATSI Status: Not Specified
Abzyparoff, Maryluz	Active	11/06/1927	89	Male	Not Specified	FOREST HILL 3131	FOREST HILL	3131	0412006955	None	Patient Status: Active ATSI Status: Not Specified
Abzyparoff, Nevena	Active	09/07/1931	85	Female	Pensioner Concession Card	EAST BURWOOD 3151	EAST BURWOOD	3151	0476741701	DR DWIGHT ORDAS	Patient Status: Active ATSI Status: Not Specified

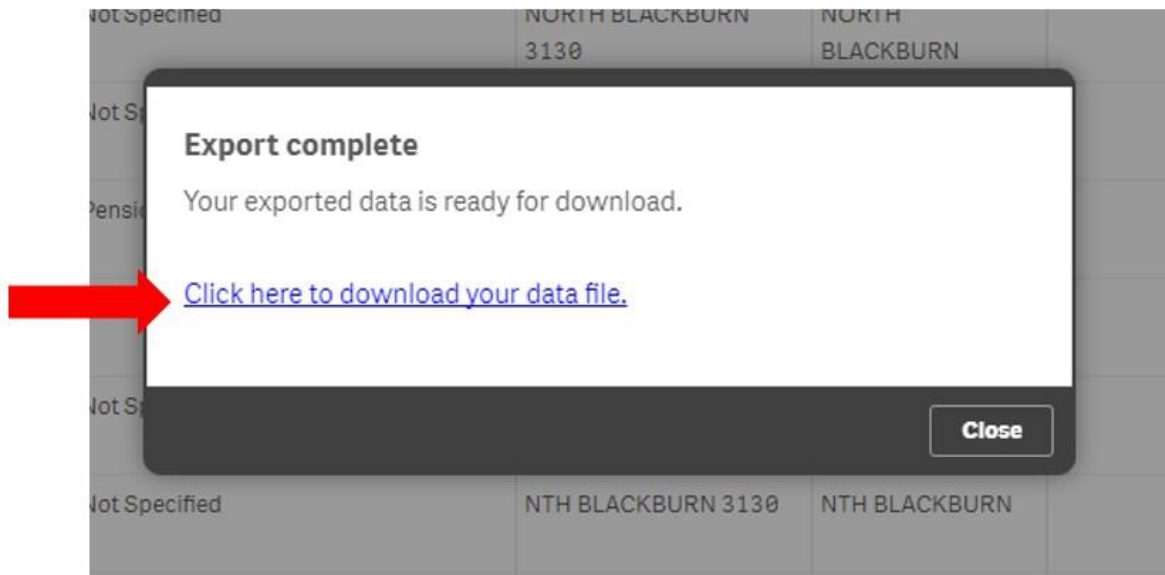
7. Select Export Data

Q	Address	Q	Suburb	Q	Postcode
	BLACKBURN SOUTH 3130		BLACKBURN SOUTH		
				RN	
				DD	
	NORTH BLACKBURN 3130		NORTH BLACKBURN		
	SOUTH BLACKBURN 3130		SOUTH BLACKBURN		



The image shows a table with columns for Address, Suburb, and Postcode. A dropdown menu is open over the table, showing three options: 'Export as an image', 'Export to PDF', and 'Export data'. A red arrow points to the 'Export data' option.

8. Click on the hyperlink to download the excel file



The image shows a dialog box with the title 'Export complete'. The text inside the dialog box reads: 'Your exported data is ready for download.' Below this text is a blue hyperlink that says 'Click here to download your data file.'. A red arrow points to this hyperlink. At the bottom right of the dialog box is a 'Close' button.

9. The excel document is below ready for a recall list

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Patient Name	Patient Status	DOB	Age	Gender	Pension	Address	Suburb	Postcode	Mobile Phone	Most Seen Doctor/Filers					
2	Abades, Tabetba	Active	13/11/1919	97	Male	Not Specified	BLACKBURN SOU	BLACKBURN SOU	3130	0489297794	None	Patient Status: Active	ATSI Status: Not Specified			
3	Abadesso, Vauou	Active	18/07/1984	32	Male	Not Specified	STH BLACKBURN	STH BLACKBURN	3130	0479998097	None	Patient Status: Active	ATSI Status: Not Specified			
4	Abateil, Ilyasse	Active	06/12/1975	41	Female	Not Specified	EAST BURWOOD	EAST BURWOOD	3151	0464180841	None	Patient Status: Active	ATSI Status: Not Specified			
5	Abatti, Abarca	Active	15/12/1968	48	Female	Not Specified	NORTH BLACKBU	NORTH BLACKBU	3130	0469454864	None	Patient Status: Active	ATSI Status: Not Specified			
6	Abdrahamoff, Mi	Active	13/10/1960	56	Male	Not Specified	SOUTH BLACKBU	SOUTH BLACKBU	3130	0465525447	None	Patient Status: Active	ATSI Status: Not Specified			
7	Abdrahamoff, Ra	Active	01/03/1927	90	Female	Pensioner Conco	FOREST HILL	3131	FOREST HILL	3131	0453982296	None	Patient Status: Active	ATSI Status: Not Specified		
8	Abdrahamoff, ra	Active	06/07/1918	98	Female	Not Specified	SOUTH BLACKBU	SOUTH BLACKBU	3130	0433899925	None	Patient Status: Active	ATSI Status: Not Specified			
9	Abel, Bethany	Active	01/12/1995	21	Male	Not Specified	KINKUNA	3130	KINKUNA	3130	0413539804	None	Patient Status: Active	ATSI Status: Not Specified		
10	Abes, Charis	Active	13/07/1985	33	Female	Not Specified	NTH BLACKBURN	NTH BLACKBURN	3130	0484272126	DR DWIGHT ORD	Patient Status: Active	ATSI Status: Not Specified			
11	Abkin, Jayson	Active	07/01/1970	47	Male	Not Specified	BLACKBURN STH	BLACKBURN STH	3130	0412988481	None	Patient Status: Active	ATSI Status: Not Specified			
12	Abiang, Gang	Active	14/01/1951	66	Female	Pensioner Conco	E BURWOOD	313	E BURWOOD	3131	0425756118	None	Patient Status: Active	ATSI Status: Not Specified		
13	Abramovitz, Mat	Active	22/05/1980	36	Male	Not Specified	STH BLACKBURN	STH BLACKBURN	3130	0483938546	DR MADON DUNG	Patient Status: Active	ATSI Status: Not Specified			
14	Abryapanoff, Jasi	Active	16/11/1976	40	Male	Not Specified	BLACKBURN STH	BLACKBURN STH	3130	0419726038	None	Patient Status: Active	ATSI Status: Not Specified			
15	Abryapanoff, Ma	Active	11/08/1927	89	Male	Not Specified	FOREST HILL	3131	FOREST HILL	3131	0412006055	None	Patient Status: Active	ATSI Status: Not Specified		
16	Abryapanoff, Ne	Active	09/07/1931	85	Female	Pensioner Conco	EAST BURWOOD	EAST BURWOOD	3151	0476741701	DR DWIGHT ORD	Patient Status: Active	ATSI Status: Not Specified			
17	Achiane, Frieda	Active	04/12/1981	35	Male	Not Specified	E BURWOOD	313	E BURWOOD	3131	0414185275	None	Patient Status: Active	ATSI Status: Not Specified		
18	Achterscht, Aurk	Active	01/01/1983	34	Male	Not Specified	BLACKBURN SOU	BLACKBURN SOU	3130	0449768415	None	Patient Status: Active	ATSI Status: Not Specified			

We hope you find this walkthrough useful. If you have any queries, please feel free to contact the Gippsland PHN Digital Health Team

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e: [henry.yu@gphn.org.au](mailto:henry.yu@gphn.org.au) e: [liz.porter@gphn.org.au](mailto:liz.porter@gphn.org.au)

# Identify Eligible ATSI Health Assessment Patients

This walkthrough will demonstrate how to identify your ACTIVE patient cohort that have identified as an Aboriginal and Torres Strait Islander (ATSI) and is eligible for a Health Assessment for Aboriginal and Torres Strait Islander People – MBS item 715, once every nine months.

\*Please note that this will only identify patients that have claimed a MBS item 715 at your clinic.

## Patient Cohort

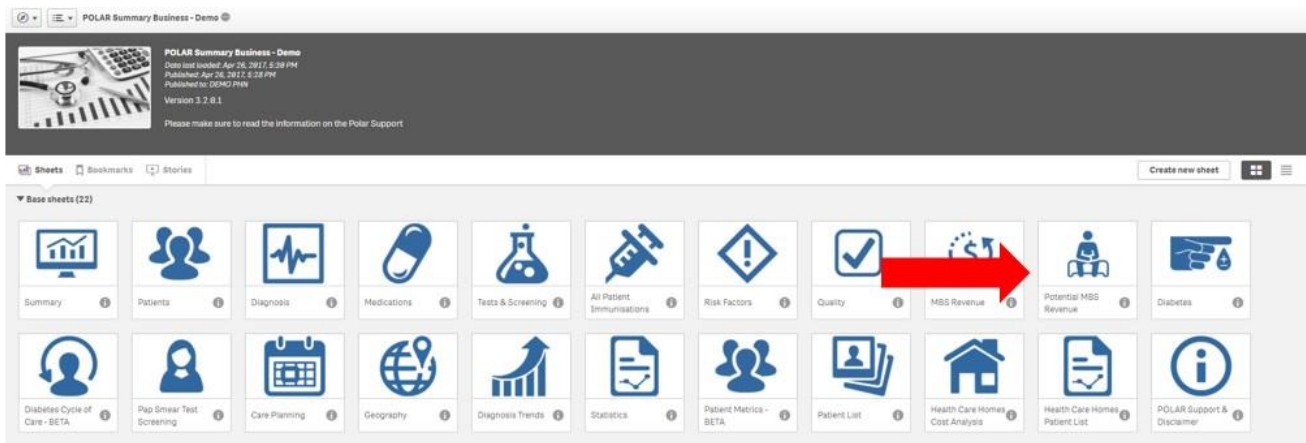
Identified **ACTIVE** patients that identify as Aboriginal and Torres Strait Islander

## POLAR Report

Summary Business



1. Open the POLAR Summary Business Report



2. Select the Potential MBS Revenue tile



Alternatively, if you are already in POLAR, select the PAGE MENU to navigate to the Potential MBS Revenue Page.

The screenshot shows the POLAR Summary Business - Demo interface. The main content area displays 'Potential MBS Revenue' with a patient count of 6,384. A 'POTENTIAL MBS REVENUE' bar chart shows three categories: '20-69 pop smear once every 4 years' at \$77,893.40, '45-49 health assessment' at \$11,139.98, and '75 and over health assessment' at \$11,547.35. A 'POTENTIAL MBS ITEMS' table is also visible. A 'PAGES' menu is open, and a red arrow points to the 'Potential MBS Revenue' icon.

3. Select the Patient Status Filter – Active

This will filter by all active patients as recorded in your Clinical Software.

The screenshot shows the POLAR Potential MBS Revenue page with the Patient Status filter set to 'Active'. The patient count is 6,384. The 'POTENTIAL MBS REVENUE' bar chart shows a total of \$77,893.40. The 'POTENTIAL MBS ITEMS' table is also visible. A 'PAGES' menu is open, and a red arrow points to the 'Active' filter option.

Description	Item Price	Patients Needing	MBS Potential Revenue
Total		1854	\$77,893.40
20-69 pop smear once every four years, patient who have more than two visits	37.69	1068	\$39,569.48
75 and over health assessment every year	59.35	481	\$28,547.35
45-49 health assessment if at risk of chronic, once only	59.35	184	\$9,139.98
ATSI Health Assessment every nine months	112.25	3	\$336.75

Patient Name	Patient Status	DOB	Age	Gender	Pension	Address	Suburb	Postcode	Mobile Phone	Most Seen Doctor	Filters
Abades, Tabetha	Active	13/11/1919	97	Male	Not Specified	BLACKBURN SOUTH 3139	BLACKBURN SOUTH	3139	049297794	None	Patient Status: Active
Anadesso, Vasudeva	Active	18/07/1984	32	Male	Not Specified	5TH BLACKBURN 3139	5TH BLACKBURN	3139	047999897	None	Patient Status: Active
Abadia, Ameth	Active	12/12/1992	64	Male	Not Specified	BLACKBURN 3139	BLACKBURN	3139	0446657428	-	Patient Status: Active
Abakumov, Kim/Silvian	Active	07/09/1953	63	Male	Not Specified	FOREST HILL 3131	FOREST HILL	3131	0491798058	DR DWIGHT ORDAS	Patient Status: Active
Adams, Uriel	Active	09/04/1968	39	Male	Not Specified	NORTH BLACKBURN 3139	NORTH BLACKBURN	3139	0448514254	DR DWIGHT ORDAS	Patient Status: Active
Abathi, Dyasse	Active	06/12/1975	41	Female	Not Specified	EAST BURWOOD 3151	EAST BURWOOD	3151	0484186841	None	Patient Status: Active
Abadi, Adaris	Active	15/12/1968	48	Female	Not Specified	NORTH BLACKBURN 3139	NORTH BLACKBURN	3139	0469454864	None	Patient Status: Active
Abhinavak, Manasa	Active	13/01/1983	33	Female	Not Specified	TUNNATTA 3151	TUNNATTA	3151	0479837614	DR FAYDA ROTHI (F)	Patient Status: Active

4. Select the ATSI Health Assessment every nine month link on the Potential MBS Item Table  
This will display the Description, Item Price, Patients Needing and MBS Potential Revenue.

POTENTIAL MBS REVENUE

Patient Count: 3 Active

ATSI Health Assessment: \$636.75

MBS Potential Revenue: \$636.75

Description	Item Price	Patients Needing	MBS Potential Revenue
Totals		1684	\$77,893.48
28-69 pap smear once every four years, patient who have more than two visits	37.85	1608	\$30,368.40
75 and over health assessment every year	59.35	481	\$29,147.35
45-69 health assessment if at risk of chronic, once only	98.35	134	\$9,138.90
ATSI Health Assessment every nine months	212.25	3	\$636.75

Patient Name	Patient Status	DOB	Age	Gender	Pension	Address	Suburb	Postcode	Mobile Phone	Most Seen Doctor	Filters
Arcio, Evangelica	Active	02/09/1958	66	Female	Not Specified	SOUTH BLACKBURN 3138	SOUTH BLACKBURN	3138	0453925291	None	Patient Status: Active MBS PDescription: ATSI Health Assessment every nine months
March, Georgiann	Active	11/03/1961	56	Female	Not Specified	S BLACKBURN 3138	S BLACKBURN	3138	0434296001	DR ENEDA BOTELLO	Patient Status: Active MBS PDescription: ATSI Health Assessment every nine months
Willert, Ardel	Active	03/06/1955	61	Female	Not Specified	TUNSTALL 3131	TUNSTALL	3131	0413145292	DR ENEDA BOTELLO	Patient Status: Active MBS PDescription: ATSI Health Assessment every nine months

5. Double click the PATIENT COUNT to view the patient list

POTENTIAL MBS REVENUE

PATIENT COUNT: Click to go to Patient List

ATSI Health Assessment: \$636.75

MBS Potential Revenue: \$636.75

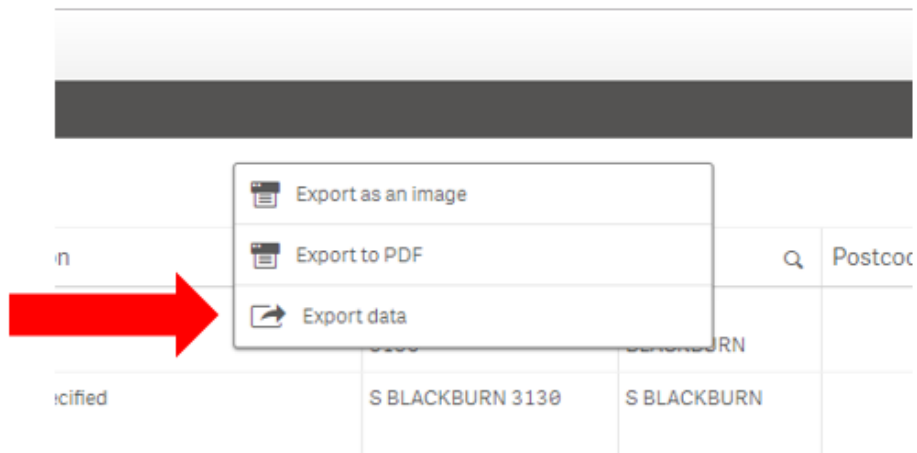
Description	Item Price	Patients Needing	MBS Potential Revenue
Totals		3	\$636.75
ATSI Health Assessment every nine months	212.25	3	\$636.75

Patient Name	Patient Status	DOB	Age	Gender	Pension	Address	Suburb	Postcode	Mobile Phone	Most Seen Doctor	Filters
Arcio, Evangelica	Active	02/09/1958	66	Female	Not Specified	SOUTH BLACKBURN 3138	SOUTH BLACKBURN	3138	0453925291	None	Patient Status: Active MBS PDescription: ATSI Health Assessment every nine months
March, Georgiann	Active	11/03/1961	56	Female	Not Specified	S BLACKBURN 3138	S BLACKBURN	3138	0434296001	DR ENEDA BOTELLO	Patient Status: Active MBS PDescription: ATSI Health Assessment every nine months
Willert, Ardel	Active	03/06/1955	61	Female	Not Specified	TUNSTALL 3131	TUNSTALL	3131	0413145292	DR ENEDA BOTELLO	Patient Status: Active MBS PDescription: ATSI Health Assessment every nine months

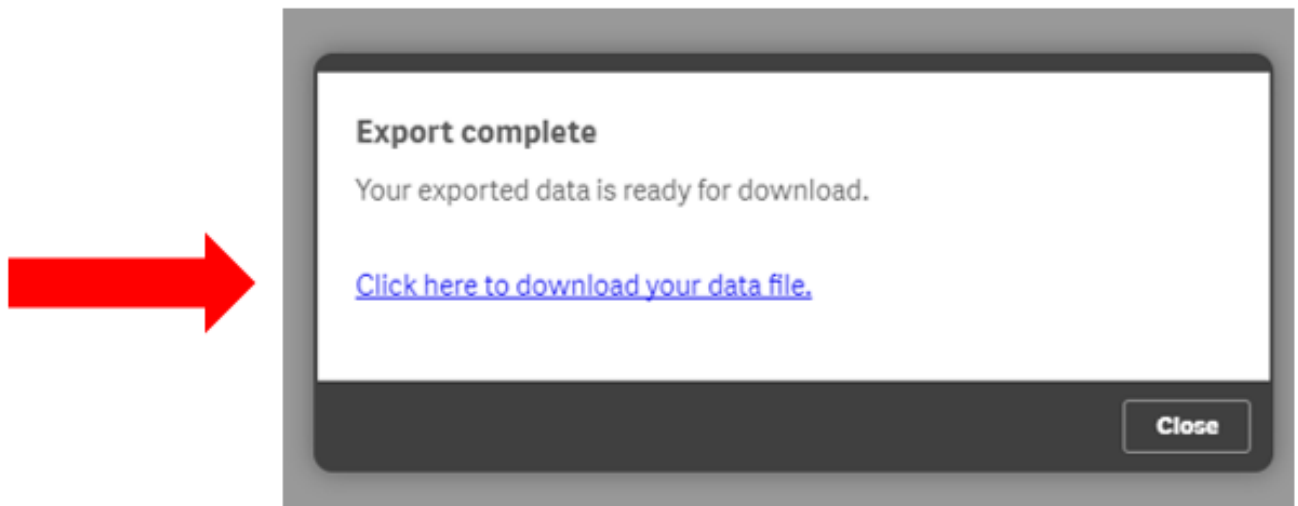
6. To export the Patient list to an excel file for printing, right click on the table and select the three dots

Pension	Address
Not Specified	SOUTH 3138
Not Specified	TUNST

7. Select Export Data



8. Click on the hyperlink to download the excel file



We hope you find this walkthrough useful. If you have any queries, please feel free to contact the Gippsland PHN Digital Health Team Henry Yu (Coordinator Digital Health) Liz Porter (Health System Integration Project Officer)  
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# POLAR Walkthrough – Identify Patients Eligible for a Care Plan

This walkthrough will demonstrate how to identify your **ACTIVE Patients** that are eligible for a **GP Management Plan** or **Team Care Arrangement**, MBS item 721 and 723 once every twelve months.

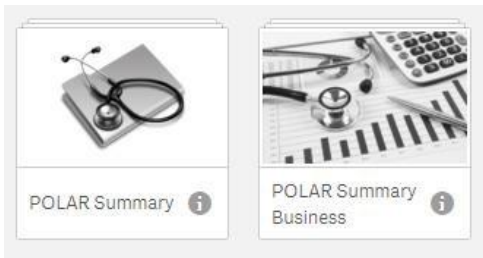
\*Please note that this will only identify patients that have claimed a MBS item 721 or 723 at your clinic in the past.

## Patient Cohort

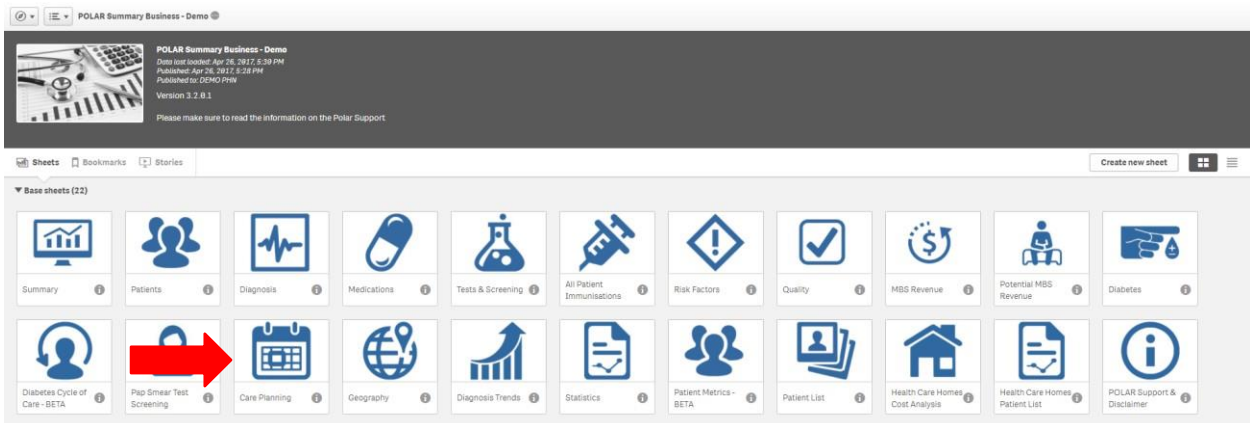
Identified **ACTIVE** patients

## POLAR Report

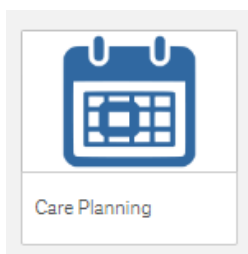
Polar Summary or Polar Summary



1. Open the POLAR Summary or POLAR Summary Business Report.



2. Select the Care Planning tile.



Alternatively, if you are already in POLAR, select the **PAGE MENU** to navigate to the Care Planning Page.

The screenshot shows the 'Potential MBS Revenue' dashboard with a 'Sheets' menu overlay. The menu contains 22 sheets, including Summary, Patients, Diagnosis, Medications, Tests & Screening, All Patient Immunisations, Risk Factors, Quality, MBS Revenue, Potential MBS Revenue, Diabetes, Diabetes Cycle of Care - BETA, Pap Smear Test Screening, and Care Planning. A red arrow points to the 'Care Planning' icon.

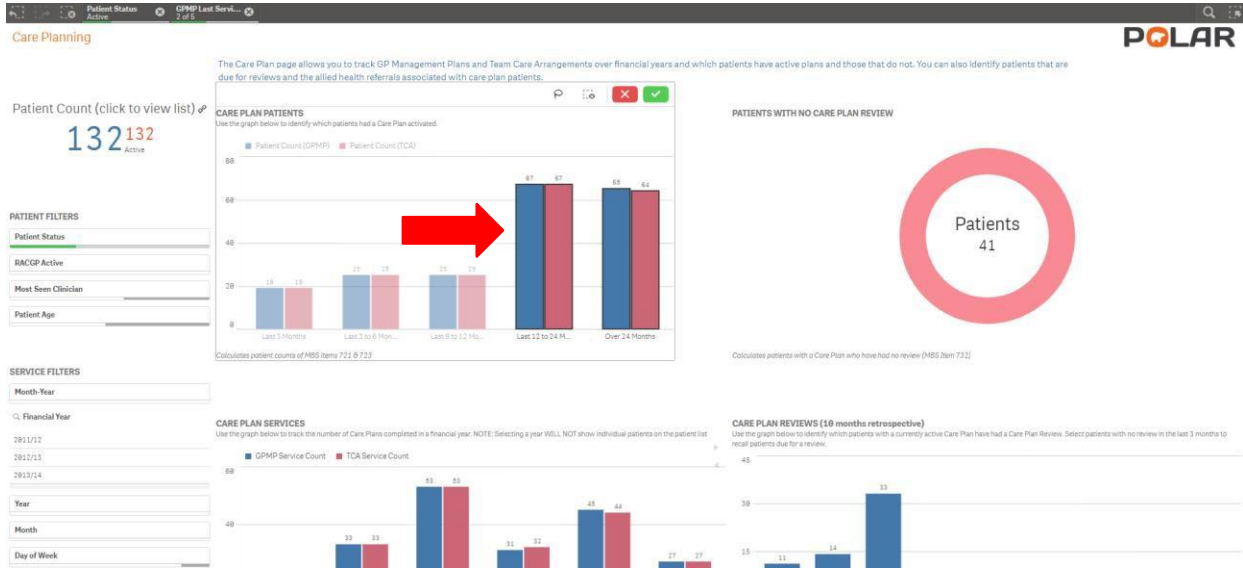
3. Select the **Patient Status Filter – Active** (click on the green tick to confirm your selection). This will filter by all active patients as recorded in your Clinical Software.

The screenshot shows the 'Care Planning' page with the 'Patient Status' filter set to 'Active'. The dashboard includes the following charts:

- CARE PLAN PATIENTS:** A bar chart comparing Patient Count (GPMP) and Patient Count (TCA) across five time periods: Last 3 Months, Last 3 to 6 Months, Last 6 to 12 Months, Last 12 to 24 Months, and Over 24 Months.
- PATIENTS WITH NO CARE PLAN REVIEW:** A donut chart showing 87 patients.
- CARE PLAN SERVICES:** A bar chart showing GPMP Service Count and TCA Service Count across five time periods.
- CARE PLAN REVIEWS (10 months retrospective):** A bar chart showing the number of reviews for GPMP and TCA services.

- In the **Care Plan Patients** Graph select last 12-24 Months and over 24 months (click on the green tick to confirm your selection).

This will display the patients that have previously had a GP Management Plan or a Team Care Arrangement but have not had another one claimed in over 12 months.



- Double click the **PATIENT COUNT** to view the patient list.



6. To export the Patient list to an excel file for printing, right click on the table and select the three dots

id	Patient Status	DOB	Patient Age	Gender	Pension Status	Address	Suburb	Post Code	Mobile Phone	Most
	Active	04/07/1947	70	Female	Commonwealth Seniors Health Card	S BLACKBURN 3130	S BLACKBURN	3130	0411119560	-
	Active	02/00/1945	72	Female	Commonwealth Seniors Health Card	LABURNUM 3130	LABURNUM	3130	0448191857	DR D
	Active	13/07/1941	75	Female	Commonwealth Seniors Health Card	FOREST HILL 3131	FOREST HILL	3131	0432518547	DR M
	Active	18/01/1942	75	Male	Commonwealth Seniors Health Card	BLACKBURN 3130	STH BLACKBURN	3130	0424771657	DR M
	Active	17/05/1941	76	Female	Commonwealth Seniors Health Card	KINKUNA 3130	KINKUNA	3130	0465330640	DR D
	Active	20/10/1939	77	Female	Commonwealth Seniors Health Card	BLACKBURN 3130	BLACKBURN	3130	0412864961	DR D
	Active	03/02/1940	77	Female	Commonwealth Seniors Health Card	BLACKBURN 3130	BLACKBURN	3130	0422474783	DR M
	Active	18/12/1938	78	Female	Commonwealth Seniors Health Card	NORTH BLACKBURN	NORTH	3130	0458726515	DR D

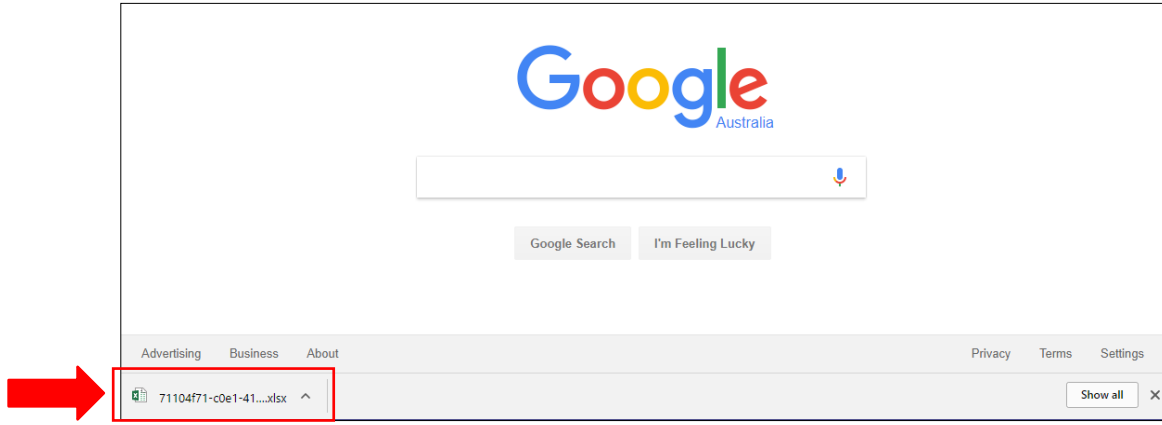
7. Select Export Data and then click "Export data".

id	Address	Suburb	Co
1 Seniors Health Card	S BLACKBURN 3130	S BLACKBURN	313
1 Seniors Health Card	LABURNUM 3130	LABURNUM	313
1 Seniors Health Card	FOREST HILL 3131	FOREST HILL	313

8. Click on the hyperlink to download the excel file.

**Export complete**  
Your exported data is ready for download.  
[Click here to download your data file.](#)  
Close

9. The downloaded file will then appear in your browser, to open click on this file.



10. The excel document is now ready for a recall list

1	2	3	4	5	6	7	8	9												
Surname	Firstname	Patient Status	DOB	Patient Age	Gender	Pension Status	Address	Suburb	Post Code	Mobile Phone	Most Seen Clinic Filters									
Warfel	Candra	Active	04/02/1947	70	Female	Commonwealth	S BLACKBURN 31 S BLACKBURN	BLACKBURN	3130	0411119560	-	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Activ								
Duncan	Vahe	Active	02/06/1945	72	Female	Commonwealth	LABURNUM 3130 LABURNUM	LABURNUM	3130	0448191857	DR DWIGHT ORD	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Activ								
Ventureira	Dale	Active	13/07/1941	75	Female	Commonwealth	FOREST HILL 3131 FOREST HILL	FOREST HILL	3131	0432518547	DR MADDI DUNG	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Activ								
Iturrieta	Lisa	Active	18/01/1942	75	Male	Commonwealth	STH BLACKBURN STH BLACKBURN	BLACKBURN	3130	0424771657	DR MADDI DUNG	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Activ								
Puchner	Cheikhou	Active	17/05/1941	76	Female	Commonwealth	KINKUNA 3130 KINKUNA	KINKUNA	3130	0465330640	DR DWIGHT ORD	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Activ								
Joffin	Betania	Active	20/10/1939	77	Female	Commonwealth	BLACKBURN 3130 BLACKBURN	BLACKBURN	3130	0412864061	DR DWIGHT ORD	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Activ								
Sano	Yuzhen	Active	03/02/1940	77	Female	Commonwealth	BLACKBURN 3130 BLACKBURN	BLACKBURN	3130	0422474783	DR MADDI DUNG	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Activ								
Franey	Adrienne	Active	18/12/1938	78	Female	Commonwealth	NORTH BLACKBU NORTH BLACKBU	NORTH BLACKBURN	3130	0458726515	DR DWIGHT ORD	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Activ								

We hope you find this walkthrough useful. If you have any queries, please feel free to contact the Gippsland PHN Digital Health Team

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# POLAR Walkthrough – Identify Patients Eligible for a Care Plan Review

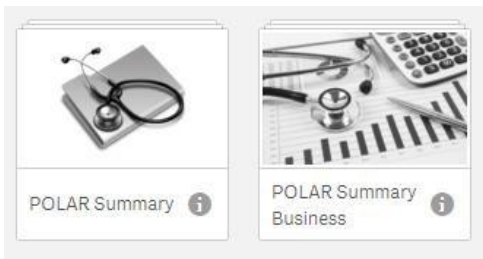
This walkthrough will demonstrate how to identify your **ACTIVE patients** that are eligible for a **GP Management Plan Review** or **Team Care Arrangement Review**, MBS item 732.

## Patient Cohort

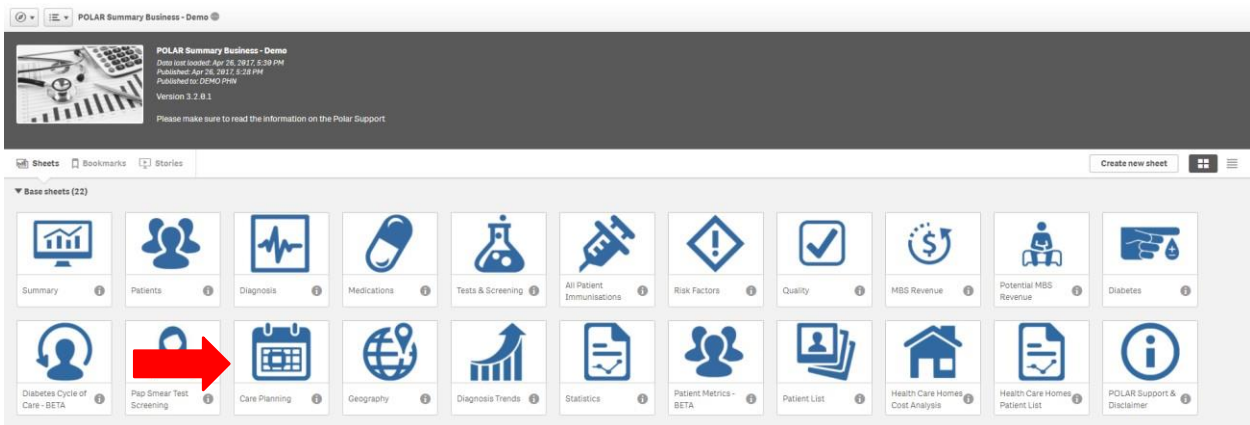
Identified **ACTIVE** patients

## POLAR Report

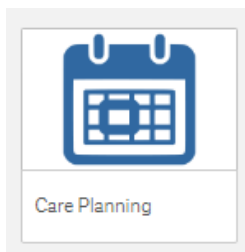
Summary or Summary Business



1. Open the POLAR Summary or POLAR Summary Business Report.



2. Select the Care Planning tile.



Alternatively, if you are already in POLAR, select the **PAGE MENU** to navigate to the Care Planning Page.

The screenshot shows the POLAR Summary Business - Demo interface. The main dashboard displays 'Potential MBS Revenue' with a patient count of 6,384. A 'Sheets' menu is open, showing a grid of 22 data visualization options. A red arrow points to the 'Care Planning' icon, which is a calendar with a checkmark. The grid includes icons for Summary, Patients, Diagnosis, Medications, Tests & Screening, All Patient Immunisations, Risk Factors, Quality, MBS Revenue, Potential MBS Revenue, Diabetes, Diabetes Cycle of Care - BETA, Pap Smear Test Screening, and Care Planning. Other icons include Geography, Diagnosis Trends, Statistics, Patient Metrics - BETA, Patient List, Health Care Homes Cost Analysis, and Health Care Homes Patient List. A 'POLAR Support & Disclaimer' icon is also visible.

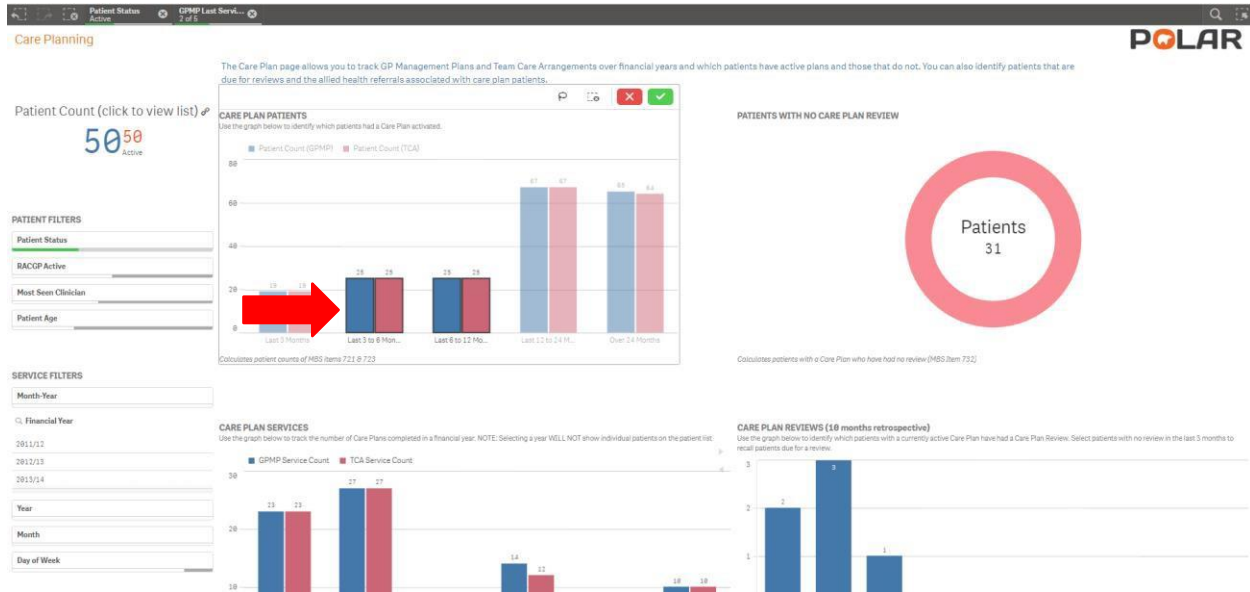
3. Select the **Patient Status** Filter – Active (click on the green tick to confirm your selection). This will filter by all active patients as recorded in your Clinical Software.

The screenshot shows the POLAR Care Planning page. A red arrow points to the 'Active' filter option in the 'Patient Status' dropdown menu. The page displays several charts and data points:

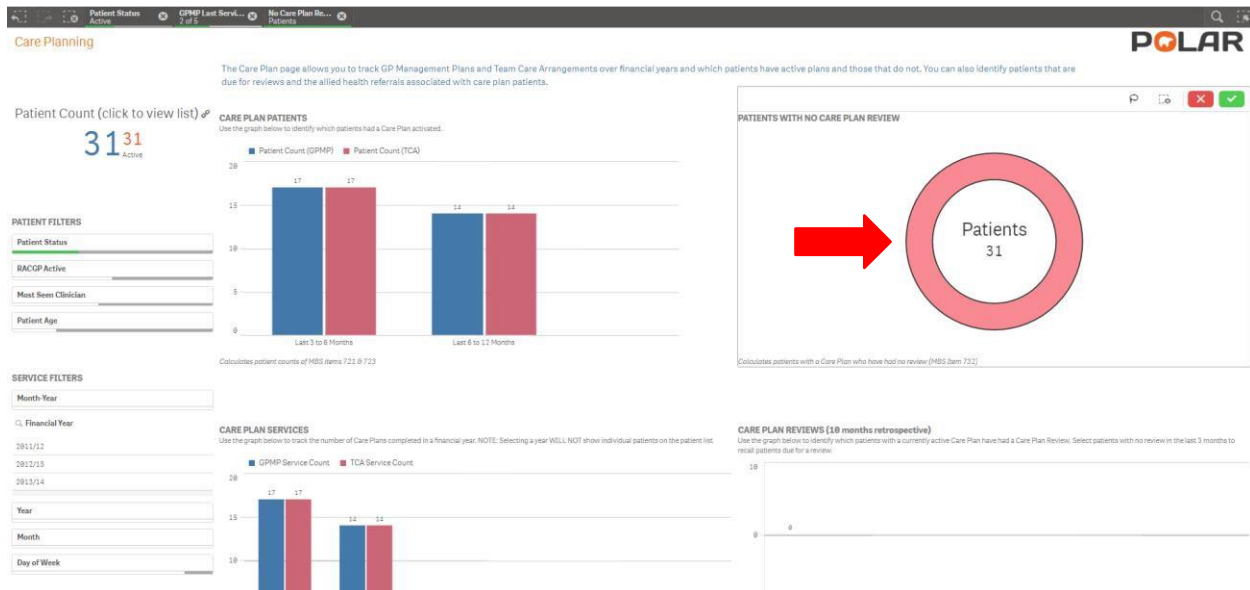
- CARE PLAN PATIENTS:** A bar chart comparing Patient Count (GPMP) and Patient Count (TCA) across five time periods: Last 3 Months, Last 3 to 6 Months, Last 6 to 12 Months, Last 12 to 24 Months, and Over 24 Months. The data shows an increasing trend in patient counts over time.
- PATIENTS WITH NO CARE PLAN REVIEW:** A donut chart showing 87 patients with no care plan review.
- CARE PLAN SERVICES:** A bar chart showing GPMP Service Count and TCA Service Count across five time periods: Last 3 Months, Last 3 to 6 Months, Last 6 to 12 Months, Last 12 to 24 Months, and Over 24 Months. The data shows an increasing trend in service counts over time.

- In the **CARE PLAN PATIENTS** Graph select last 3-6 Months and last 6-12 Months (click on the green tick to confirm your selection).

This will display the patients that had a GP Management Plan or a Team Care Arrangement in the last 3-12 Months.



- On the right hand side you will see a circular graph that identifies **PATIENTS WITH NO CARE PLAN REVIEW**. Select this Graph to filter by these patients (click on the green tick to confirm your selection). This displays patients who have had a care plan in the last 3-12 Months and have NOT had a care plan review.





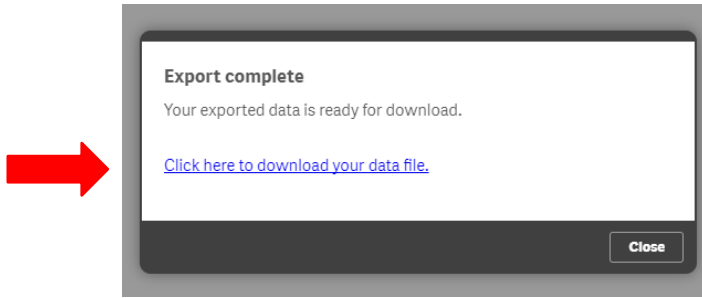
6. Double click the **PATIENT COUNT** to view the patient list.

7. To export the Patient list to an excel file for printing, right click on the table and select the three dots.

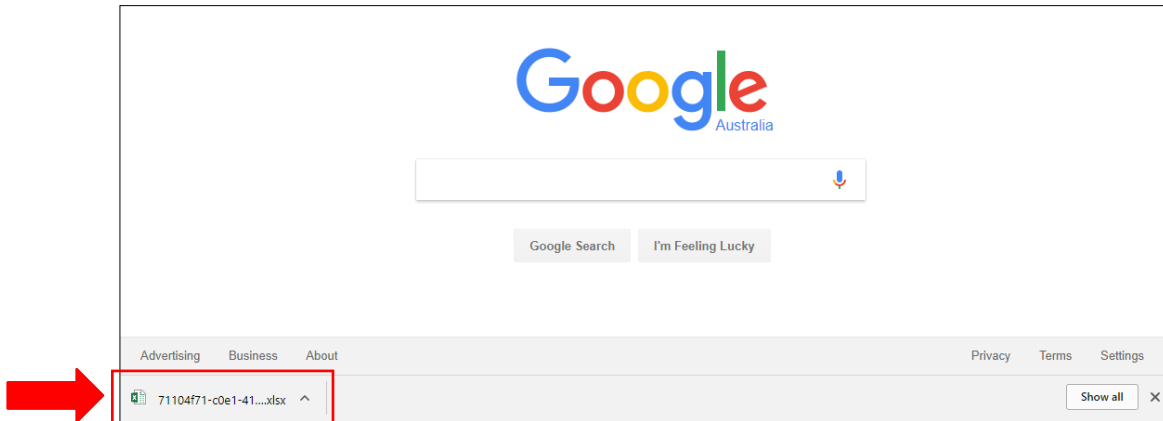
ie	Patient Status	DOB	Patient Age	Gender	Pension Status	Address	Suburb	Post Code	Mobile Phone	Most
	Active	04/02/1947	70	Female	Commonwealth Seniors Health Card	S BLACKBURN 3130	S BLACKBURN	3130	0411119560	-
	Active	02/06/1945	72	Female	Commonwealth Seniors Health Card	LABURNUM	LABURNUM	3130	0448191857	DR DI
	Active	13/07/1941	75	Female	Commonwealth Seniors Health Card	FOREST HILL 3131	FOREST HILL	3131	0432518547	DR M
	Active	18/01/1942	75	Male	Commonwealth Seniors Health Card	BLACKBURN 3130	STH BLACKBURN	3130	0424771657	DR M
	Active	17/05/1941	76	Female	Commonwealth Seniors Health Card	KINKUNA 3130	KINKUNA	3130	0405330640	DR DI
	Active	20/10/1939	77	Female	Commonwealth Seniors Health Card	BLACKBURN 3130	BLACKBURN	3130	0412864001	DR DI
	Active	03/02/1940	77	Female	Commonwealth Seniors Health Card	BLACKBURN 3130	BLACKBURN	3130	0422474783	DR M
	Active	18/12/1938	78	Female	Commonwealth Seniors Health Card	NORTH BLACKBURN	NORTH	3130	0450726515	DR DI

8. Select Export Data and then click "Export data".

9. Click on the hyperlink to download the excel file.



10. The downloaded file will then appear in your browser, to open click on this file.



11. The excel document is now ready for a recall list.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Surname	Firstname	Patient Status	DOB	Patient Age	Gender	Pension Status	Address	Suburb	Post Code	Mobile Phone	Most Seen Clinic Filters						
2	Warfel	Candra	Active	04/02/1947	70	Female	Commonwealth	S BLACKBURN 31 S BLACKBURN	3130	0411119560	-	Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Activ						
3	Duncan	Vahe	Active	02/06/1945	72	Female	Commonwealth	LABURNUM 1313 LABURNUM	3130	0448191857		DR DWIGHT ORD Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Activ						
4	Ventureira	Dale	Active	13/07/1941	75	Female	Commonwealth	FOREST HILL 3133 FOREST HILL	3131	0432518547		DR MADDI DUNG Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Activ						
5	Iturrieta	Lisa	Active	18/01/1942	75	Male	Commonwealth	STH BLACKBURN STH BLACKBURN	3130	0424771657		DR MADDI DUNG Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Activ						
6	Puchner	Cheikhou	Active	17/05/1941	76	Female	Commonwealth	KINKUNA 3130 KINKUNA	3130	0465330640		DR DWIGHT ORD Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Activ						
7	Joffin	Betania	Active	20/10/1939	77	Female	Commonwealth	BLACKBURN 3130 BLACKBURN	3130	0412864061		DR DWIGHT ORD Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Activ						
8	Sano	Yuzhen	Active	03/02/1940	77	Female	Commonwealth	BLACKBURN 3130 BLACKBURN	3130	0422474783		DR MADDI DUNG Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Activ						
9	Franey	Adrienne	Active	18/12/1938	78	Female	Commonwealth	NORTH BLACKBU NORTH BLACKBU	3130	0458726515		DR DWIGHT ORD, Patient Status: ActiveAge Band: NOT 0 - 4, 5 - 9, Not SpecifiedRACGP Activ						

We hope you find this walkthrough useful. If you have any queries, please feel free to contact the Gippsland PHN Digital Health Team

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p: 0457 168 741

e: [liz.porter@gphn.org.au](mailto:liz.porter@gphn.org.au)

# Data Quality - Smoking Status

## POLAR Walkthrough – Data Quality – Smoking Status

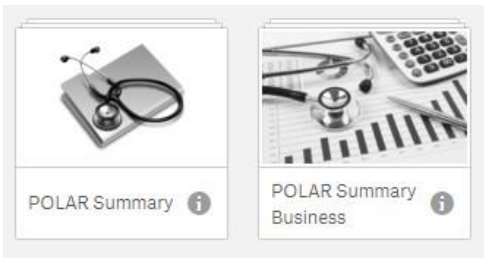
This walkthrough will demonstrate how to identify your **RACGP Active** and **Patient Status Active** population that do NOT have a **smoking status** recorded.

### Patient Cohort

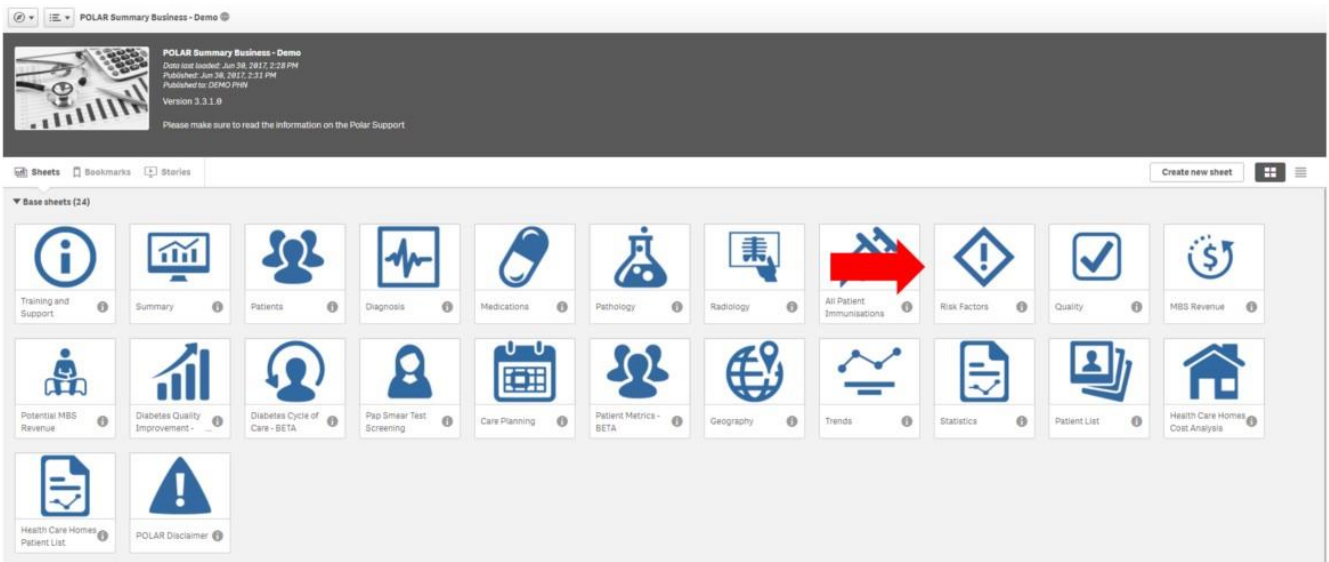
All **RACGP Active** and **Patient Status Active** patients, **Age 10+**

### POLAR Report

Summary or Summary Business



1. Open the POLAR Summary or POLAR Summary Business Report.

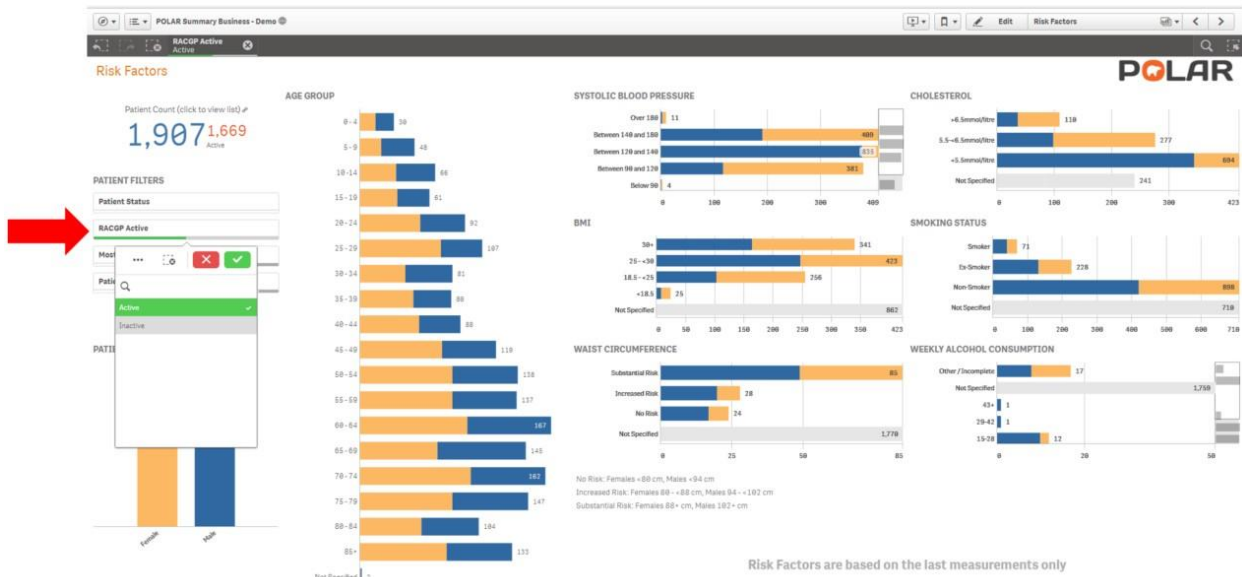


2. Select the Risk Factors tile.



3. Select the **RACGP Active** Filter – Active (click on the green tick to confirm your selection).

This will filter by all patients considered as RACGP active, if they have had three or more clinical activities/encounters in the last two years.



4. a. Select the **Patient Status** Filter – Active (click on the green tick to confirm your selection). This will

filter by all active patients as recorded in your Clinical Software.



b. The total number of RACGP active patients is displayed on the left hand site at the top.



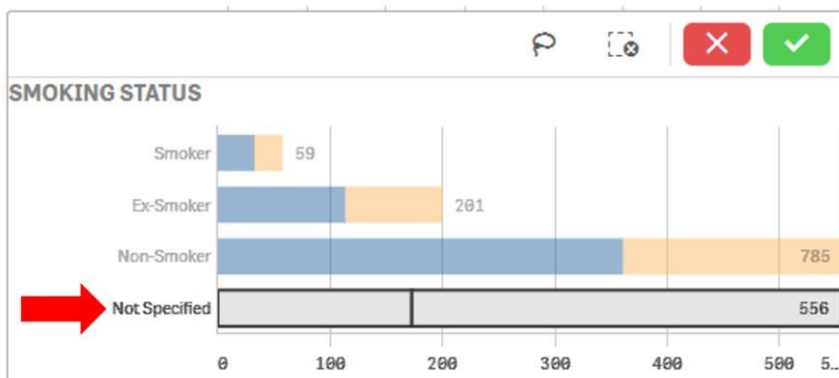
5. a. In the **AGE GROUP GRAPH** click on 10-14 then hold and drag down to 85+ (click on the green tick to confirm your selection). This will select all patients above the age of 10.



b. To view the breakdown of this patient cohort by smoking status refer to the graph on the right hand side in the middle.



6. In the **SMOKING STATUS** table select the "Not Specified" bar chart, to select all patients in this cohort that don't have a smokingstatus recorded (click on the green tick to confirm your selection).



7. Double click the Patient Count to view the patient list.



8. To export the Patient List to an excel file for printing and recalls, right click on the table and select the three dots.

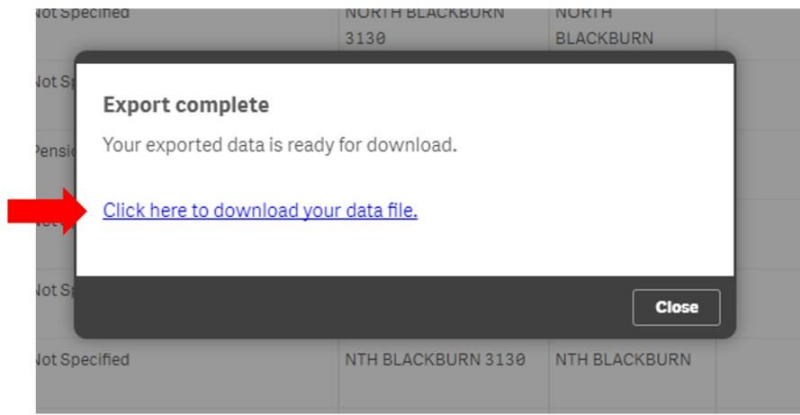
The screenshot shows the 'Patient List' table with columns: Surname, Firstname, Patient Status, DOB, Patient Age, Gender, Pension Status, Address, Suburb, Post Code, Mobile Phone, Most Seen Clinician, and Filters. A red arrow points to a three-dot menu icon in the table.

Surname	Firstname	Patient Status	DOB	Patient Age	Gender	Pension Status	Address	Suburb	Post Code	Mobile Phone	Most Seen Clinician	Filters
Warfel	Candra	Active	04/02/1947	78	Female	Commonwealth Seniors Health Card	S BLACKBURN 3130	S BLACKBURN	3130	0411199508	-	Patient Status: Active Age Band: NOT 0-4, 5-9, Not Specified RACGP Active: Active Smoking Status: Not Specified
Duncan	Vahe	Active	02/06/1945	72	Female	Commonwealth Seniors Health Card	LABURNUM	LABURNUM	3130	0448191857	DR DWIGHT ORDAS	Patient Status: Active Age Band: NOT 0-4, 5-9, Not Specified RACGP Active: Active Smoking Status: Not Specified
Venturers	Dale	Active	13/07/1941	75	Female	Commonwealth Seniors Health Card	FOREST HILL 3131	FOREST HILL	3131	0432518547	DR MADDI DUNGEY	Patient Status: Active Age Band: NOT 0-4, 5-9, Not Specified RACGP Active: Active Smoking Status: Not Specified
Burnieta	Lisa	Active	16/01/1942	75	Male	Commonwealth Seniors Health Card	BLACKBURN 3130	8TH BLACKBURN	3130	0424771657	DR MADDI DUNGEY	Patient Status: Active Age Band: NOT 0-4, 5-9, Not Specified RACGP Active: Active Smoking Status: Not Specified
Puchner	Cheikhou	Active	17/05/1941	76	Female	Commonwealth Seniors Health Card	KINKUNA 3130	KINKUNA	3130	0465330648	DR DWIGHT ORDAS	Patient Status: Active Age Band: NOT 0-4, 5-9, Not Specified RACGP Active: Active Smoking Status: Not Specified
Joffin	Betania	Active	20/10/1939	77	Female	Commonwealth Seniors Health Card	BLACKBURN 3130	BLACKBURN	3130	0412894061	DR DWIGHT ORDAS	Patient Status: Active Age Band: NOT 0-4, 5-9, Not Specified RACGP Active: Active Smoking Status: Not Specified
Sano	Yuzhen	Active	03/02/1940	77	Female	Commonwealth Seniors Health Card	BLACKBURN 3130	BLACKBURN	3130	0422474783	DR MADDI DUNGEY	Patient Status: Active Age Band: NOT 0-4, 5-9, Not Specified RACGP Active: Active Smoking Status: Not Specified
Franey	Adrienne	Active	18/12/1938	78	Female	Commonwealth Seniors Health Card	NORTH BLACKBURN 3130	NORTH BLACKBURN	3130	0458726515	DR DWIGHT ORDAS	Patient Status: Active Age Band: NOT 0-4, 5-9, Not Specified RACGP Active: Active Smoking Status: Not Specified
Beichenko	Berry	Active	31/10/1925	91	Male	Commonwealth Seniors Health Card	N BLACKBURN 3130	N BLACKBURN	3130	0448782616	DR DWIGHT ORDAS	Patient Status: Active Age Band: NOT 0-4, 5-9, Not Specified RACGP Active: Active Smoking Status: Not Specified
Brockberg	Giulietta	Active	09/02/2007	18	Male	Health Care Card	KINKUNA 3130	KINKUNA	3130	0469037155	-	Patient Status: Active Age Band: NOT 0-4, 5-9, Not Specified RACGP Active: Active Smoking Status: Not Specified

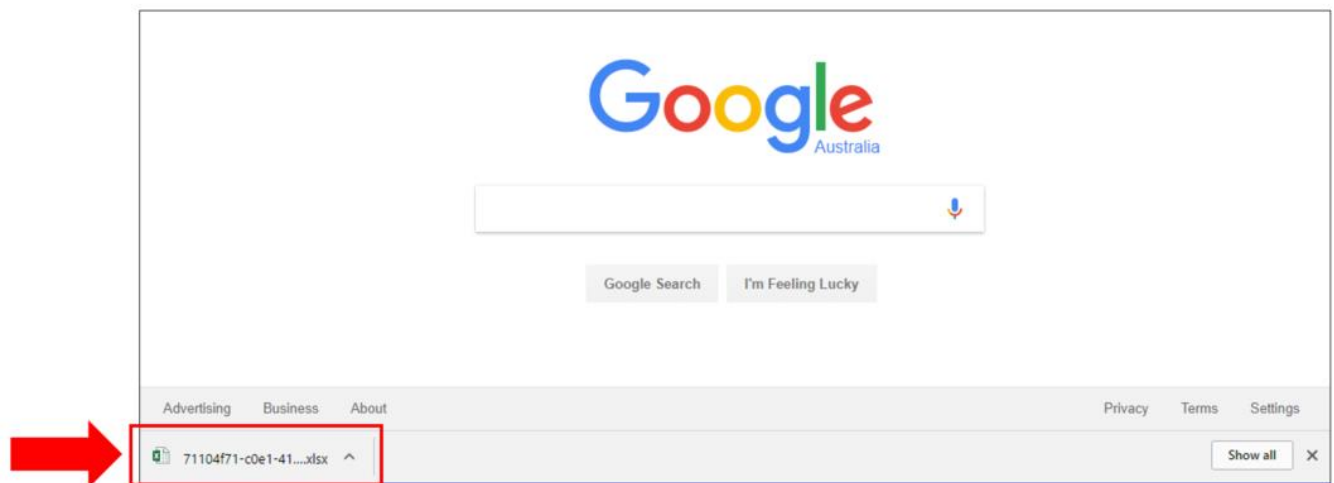
9. Select Export data and then click "Export data".

The first screenshot shows a red arrow pointing to the 'Export data' button in the table. The second screenshot shows a context menu with 'Export data' selected.

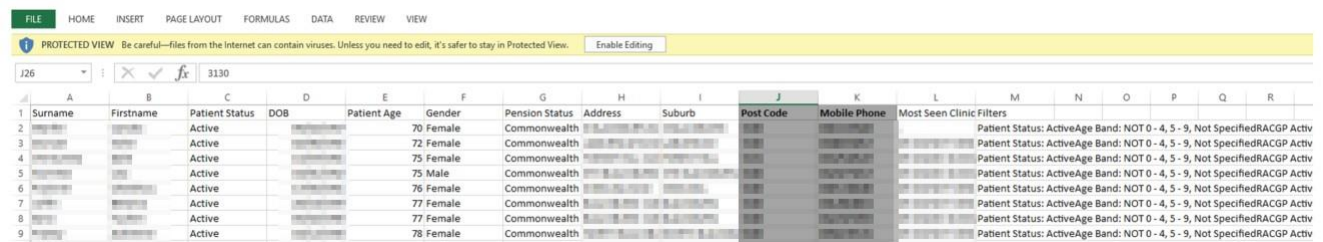
10. Click on the hyperlink to download the excel file.



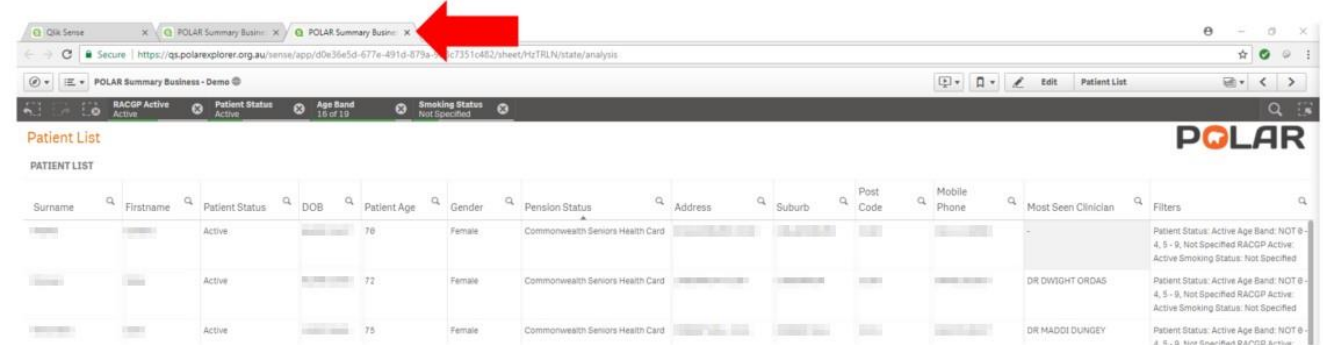
11. The downloaded file will then appear in your browser, to open click on this file.



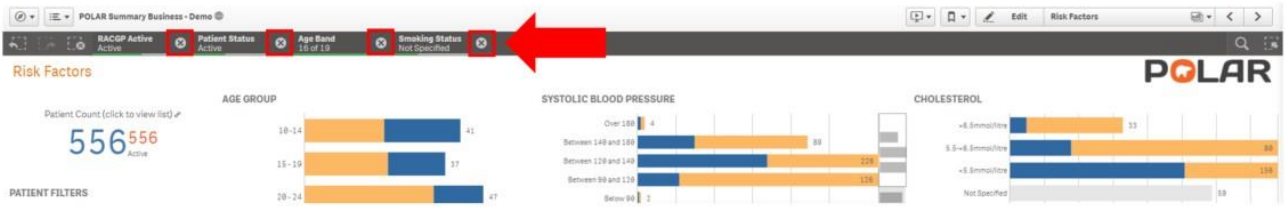
12. The excel document is now ready for a recall list.



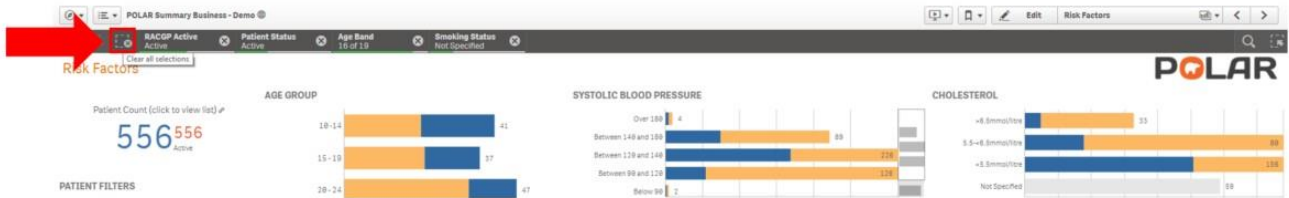
13. To return to the POLAR GP Risk factors page close the patient list tab by clicking on the x.



14. a. To remove an active filter, click the x next to the filter you wish to remove in the active filter bar.



b. To remove all active filters click on the Clear all selection button.



We hope you find this walkthrough useful. If you have any queries, please feel free to contact the Gippsland PHN Digital Health Team. Henry Yu (Coordinator Digital Health) Liz Porter (Health System Integration Project Officer)  
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e: [henry.yu@gphn.org.au](mailto:henry.yu@gphn.org.au) e: [liz.porter@gphn.org.au](mailto:liz.porter@gphn.org.au)



# Diabetes Patients No Care Plan for Over 24 months

## POLAR Walkthrough – Diabetes Patients, No Care Plan for Over 24mths

This walkthrough will demonstrate how to generate a patient list for patients with an Active Diagnosis of Diabetes that **have not** had a Care Plan activated in the last 24 months.

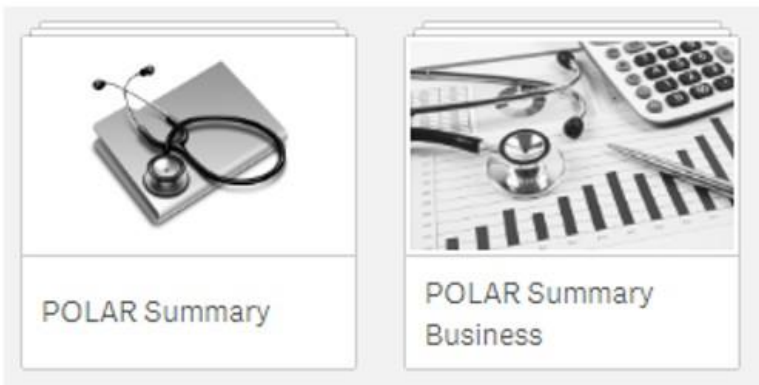
### Patient cohort:

All patients who are:

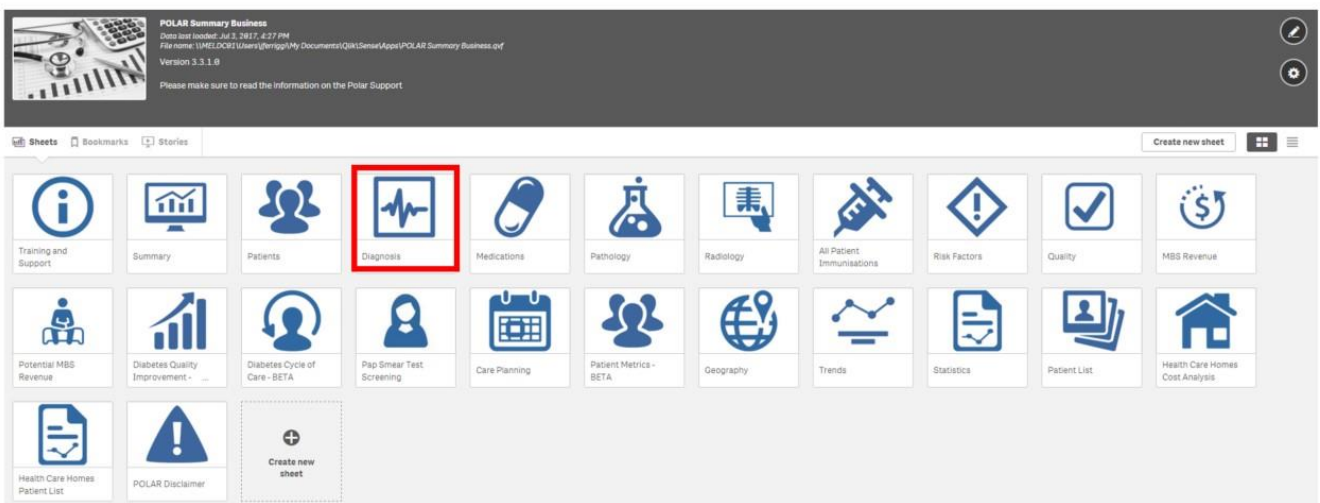
- Active in the clinical system
- Active as per the RACGP definitions
- Patients identified as having an Active Diabetes diagnosis recorded Have
- not had 721 MBS item billed in the last 24 months

### POLAR Report

POLAR Summary or POLAR Summary Business



1 Open either the POLAR Summary or POLAR Summary Business report and select the **Diagnosis** tile.



select the tick to confirm your selections

### PATIENT FILTERS

Patient Status

RACGP Active

Most Seen Doctor

PAPSMEAR Eligibility

The image shows a mobile application interface. At the top, there is a navigation bar with a back arrow, a menu icon, a close button (red X), and a confirmation button (green checkmark). Below the navigation bar is a search bar with the text 'Pat' and a magnifying glass icon. A dropdown menu is open, showing three options: 'Active' (highlighted in green with a white checkmark), 'Deceased', and 'Inactive'. Below the dropdown menu is a button labeled 'Patient Status'. At the bottom of the screen, there is a footer with the text 'PATI'.

3. Again, use the **Patient Filters**, and select **Active** from the RACGP Active filter list. Select the tick to confirm your selections.

**HINT:** Did you notice that every time you select a filter, your Patient Count decreases.

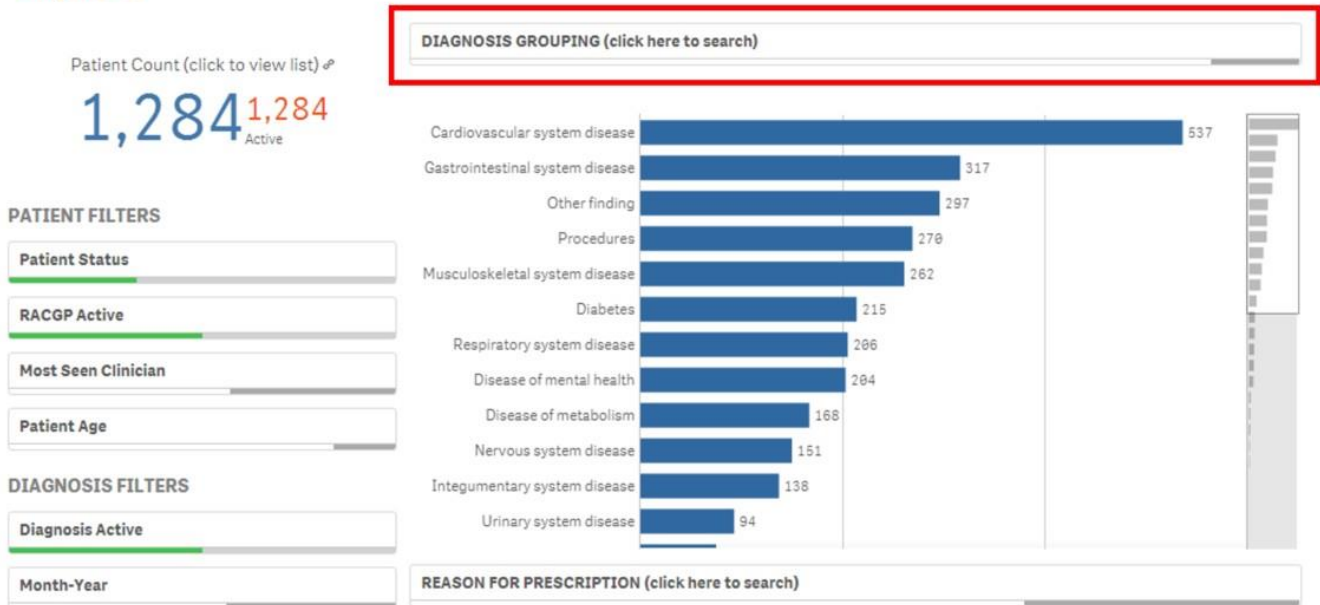
Patient Count (click to view list)	Patient Count (click to view list)
5,627 <small>Active</small>	1,643 <small>Active</small>

4. Use the **Diagnosis Filters**, and select **Active** from the Diagnosis Active filter list. Select the tick to confirm your selections.

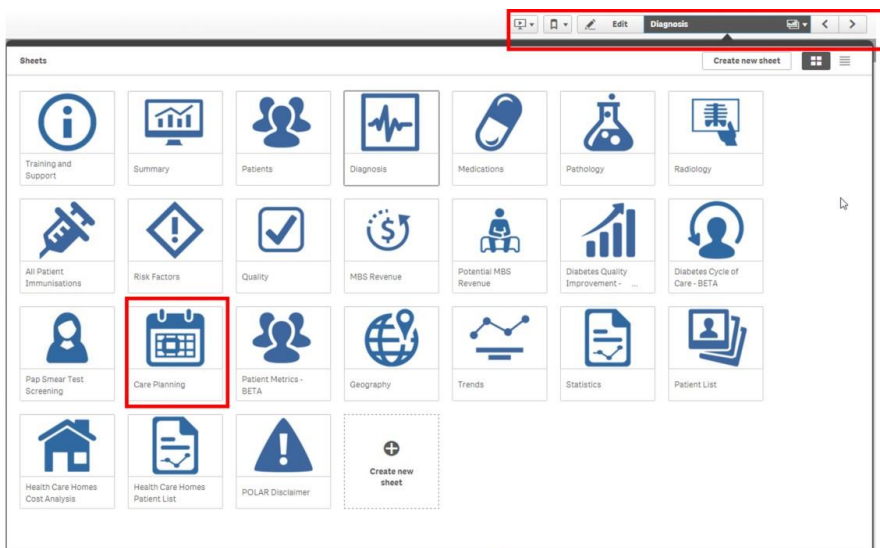
**HINT:** All your filters are listed across the top of your report.

5. Use the **Diagnosis Grouping** search box to find a Diagnosis of **Diabetes**. Select the tick to confirm your selections.

**Diagnosis**



In summary, you now have all **Active** and **RACGP Active** patients with and **Active Diagnosis** of **Diabetes**. **Note:** An Active Diagnosis means that the diagnosis has been recorded as Active/Current in the Clinical Software.gate to the Care Planning page by selecting the Care Planning tile.



6. Navigate to the **Care Plan Patients** chart, and select the **Over 24 Months** bars.

Care Planning



Patient Count (click to view list) **6,384** 5,627 Active

The Care Plan page allows you to track GP Management Plans and Team Care Arrangements over financial years and which patients have active plans and those that do not. You can also identify patients that are due for reviews and the allied health referrals associated with care plan patients.

**PATIENT FILTERS**

- Patient Status
- RACGP Active
- Most Seen Clinician
- Patient Age

**GP MANAGEMENT PLAN PATIENTS**  
Use the graph below to identify which patients had a Care Plan activated.

Time Period	Patient Count
Last 6 to ...	2
Last 12 to ...	9
Over 24 ...	6

Calculates patient counts of MBS items 721

**TEAM CARE ARRANGEMENT PATIENTS**  
Use the graph below to identify which patients had a Care Plan activated.

Time Period	Patient Count
Last 6 to ...	2
Last 12 to ...	8
Over 24 ...	6

Calculates patient counts of MBS items 723

**PATIENTS WITH NO CARE PLAN REVIEW**

Calculates patients with a Care Plan who have had no review (MBS Item 732)

**CARE PLAN SERVICES**  
Use the graph below to track the number of Care Plans completed in a financial year. NOTE: Selecting a year WILL NOT show individual patients on the patient list.

Year	GPMP Service Count	TCA Service Count
2017	15	15
2016	78	72
2015	8	8

Calculates MBS items 721 & 723

**CARE PLAN REVIEWS (18 months retrospective)**  
Use the graph below to identify which patients with a currently active Care Plan have had a Care Plan Review. Select patients with no review in the last 3 months to recall patients due for a review.

Time Period	Patient Count
Last 6 to 12 ...	3

Calculates patients who have had a Care Plan Review (MBS 732)

7. Select the tick to confirm your selections.

**GP MANAGEMENT PLAN PATIENTS**  
Use the graph below to identify which patients had a Care Plan activated.

**Over 24 Months**  
Patient Count (GPMP) : 6

Calculates patient counts of MBS items 721

This will now give you the number of Patients that **have not** had a Care Plan activated in the last 24 months.

8.

## Care Planning

Patient Count (click to view list) ↗

**66**  
Active

The Care Plan page allows you to track GP Management Plans and Team Care Arrangements to identify patients that are due for reviews and the allied health referrals associated with them.

### GP MANAGEMENT PLAN PATIENTS

Use the graph below to identify which patients had a Care Plan activated.



Calculates patient counts of MBS items 721

### PATIENT FILTERS

Patient Status

RACGP Active

Most Seen Clinician

Patient Age

9. Right click the mouse anywhere on the **Patient List**, and select the **Export data** option to export the data to an Excel spreadsheet. You will need to select **Export data** twice to complete this process.

## Patient List

Actions: Show details, Take snapshot, Open snapshot library, Export data

Surname	Patient Age	Gender	Pension Status			
Iturrieta			Commonwealth Seniors Health Card			
Alvero	Clarence	Active	19/02/	Commonwealth Seniors Health Card		
Puchner	Cheikhou	Active	17/05/	Commonwealth Seniors Health Card		
Ventureira	Dale	Active	13/07/1941	76	Female	Commonwealth Seniors Health Card
Crickard	Laraine	Active	17/08/1940	76	Male	Commonwealth Seniors Health Card

Context menu: Back, Export as an image, Export to PDF, Export data

We hope you find this POLAR walkthrough useful. If you have any queries, please feel free to contact the POLAR support team: p. (03)8822 8444

e. support@outcomehealth.org.au

# Diabetes Patients No Care Plan Review for over 6 months

## POLAR Walkthrough – Diabetes Patients, No Care Plan Review for Over 6mths

This walkthrough will demonstrate how to generate a patient list for patients with an Active Diagnosis of Diabetes that **have not** had a Care Plan Review for over 6 months.

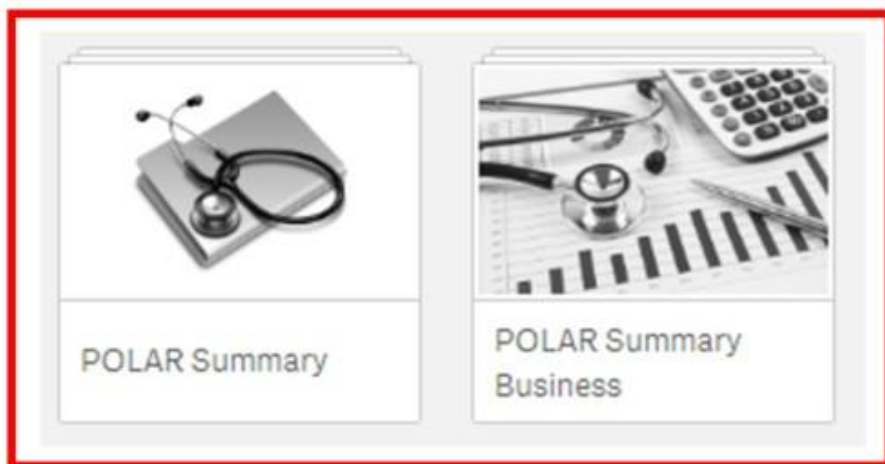
### Patient cohort:

All patients who are:

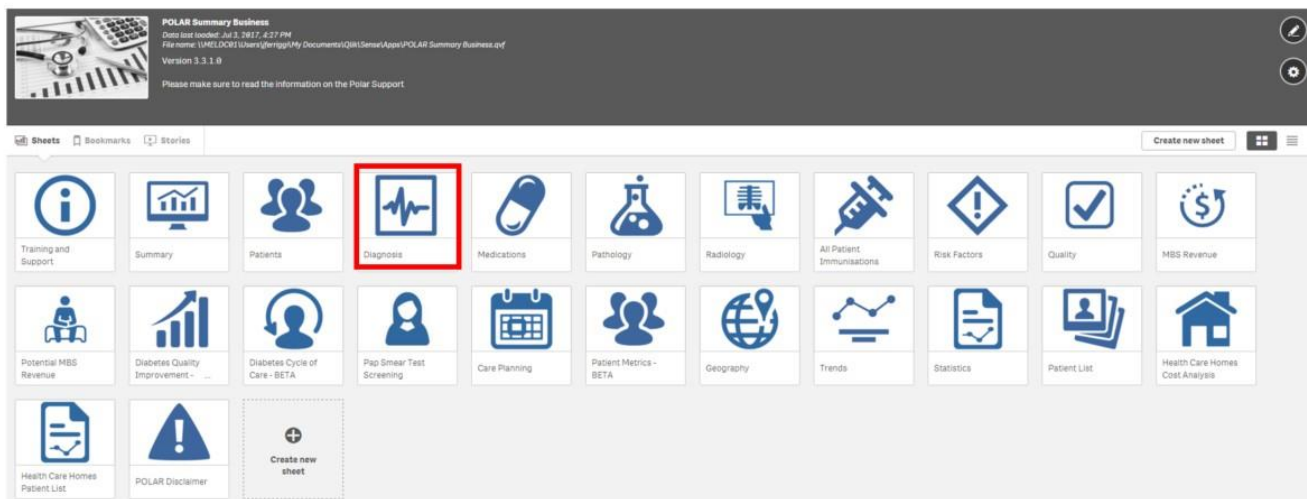
- Active in the clinical system
- Active as per the RACGP definitions
- Patients identified as having an Active Diabetes diagnosis recorded Have
- had 721 MBS item billed in the last 24 months
- Have **not** had a 732 MBS item billed in the last 6 months

### POLAR Report

POLAR Summary or POLAR Summary Business



1 Open either the POLAR Summary or POLAR Summary Business report and select the **Diagnosis** tile.



2. Use the **Patient Filters**, and select **Active** from the **Patient Status** filter list. Remember to select the tick to confirm your selections.

**PATIENT FILTERS**

Patient Status

RACGP Active

Most Seen Doctor

PAPSMEAR Eligibility

⏪ ... 🗑️ [X] [✓]

Pat 🔍

Active ✓

Deceased

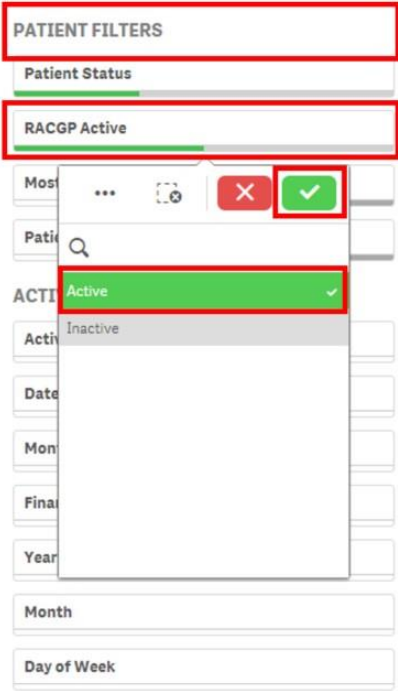
Pat Inactive (t) 🔗

PATIENT

Patient Status



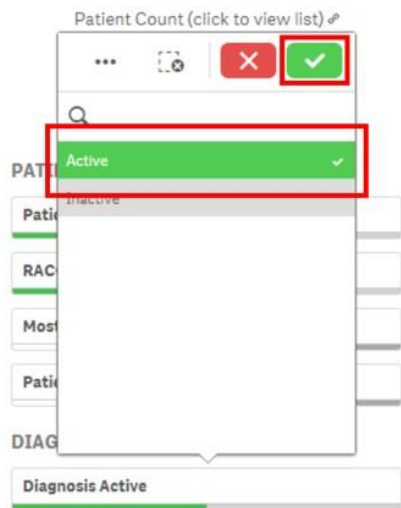
3. Again, use the **Patient Filters**, and select **Active** from the RACGP Active filter list. Select the tick to confirm your selections.



**HINT:** Did you notice that every time you select a filter, your Patient Count decreases.

Patient Count (click to view list) ↗	Patient Count (click to view list) ↗
5,627 <sup>5,627</sup> <small>Active</small>	1,643 <sup>1,643</sup> <small>Active</small>

4. Use the **Diagnosis Filters**, and select **Active** from the Diagnosis Active filter list. Select the tick to confirm your selections.



**HINT:** All your filters are listed across the top of your report.

5. Use the **Diagnosis Grouping** search box to find a Diagnosis of **Diabetes**. Select the tick to confirm your selections.

### Diagnosis

Patient Count (click to view list) ↗

1,284 <sup>1,284</sup>  
Active

**DIAGNOSIS GROUPING (click here to search)**

#### PATIENT FILTERS

**Patient Status**

**RACGP Active**

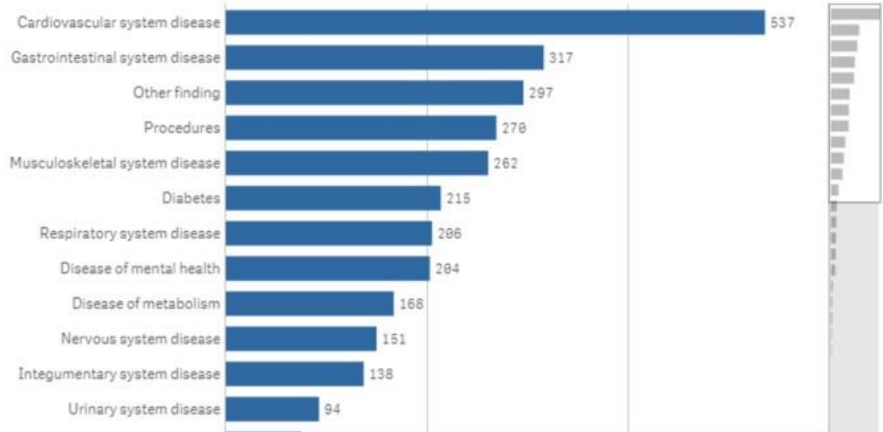
**Most Seen Clinician**

**Patient Age**

#### DIAGNOSIS FILTERS

**Diagnosis Active**

**Month-Year**



**REASON FOR PRESCRIPTION (click here to search)**

**DIAGNOSIS GROUPING (click here to search)**

The screenshot shows a search dropdown menu for 'Diagnosis Grouping'. At the top, there are icons for a menu, a search icon, a close button (X), and a confirm button (checkmark). Below these is a search input field containing the text 'Diabetes'. A dropdown list is visible, with the first item 'Diabetes' highlighted in green and having a checkmark to its right. Below the dropdown, a horizontal bar chart is partially visible, showing a blue bar for 'Diabetes' with the number '215' to its right. Red boxes highlight the search input field, the dropdown list, and the bar chart.

You can start typing the word **Diabetes** in order to perform your search

Alternatively, you can select the bar labelled **Diabetes**

In summary, you now have all **Active** and **RACGP Active** patients with and **Active Diagnosis of Diabetes**. **Note:** An Active Diagnosis means that the diagnosis has been recorded as Active/Current in the Clinical Software.

The screenshot shows a dashboard with a top navigation bar containing filters: Patient Status Active, RACGP Active Active, Diagnosis Active Active, and HLA Group Diabetes. Below this is a 'Diagnosis' section with a 'Patient Count (click to view list)' of 215 Active. A 'DIAGNOSIS GROUPING (click here to search)' bar is present. On the left, there are 'PATIENT FILTERS' (Patient Status, RACGP Active, Most Seen Clinician, Patient Age) and 'DIAGNOSIS FILTERS' (Diagnosis Active). The main area features a bar chart with a single blue bar for 'Diabetes' reaching a value of 215.

6. Navigate to the Care Planning page by selecting the Care Planning tile.

The screenshot shows a software interface with a top navigation bar containing 'Edit' and 'Diagnosis'. Below is a 'Sheets' section with a grid of tiles. The 'Care Planning' tile, which features a calendar icon, is highlighted with a red box. Other tiles include Training and Support, Summary, Patients, Diagnosis, Medications, Pathology, Radiology, All Patient Immunisations, Risk Factors, Quality, MBS Revenue, Potential MBS Revenue, Diabetes Quality Improvement, Diabetes Cycle of Care - BETA, Pap Smear Test Screening, Patient Metrics - BETA, Geography, Trends, Statistics, Patient List, Health Care Homes Cost Analysis, Health Care Homes Patient List, POLAR Disclaimer, and a 'Create new sheet' button.

7. Navigate to the **Care Plan Reviews** chart, and select the **Last 6 to 10 Months** bar. Select the tick to confirm your selections.

Care Planning



Patient Count (click to view list) **6,384** 5,627 Active

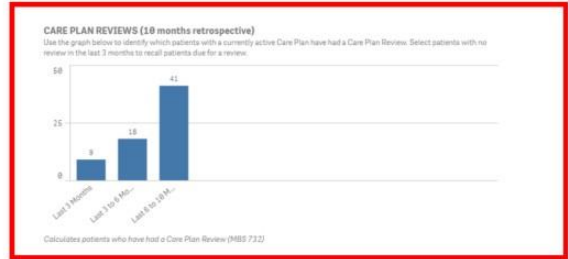
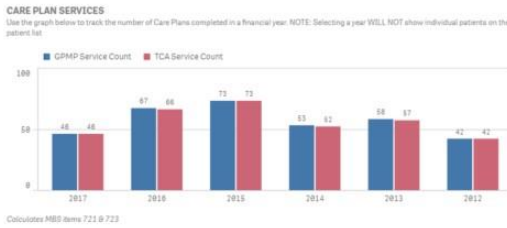
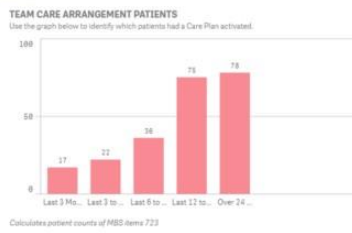
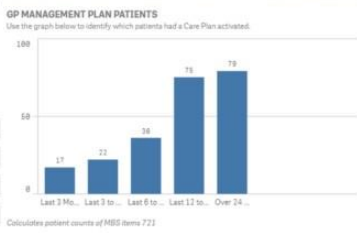
**PATIENT FILTERS**

Patient Status

RACGP Active

Most Seen Clinician

Patient Age



8.



This will now give you the number of Patients that **have not** had a Care Plan Review in over 6 months.

### CARE PLAN REVIEWS (10 months retrospective)

Use the graph below to identify which patients with a currently active Care Plan have had a Care Plan Review. Select patients with no review in the last 3 months to recall patients due for a review.



Calculates patients who have had a Care Plan Review (MBS 732)

9. Double click the **Patient Count** to view the patient list



10. Right click the mouse anywhere on the **Patient List**, and select the **Export data** option to export the data to an Excel spreadsheet. You will need to select **Export data** twice to complete this process.

### Patient List

**PATIENT LIST**

- Show details
- Take snapshot
- Open snapshot library
- Export data

Surname	Patient Age	Gender	Pension Status			
Iturrieta			Commonwealth Seniors Health Card			
Alvero	Clarence	Active	19/02/	Commonwealth Seniors Health Card		
Puchner	Cheikhou	Active	17/05/	Commonwealth Seniors Health Card		
Ventureira	Dale	Active	13/07/1941	76	Female	Commonwealth Seniors Health Card
Crickard	Laraine	Active	17/08/1940	76	Male	Commonwealth Seniors Health Card

Export data

Export data

We hope you find this POLAR walkthrough useful. If you have any queries, please feel free to contact the POLAR support team: p. (03)8822 8444  
e. support@outcomehealth.org.au

# Medication Management

## POLAR Walkthrough – Medication Management Reviews

This walkthrough will demonstrate how to generate a patient list for patients who are eligible for a Medication Management Review.

### Patient cohort:

All patients who are:

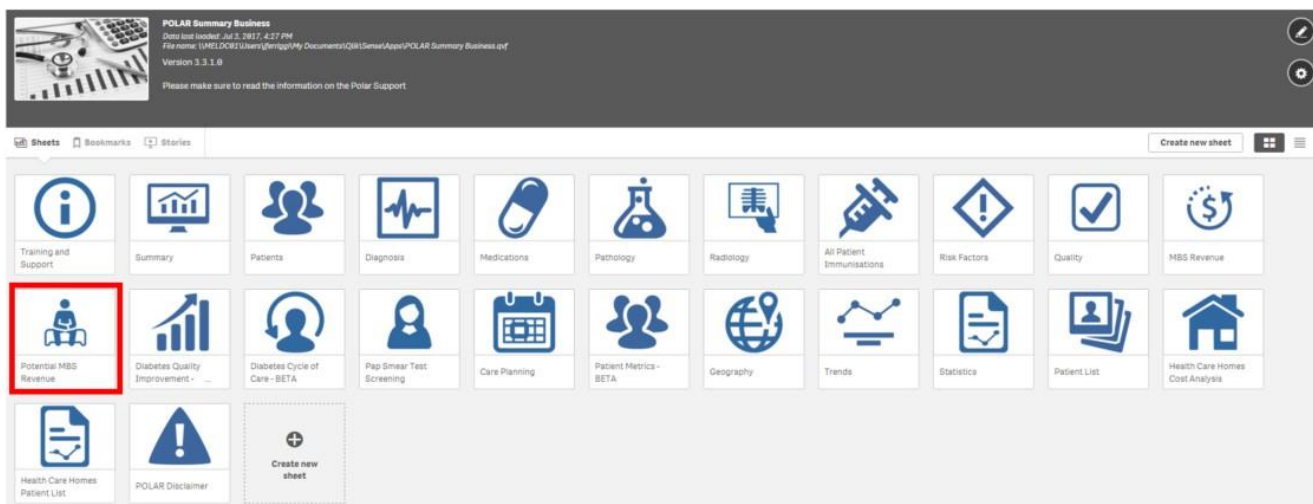
- Active in the clinical system
- Active as per the RACGP definitions
- Currently taking 5 or more medications
- Have not had a 900 or 903 MBS item billed in the last 12 months

### POLAR Report

POLAR Summary Business



1. Open the POLAR Summary Business report and select the **Potential MBS Revenue** tile.



2. Use the **Patient Filters**, and select **Active** from the RACGP Active filter list. Remember to select the tick to confirm your selections.

**PATIENT FILTERS**

Patient Status

RACGP Active

Most Seen Clinician

Patient Age

ACTIVELY

Active

Inactive

Date

Month

Financial Year

Year

Month

Day of Week

**HINT: Did you notice that every time you select a filter, your Patient Count decreases.**

Patient Count (click to view list)  5,627 5,627 Active

Patient Count (click to view list)  1,643 1,643 Active

**HINT: All your filters are listed across the top of your report.**

Save POLAR Summary Business

RACGP Active

Active

3. Navigate to the **Potential MBS Revenue** chart.

Potential MBS Revenue

Patient Count (click to view list)  1,879 1,643 Active

**POTENTIAL MBS REVENUE**

Service	Potential MBS Revenue
20-69 pap smear once every 4 years, patient who have more than two visits	\$28,785
45-49 health assessment if at risk of chronic, once only	\$3,148
75 and over health assessment every year	\$17,688
<b>Total</b>	<b>\$41,617</b>

**POTENTIAL MBS ITEMS**

Calculated as MBS items current minimum rebate amount that could potentially be claimed based on your patients needs and demographics. Note: This does not take into account MBS items claimed outside your general practice.

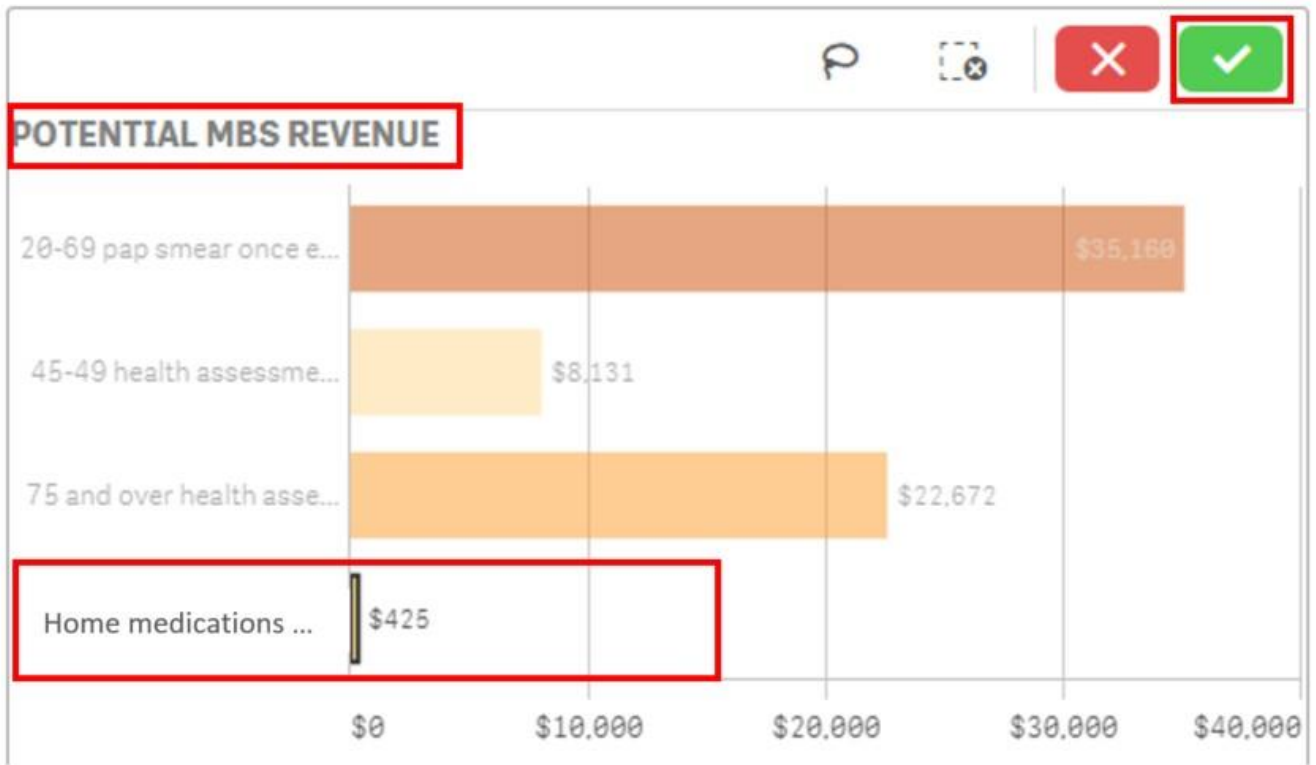
MBS Potential Item Description	MBS Item Price	Patients Needing	MBS Potential Revenue
<b>Total</b>		<b>887</b>	<b>\$41,617</b>
20-69 pap smear once every four years, patient who have more than two visits	37.85	591	\$28,785
75 and over health assessment every year	88.35	200	\$17,688
45-49 health assessment if at risk of chronic, once only	59.35	53	\$3,148

**\$41,617**

**PATIENT LIST**

Surname	First Name	Patient Status	DOB	Patient Age	Gender	Pension Status	Address	Suburb	Post Code	Mobile Phone	Most Seen Clinician	Filters
Rose	Sakar	Active	07/03/1993	09	Female	Commonwealth Seniors Health Card	EAST BURWOOD 3151	EAST BURWOOD	3151	0411916298	DR MADGI DUNGEY	RACGP Active Active
Gumera	Lovetta	Inactive	14/12/1948	68	Female	Commonwealth Seniors Health Card	TUNSTALL 3131	TUNSTALL	3131	0487088632	DR DWIGHT ORDAS	RACGP Active Active
Scibetta	Myrian	Inactive	04/06/1946	70	Female	Commonwealth Seniors Health Card	NORTH BLACKBURN 3139	NORTH BLACKBURN	3139	0423824887	DR EMEDA BOTELO	RACGP Active Active
Vierfel	Carola	Active	04/02/1947	70	Female	Commonwealth Seniors Health Card	S BLACKBURN 3139	S BLACKBURN	3139	0411119560		RACGP Active Active
Ruben	Jelena	Active	09/06/1947	70	Male	Commonwealth Seniors Health Card	BLACKBURN SOUTH 3139	BLACKBURN SOUTH	3139	0439688574	DR DWIGHT ORDAS	RACGP Active Active
Gros	Polina	Active	18/06/1945	71	Male	Commonwealth Seniors Health Card	TUNSTALL 3131	TUNSTALL	3131	0419871331	DR DWIGHT ORDAS	RACGP Active Active
Duncan	Vale	Active	02/06/1945	72	Female	Commonwealth Seniors Health Card	LABURNUM 3130	LABURNUM	3130	0448191857	DR DWIGHT ORDAS	RACGP Active Active
Ottalton	Soujanya	Inactive	14/03/1945	72	Male	Commonwealth Seniors Health Card	BLACKBURN 3139	BLACKBURN	3139	0434822951	DR DWIGHT ORDAS	RACGP Active Active

Select the Bar titled '**Home medications review**'. Remember to select the tick to confirm your selections.



POLAR has pre-program certain useful selections for you. The **'Home medications review'** is one of these items that will save you time identifying patient cohorts.

The chart in this instance also advises you that the Practice could potentially make an additional \$425 in revenue (based upon the current MBS billing schedule) through providing these reviews to patients.

4. Double click the **Patient Count** to view the patient list

### Potential MBS Revenue

**PATIENT COUNT (click to view list) ↗**

2<sup>2</sup>

Active

**POTENTIAL MBS REVENUE**

Home medications ... \$425

**PATIENT FILTERS**

- 
- 
- 
-

MBS Potential Revenue

# \$425



5. Right click the mouse anywhere on the **Patient List**, and select the **Export data** option to export the data to an Excel spreadsheet. You will need to select **Export data** twice to complete this process.

### Patient List

The screenshot shows a web application interface for a 'Patient List'. On the left, there is a sidebar with the title 'PATIENT LIST' and several menu items: 'Show details', 'Take snapshot', 'Open snapshot library', and 'Export data'. The 'Export data' item is highlighted with a red box. The main area displays a table of patient records. The table has columns for Surname, Patient Age, Gender, and Pension Status. The first row is for 'Iturrieta'. A context menu is open over the table, showing options: 'Back', 'Export as an image', 'Export to PDF', and 'Export data'. The 'Export data' option in the context menu is also highlighted with a red box.

Surname	Patient Age	Gender	Pension Status			
Iturrieta			Commonwealth Seniors Health Card			
Alvero	Clarence	Active	19/02/			Commonwealth Seniors Health Card
Puchner	Cheikhou	Active	17/05/			Commonwealth Seniors Health Card
Ventureira	Dale	Active	13/07/1941	76	Female	Commonwealth Seniors Health Card
Crickard	Laraine	Active	17/08/1940	76	Male	Commonwealth Seniors Health Card

We hope you find this POLAR walkthrough useful. If you have any queries, please feel free to contact the POLAR support team: p.  
(03)8822 8444  
e. [support@outcomehealth.org.au](mailto:support@outcomehealth.org.au)

# Pap Test Recorded in 4 years

## POLAR Walkthrough – Pap Test recorded in 4 years

This walkthrough will demonstrate how to generate a patient list for patients who **have not** had a Pap Smear test recorded in the last 4 years.

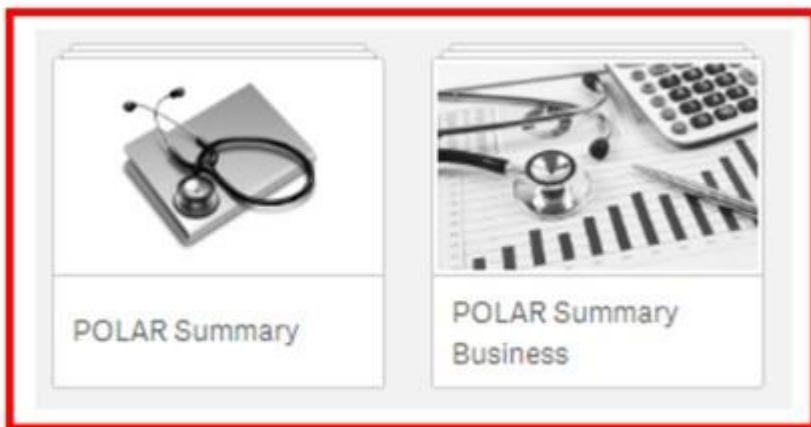
### Patient cohort:

All patients who are:

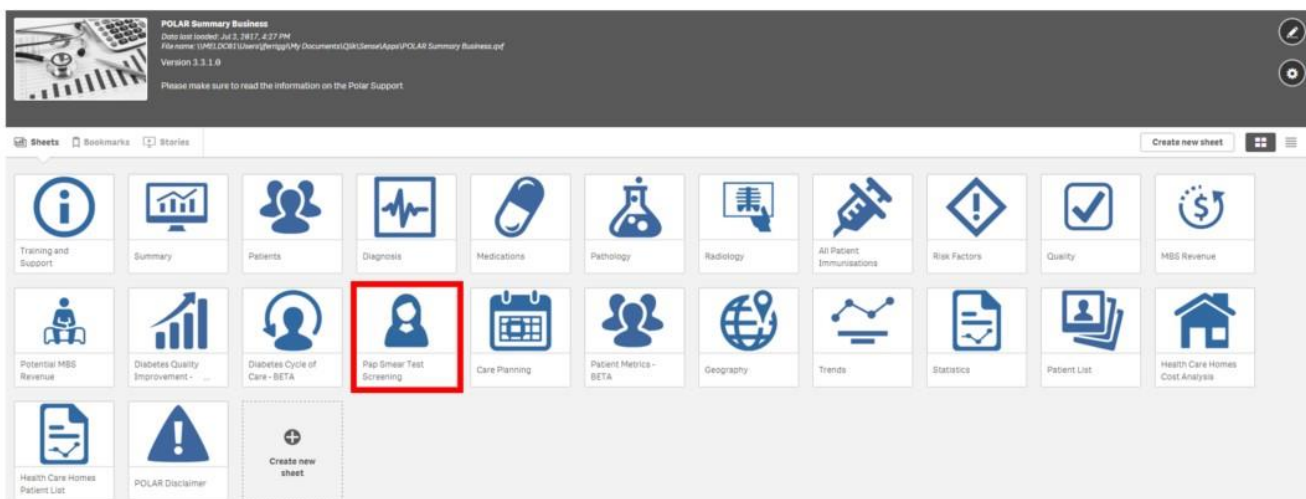
- 18 to 70 year old
- females Active in the clinical system
- Active as per the RACGP definitions
- Have not had a Pap Test recorded in the last 4 years

### POLAR Report

POLAR Summary or POLAR Summary Business



1. Open either the POLAR Summary or POLAR Summary Business report and select the **Pap Smear Test Screening** tile.



2. Use the **Patient Filters**, and select **Active** from the **Patient Status** filter list. Remember to select the tick to confirm your selections.

**PATIENT FILTERS**

Patient Status

RACGP Active

Most Seen Doctor

PAPSMEAR Eligibility

⏪ ... ⏩ [X] [✓]

Pat Q

Active ✓

Deceased

Pat Inactive (t) ∞

PATIENT

Patient Status

3. Again, use the **Patient Filters**, and select **Active** from the RACGP Active filter list. Select the tick to confirm your selections.

The screenshot shows the 'PATIENT FILTERS' section. The 'Patient Status' filter is expanded to show 'Active' (highlighted in green) and 'Inactive'. A red box highlights the 'Active' option. Above the filter list, there are icons for a search, a refresh, a red 'X' (clear), and a green checkmark (confirm). Below the filter list, there are input fields for 'Month' and 'Day of Week'.

**HINT:** Did you notice that every time you select a filter, your Patient Count decreases.

Patient Count (click to view list) ↗	Patient Count (click to view list) ↗
5,627 <sup>5,627</sup> <small>Active</small>	1,643 <sup>1,643</sup> <small>Active</small>

4. Again, use the **Patient Filters**, and select **Yes** from the PAPSMEAR Eligibility filter list. Select the tick to confirm your selections.

The screenshot shows the 'PATIENT FILTERS' section. The 'PAPSMEAR Eligibility' filter is expanded to show 'No' and 'Yes' (highlighted in green). A red box highlights the 'Yes' option. Above the filter list, there are icons for a search, a refresh, a red 'X' (clear), and a green checkmark (confirm). Below the filter list, there are input fields for 'Patient Status', 'RACGP Active', and 'Most Recent'.

5. Use the **LAST PAP TEST PERFORMED** chart, and select **48 to 60 Months** and **Over 60 Months** from the bar chart. Select the tick to confirm your selections. This will now give you a list of patients that have not had a pap test for over 4 years (48 months).



6. Double click the **Patient Count** to view the patient list

### Pap Smear Test Screening

Patient Count (click to view list) ↗

**41** 41  
Active

**Info**

**Patient eligibility criteria:** All women between & including the ages  
Note that patients not requiring a pap test may be included on the report e.g. patient

#### PATIENT FILTERS

- Patient Status**
- RACGP Active**
- Most Seen Clinician**
- Patient Age**

**41**  
ELIGIBLE  
PATIENTS

#### PATIENTS WITH NO RECO...

Use to identify/recall patients with no recorded pap test

The chart is not displayed because it contains only negative or zero values.

#### PAP TESTS WITH NO END...

Use to identify PAP tests with adequate endocervical cells

No Cells  
17

**41**  
PATIENTS WITH

7. Right click the mouse anywhere on the **Patient List**, and select the **Export data** option to export the data to an Excel spreadsheet. You will need to select **Export data** twice to complete this process.

## Patient List

### PATIENT LIST

Surname	Firstna...	Patient Status	DOB	Patient Age	Gender	Pension Status
Roset	Bakar	Active	07/03/1951	66	Female	Commonwealth Seniors Health Card
Eroshkevich	Farhana	Active				Health Care Card
Marter	Russell	Active				Health Care Card
Rebimbias	Liedo	Active	21/04/1970	47	Female	
Goedsche	Andzelika	Active	08/12/1962	54	Female	
Aufderheide	Kaila	Active	26/08/1958	58	Female	
Flenner	Angelica	Active	12/02/1955	62	Female	Health Care Card

The image shows a screenshot of a patient list table. Two context menus are open over the table, one over the row for 'Rebimbias' and one over the row for 'Goedsche'. Both menus have a 'Back' button at the top, followed by 'Export as an image', 'Export to PDF', and 'Export data'. The 'Export data' option in both menus is highlighted with a red rectangular box.

**Note:** This patient list **does not** currently exclude patients that may have been identified at the Practice as not being required to have a Pap smear test. The functionality to exclude these patients will be incorporated into a future release of POLAR.

We hope you find this POLAR walkthrough useful. If you have any queries, please feel free to contact the POLAR support team:

p. (03)8822 8444

e. [support@outcomehealth.org.au](mailto:support@outcomehealth.org.au)

# Zostavax Immunisation List

This walk through will demonstrate how to generate a patient list for eligible patients that have **NOT** had a Zostavax immunisation.

## Patient cohort:

Patients aged 70 to 79 years of age.

## POLAR Report

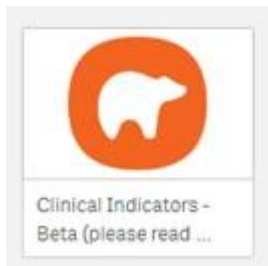
Clinical Indicators



1. Open the POLAR Clinical Indicators report



1. Select the Clinical Indicators tile



2. Select the Age Band filter and highlight the 70-74 and 75-79 bands

Clinical Indicators - Beta (please read disclaimer information)



Active Patient Count #  
**668**

(Excluded Patients: 0)

Excluded patients have already completed items selected in the Exclusion Filters.

Patients with diagnosis co-morbidities can be found by combining the diagnosis filters (i.e. 'SNOMED' filter for first condition and 'AND SNOMED' filter for the second).

Patients using multiple medications can be found by combining the medications filters (i.e. 'Medication' filter for first medication and 'AND Medication' filter for the second).

---

**Current Filters**

=Text[[Age Band]]: 70 - 74, 75 - 79

Filters can be selected in multiple dropdown boxes. Filters act as an OR within a dropdown box (i.e. 'SNOMED' + Asthma OR COPD) and as an AND between boxes (i.e. 'SNOMED' + COPD and 'AND SNOMED' + Asthma). 'Active Diagnosis' and 'Current Medication' filters only shows patients with an active diagnosis or current medication in the clinical software.

**Inclusion Filters**  
This section filters for what HAS happened to the identified patient group.

Demographics & Lifestyle	Clinical Indicators	Diagnosis	Medications	Tests & Imaging	MBS Items	Immunisations
Gender	Systolic Blood Pressure	Active Diagnosis	Current Medication	Date Range	Date Range	Date Range
Age Band	Cholesterol	SNOMED	Medication Group	Pathology Group	MBS Item No	Immunisation Type
Pension Status	eGFR	AND SNOMED	AND Medication Gro...	Pathology Test Name		
Smoking Status	HBA1C	GP Diagnosis	Medication	Radiology		
Alcohol Consumption	BMI	AND GP Diagnosis	AND Medication			
ATSI Status	K-18					

---

**Exclusion Filters**  
This section filters for what has NOT happened to the identified patient group.

If you are using the Pathology/Radiology, MBS Items, or Immunisations you must first select a date range (within each Date Range box you can choose all options).

Diagnosis	Medications	Tests & Imaging	MBS Items	Immunisations
SNOMED Text	Medication Group	Date Range	Date Range	Date Range
GP Diagnosis	Medication	Pathology Group	MBS Item No	Immunisation Type
		Pathology Test Name		
		Radiology		

3. Go the Exclusion Filters section of the report (below the blue line) and select all the Date Range.

Clinical Indicators - Beta (please read disclaimer information)



Active Patient Count #  
**668**

(Excluded Patients: 0)

Excluded patients have already completed items selected in the Exclusion Filters.

Patients with diagnosis co-morbidities can be found by combining the diagnosis filters (i.e. 'SNOMED' filter for first condition and 'AND SNOMED' filter for the second).

Patients using multiple medications can be found by combining the medications filters (i.e. 'Medication' filter for first medication and 'AND Medication' filter for the second).

---

**Current Filters**

Immunisation Date Range Exclusive: Last 1 Month, Last 3 Months, Last 6 Months, Last 12 Months, Outside Last 12 Months

=Text[[Age Band]]: 70 - 74, 75 - 79

Filters can be selected in multiple dropdown boxes. Filters act as an OR within a dropdown box (i.e. 'SNOMED' + Asthma OR COPD) and as an AND between boxes (i.e. 'SNOMED' + COPD and 'AND SNOMED' + Asthma). 'Active Diagnosis' and 'Current Medication' filters only shows patients with an active diagnosis or current medication in the clinical software.

**Inclusion Filters**  
This section filters for what HAS happened to the identified patient group.

Demographics & Lifestyle	Clinical Indicators	Diagnosis	Medications	Tests & Imaging	MBS Items	Immunisations
Gender	Systolic Blood Pressure	Active Diagnosis	Current Medication	Date Range	Date Range	Date Range
Age Band	Cholesterol	SNOMED	Medication Group	Pathology Group	MBS Item No	Immunisation Type
Pension Status	eGFR	AND SNOMED	AND Medication Gro...	Pathology Test Name		
Smoking Status	HBA1C	GP Diagnosis	Medication	Radiology		
Alcohol Consumption	BMI	AND GP Diagnosis	AND Medication			
ATSI Status	K-18					

---

**Exclusion Filters**  
This section filters for what has NOT happened to the identified patient group.

If you are using the Pathology/Radiology, MBS Items, or Immunisations you must first select a date range (within each Date Range box you can choose all options).

Diagnosis	Medications	Tests & Imaging	MBS Items	Immunisations
SNOMED Text	Medication Group	Date Range	Date Range	Date Range
GP Diagnosis	Medication	Pathology Group	MBS Item No	Immunisation Type
		Pathology Test Name		
		Radiology		

4. While in the Exclusion Filters section of the page, Select the Immunisation Type filter and select 'Zostavax'

Clinical Indicators - Beta (please read disclaimer information)



Active Patient Count #  
**665**

(Excluded Patients: 3)

Excluded patients have already completed items selected in the Exclusion Filters.

Patients with diagnosis co-morbidities can be found by combining the diagnosis filters (i.e. 'SNOMED' filter for first condition and 'AND SNOMED' filter for the second).

Patients using multiple medications can be found by combining the medications filters (i.e. 'Medication' filter for first medication and 'AND Medication' filter for the second).

---

**Current Filters**

Immunisation Type Exclusive: ZOSTAVAX

Immunisation Date Range Exclusive: Last 6 Months, Last 12 Months, Outside Last 12 Months, Last 1 Month, Last 3 Months

=Text[[Age Band]]: 70 - 74, 75 - 79

Filters can be selected in multiple dropdown boxes. Filters act as an OR within a dropdown box (i.e. 'SNOMED' + Asthma OR COPD) and as an AND between boxes (i.e. 'SNOMED' + COPD and 'AND SNOMED' + Asthma). 'Active Diagnosis' and 'Current Medication' filters only shows patients with an active diagnosis or current medication in the clinical software.

**Inclusion Filters**  
This section filters for what HAS happened to the identified patient group.

Demographics & Lifestyle	Clinical Indicators	Diagnosis	Medications	Tests & Imaging	MBS Items	Immunisations
Gender	Systolic Blood Pressure	Active Diagnosis	Current Medication	Date Range	Date Range	Date Range
Age Band	Cholesterol	SNOMED	Medication Group	Pathology Group	MBS Item No	Immunisation Type
Pension Status	eGFR	AND SNOMED	AND Medication Gro...	Pathology Test Name		
Smoking Status	HBA1C	GP Diagnosis	Medication	Radiology		
Alcohol Consumption	BMI	AND GP Diagnosis	AND Medication			
ATSI Status	K-18					

---

**Exclusion Filters**  
This section filters for what has NOT happened to the identified patient group.

If you are using the Pathology/Radiology, MBS Items, or Immunisations you must first select a date range (within each Date Range box you can choose all options).

Diagnosis	Medications	Tests & Imaging	MBS Items	Immunisations
SNOMED Text	Medication Group	Date Range	Date Range	Date Range
GP Diagnosis	Medication	Pathology Group	MBS Item No	Immunisation Type
		Pathology Test Name		
		Radiology		



5. To generate the patient list, Double Click the 'Active Patient Count':

Active Patient Count ↗

# 665

(Excluded Patients: 3)

6. We recommend exporting the data before printing out the list.

**Patient List**

**PATIENT LIST**

- Show details
- Take snapshot
- Open snapshot library
- Export data

Surname	Search	Patient Age	Gender	Pension Status	Search	
Iturrieta				Commonwealth Seniors Health Card		
Alvero	Clarence	Active	19/02/	Commonwealth Seniors Health Card		
Puchner	Cheikhou	Active	17/05/	Commonwealth Seniors Health Card		
Ventureira	Dale	Active	13/07/1941	76	Female	Commonwealth Seniors Health Card
Crickard	Laraine	Active	17/08/1940	76	Male	Commonwealth Seniors Health Card

- Back
- Export as an image
- Export to PDF
- Export data

We hope you find this walk through useful. If you have any queries, please feel free to contact the POLAR support team: p. (03)8822

8444

e. [support@outcomehealth.org.au](mailto:support@outcomehealth.org.au)

# Diabetes Coding Errors

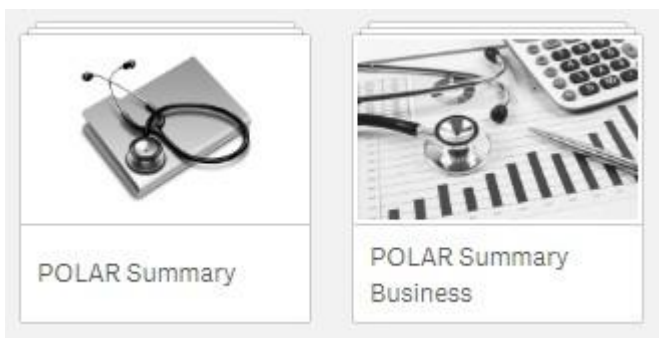
This walk through will demonstrate how to generate a patient list for diabetes patients that have **NOT** had their diagnosis mapped to SNOMED.

## Patient cohort:

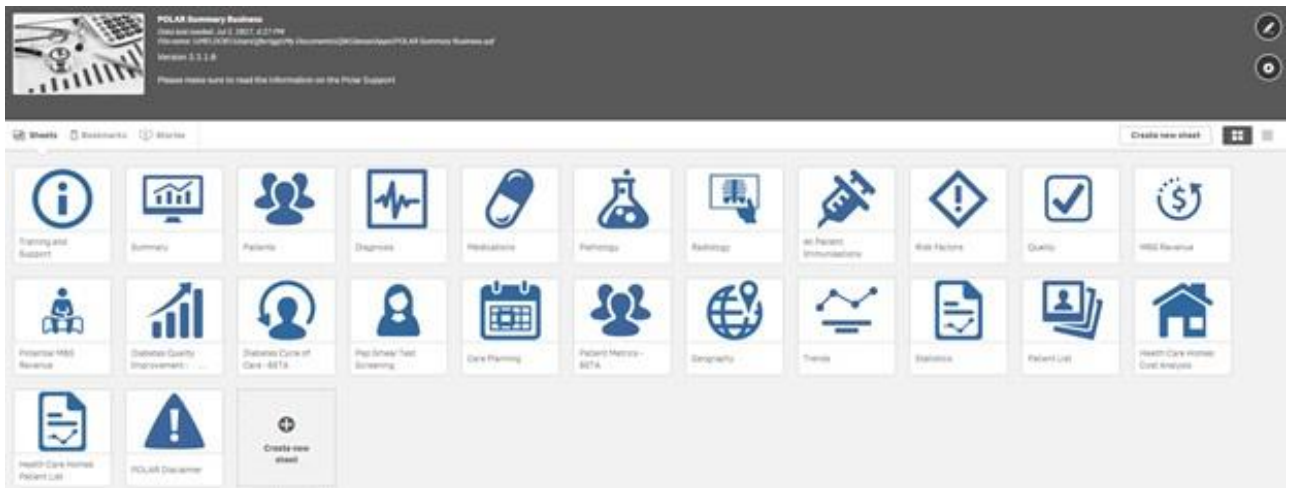
All patients with a free text diagnosis that includes the part words: 'diab','gluc','fast' or 'ogtt'.

## POLAR Report

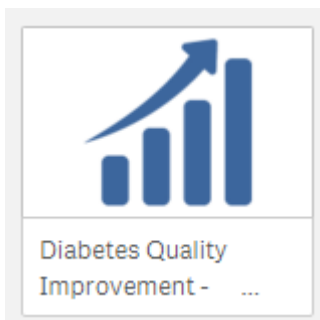
POLAR Summary Business or POLAR Summary



1. Open the POLAR report Summary or Summary Business



2. Select the Diabetes Quality Improvement tile



- Go to the **SNOMED TEXT – DIABETES RELATED** table and from the **SNOMEX Text** filter, select the ellipsis “...” button and select the ‘Select all’ option.

Patient Count 

# 6,384

6,384 Active

## SNOMED TEXT- DIABETES RELATED

Use this table to identify the GP diagnoses mapped to SNOMED text categories for diabetes

**SNOMED Text** ▼

PATIENT FILTERS

Patient Status

Current Medications

DIAGNOSIS FILTERS

Diagnosis Active

Provider

	Patient Count
	<b>364</b>
	18
	19
	220
	2
	3
	21
	6
	105

Diabetes Related Disorder

Diabetic Education

Diabetic retinopathy

Fasting Blood Glucose Measurement

DIABETES RELATED

PATHOLO Pathology

- Go to the **GP DIAGNOSIS – DIABETES RELATED** table and from the **GP DIAGNOSIS TEXT** filter, select the ellipsis “...” button followed by the ‘Select possible’ option.

## GP DIAGNOSIS- DIABETES RELATED

t categories for

**GP DIAGNOSIS T...** ▼

Patient Count

	Patient Count
	<b>362</b>
	133
	78
	68
	34
	21
	21
	17
	12
	11
	7

DIABETES MELLITUS

DIABETES MELLITUS - IDDM

DIABETES MELLITUS - NIDDM

DIABETES MELLITUS - TYPE 1

5. Again, use the **GP DIAGNOSIS TEXT** filter list, however this time select the ellipsis “...” button followed by the ‘Select excluded’ option.

**GP DIAGNOSIS- DIABETES RELATED**

Use this table to identify the GP diagnoses mapped to SNOMED text categories for diabetes

GP DIAGNOSIS T... ▼

... [X] [✓]

Select all

Select possible

Select alternative

Select excluded

Select excluded

DIABETES MELLITUS

DIABETES MELLITUS - IDDM

DIABETES MELLITUS - NIDDM

DIABETES MELLITUS - TYPE 1

	Patient Count
Total	362
DIABETES MELLITUS	133
DIABETES MELLITUS - IDDM	78
DIABETES MELLITUS - NIDDM	68
DIABETES MELLITUS - TYPE 1	34
DIABETES MELLITUS - UNK	21
DIABETES MELLITUS - UNK	21
DIABETES MELLITUS - UNK	17
DIABETES MELLITUS - UNK	12
DIABETES MELLITUS - UNK	11
DIABETES MELLITUS - UNK	7

This will now return a list of the GP free text diagnoses that are **NOT** mapped to a SNOMED code.

**SNOMED TEXT- DIABETES RELATED**

Use this table to identify the GP diagnoses mapped to SNOMED text categories for diabetes

SNOMED Text ▼

	Patient Count
Total	0
-	0

**GP DIAGNOSIS- DIABETES RELATED**

GP DIAGNOSIS T... ▼

	Patient Count
Total	9
GLUCOSE TOLERANCE TEST	5
IMPAIRED GLUCOSE TOLERANCE TEST	2
DIABETES EDUCATOR CLINIC	1
DIABETES EDUCATOR CLINIC	1

6. Double click on the Patient Count, to generate a list of patients for data cleansing in your GP Clinical software.

## Diabetes

Patient Count

99  
Active

## Patient List

### PATIENT LIST

Surname	Patient Age	Gender	Pension Status			
Iturrieta			Commonwealth Seniors Health Card			
Alvero	Clarence	Active	19/02/			Commonwealth Seniors Health Card
Puchner	Cheikhou	Active	17/05/			Commonwealth Seniors Health Card
Ventureira	Dale	Active	13/07/1941	76	Female	Commonwealth Seniors Health Card
Crickard	Laraine	Active	17/08/1940	76	Male	Commonwealth Seniors Health Card

We hope you find this walk through useful. If you have any queries, please feel free to contact the POLAR support

team: p. (03)8822 8444

e. [support@outcomehealth.org.au](mailto:support@outcomehealth.org.au)



## GP Client User Manual

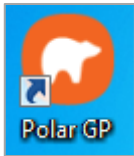
Author: Michael Browning  
Release Date: 12 December 2016  
Version: 1.0

## Table of Contents

Logging into Polar GP .....	3
Forgot Username or Password .....	4
Request Access .....	6
System Icon Options .....	7
Change Password.....	7

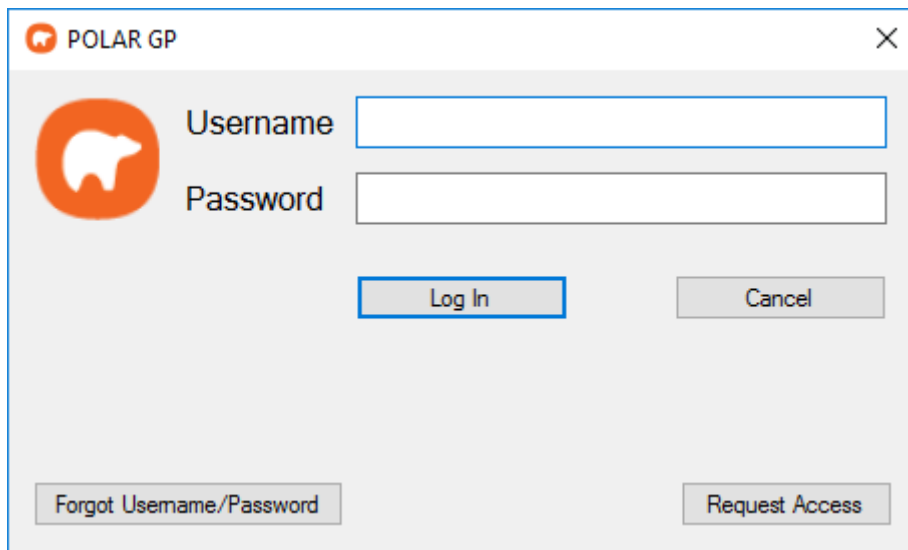
## Logging into Polar GP

Run the Polar GP application from your workstation.



You will be presented with the login screen.

Enter the login username and password, then press **Log In**.

A screenshot of the Polar GP login window. The window title bar reads 'POLAR GP' with a close button on the right. On the left side of the window is the Polar GP logo (a white polar bear silhouette in an orange circle). To the right of the logo are two text input fields: 'Username' and 'Password'. Below these fields are two buttons: 'Log In' (highlighted with a blue border) and 'Cancel'. At the bottom of the window are two more buttons: 'Forgot Username/Password' and 'Request Access'.

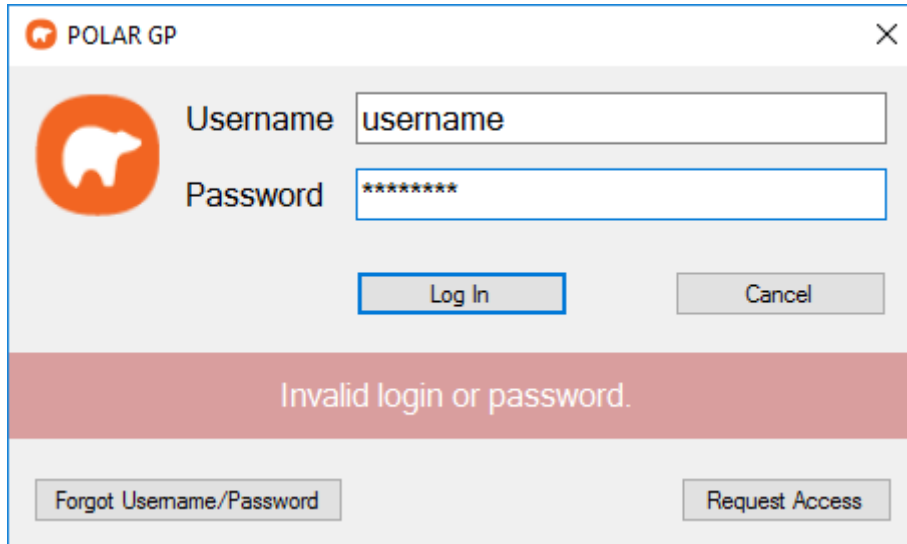
### **Please Note**

*If you do not have a username or password, see the **Request Access** section of this document.  
If you have a username but do not know your password, see the **Forgot Username/Password** section of this document.*



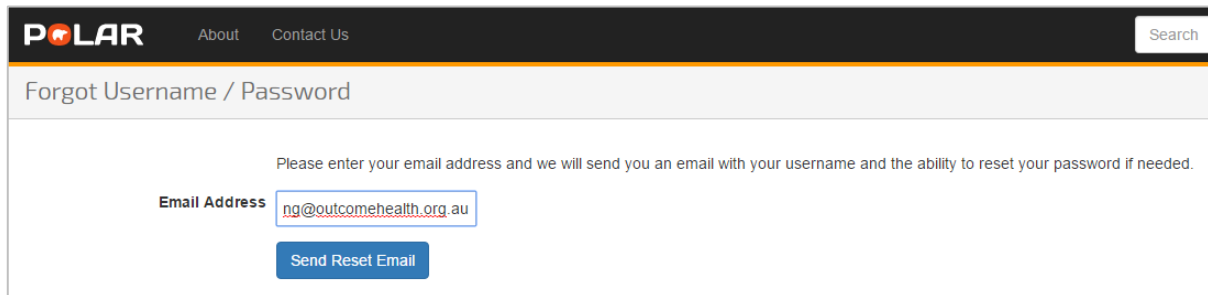
## Forgot Username or Password

If you have been assigned a login but are unsure of your password, click the **Forgot Username/Password** button.



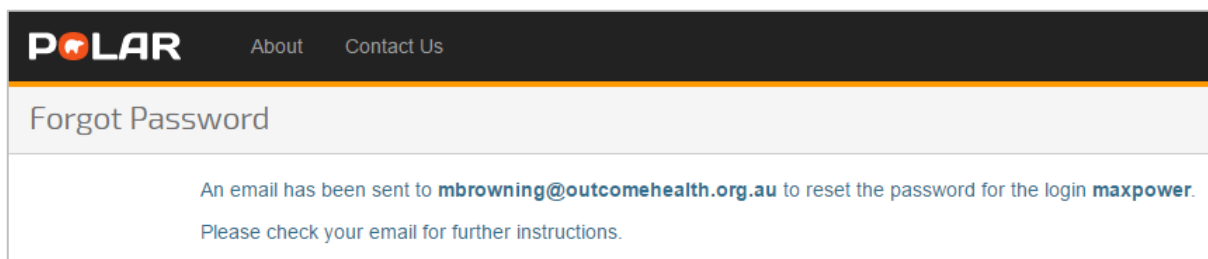
The screenshot shows a 'POLAR GP' login window. It features a logo on the left, a 'Username' field containing 'username', and a 'Password' field containing seven asterisks. Below the fields are 'Log In' and 'Cancel' buttons. A red banner at the bottom of the dialog displays the message 'Invalid login or password.' At the very bottom of the dialog are two buttons: 'Forgot Username/Password' and 'Request Access'.

A webpage will open asking for the email address that is linked to your login.



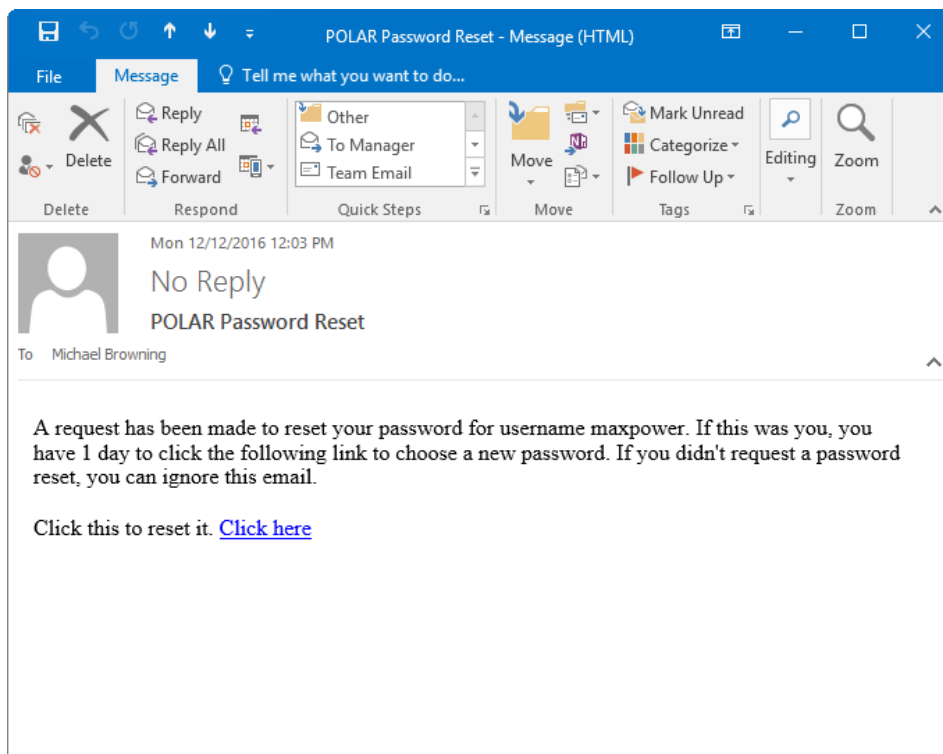
The screenshot shows the 'POLAR' website header with 'About' and 'Contact Us' links and a search bar. The page title is 'Forgot Username / Password'. Below the title is a message: 'Please enter your email address and we will send you an email with your username and the ability to reset your password if needed.' There is an 'Email Address' label and a text input field containing 'ng@outcomehealth.org.au'. Below the input field is a blue 'Send Reset Email' button.

Once you have entered your email address, press the Send Reset Email button. You will then see a confirmation screen and an email will have been sent to the entered email account.



The screenshot shows the 'POLAR' website header with 'About' and 'Contact Us' links. The page title is 'Forgot Password'. Below the title is a confirmation message: 'An email has been sent to mbrowning@outcomehealth.org.au to reset the password for the login maxpower. Please check your email for further instructions.'

The email that is sent contains your username and a link that is valid for 24 hours.



Clicking this link takes you to Polar Explorer and allows you to enter a new password.

A screenshot of a web page titled "POLAR" with navigation links for "About" and "Contact Us". The main heading is "Set Password". Below the heading, a message states: "Here you can set a new password for the username maxpower." There are two text input fields: "New Password" and "Confirm Password". Below these fields is a blue button labeled "Update Password". At the bottom, a section titled "Password Rules" contains a single bullet point: "• Minimum length: 8".

The only requirement for the password is that it is at least 8 characters long. Pressing Update Password changes the password for the username in your email.

## Request Access

If you do not have a username assigned, click the **Request Access** button. A webpage will open requesting your details.

Compiled by Yu Gary Sun, Rural Health Academic Centre, The University of Melbourne.  
March, 2013 Document V0.1

Enter your First Name, Last Name and Email address, then press Send Request.

### Request Access

Use this form to request a login to access your POLAR reports.  
An email will be sent to your clinic's administrators for them to set up your login.

**Name**

**First Name**

**Last Name**

**Email**

**Email**

**Confirm Email**

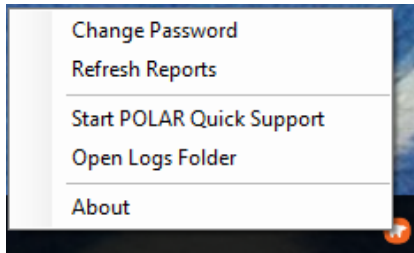
Submitting this will automatically send an email to your Group Administrator(s) who can then setup your access.

## System Icon Options

Once you have logged into Polar GP, a system tray icon will appear next to the time on your computer.



Right-click on this icon to view the following options:



## Change Password

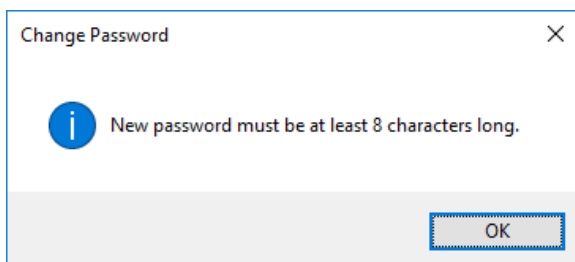
After right-clicking on the system tray icon, select Change Password.

You will be prompted to enter your existing password, followed by the new password.

A screenshot of a 'Change password' dialog box. The title bar reads 'Change password for username 'maxpower''. Below the title, there are three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. At the bottom of the dialog, there are two buttons: 'Ok' and 'Cancel'.

Pressing Ok changes your password.

Please note that the new password must be at least 8 characters long. If this requirement is not met, the following information box will appear.



## POLAR GP Information

### SNOMED CT: The Global Language of Healthcare

SNOMED CT is the most comprehensive and precise clinical health terminology product in the world, owned and distributed around the world by The International Health Terminology Standards Development Organisation (IHTSDO).

SNOMED CT has been developed collaboratively to ensure it meets the diverse needs and expectations of the worldwide medical profession and is now accepted as a common global language for health terms.

Patients and healthcare professionals benefit from improved health records, clinical decisions and analysis, leading to higher quality, consistency and safety in healthcare delivery.

#### SNOMED CT:

- Is the most comprehensive, multilingual clinical healthcare terminology in the world.
- Is a resource with comprehensive, scientifically validated clinical content.
- Enables consistent, processable representation of clinical content in electronic health records.
- Is mapped to other international standards.
- Is already used in more than fifty countries.

When implemented in software applications, SNOMED CT can be used to represent clinically relevant information consistently, reliably and comprehensively as an integral part of producing electronic health information. SNOMED CT supports the development of comprehensive high-quality clinical content in health records. It provides a standardised way to represent clinical phrases captured by the clinician and enables automatic interpretation of these. SNOMED CT is a clinically validated, semantically rich, controlled vocabulary that facilitates evolutionary growth in expressivity to meet emerging requirements. SNOMED CT based clinical information benefits individual patients and clinicians as well as populations and it supports evidence based care.

The use of an Electronic Health Record (EHR) improves communication and increases the availability of relevant information. If clinical information is stored in ways that allow meaning-based retrieval, the benefits are greatly increased. The added benefits range from increased opportunities for real time decision support to more accurate retrospective reporting for research and management.

Link: <http://www.ihtsdo.org/snomed-ct>

SNOMED Starter Guide: <http://www.ihtsdo.org/snomed-ct/what-is-snomed-ct>

### How does POLAR use SNOMED CT?

MEGPN, along with Health Language Analytics, mapped 57,000 GP Diagnoses and Reason for Visit to SNOMED CT codes. This included both free text and categorised items to determine how free-text could be mapped. This process led to a strong mapping of most items and is an ongoing part of MEGPNs work to enhance the current system over time.

For example, a GP may input “Hypertension in pregnancy”- this is then mapped to the SNOMED category “Hypertension”. This allows GPs to also have some more details in their clinical records, but allows POLAR GP to audit at a higher level.

## Higher Order Diagnosis

The Higher Order Diagnosis groups are grouped on a broader SMUC codes system. The SNOMED CT codes have been used to map to these to allow practices to start in more broad categories such as “cardiovascular system” and as they apply that filter they can then review all GP inputted and SNOMED CT diagnoses in that category.

## Medications: ATC classification System from the World Health Organisation

The internationally recognised Anatomical Therapeutic Chemical (ATC) classification system divides active substances into different groups according to the organ or system on which they act and their therapeutic, pharmacological and chemical properties. Drugs are classified in groups at five different levels. The drugs are divided into fourteen main groups (1st level), with pharmacological/therapeutic subgroups (2nd level). The 3rd and 4th levels are chemical/pharmacological/therapeutic subgroups and the 5th level is the chemical substance. The 2nd, 3rd and 4th levels are often used to identify pharmacological subgroups when that is considered more appropriate than therapeutic or chemical subgroups.

For example: The complete classification of metformin illustrates the structure of the code:

- Alimentary tract and metabolism (1st level, anatomical main group)
- Drugs used in diabetes (2nd level, therapeutic subgroup)
- Blood glucose lowering drugs, excl. insulins (3rd level, pharmacological subgroup)
- Biguanides (4th level, chemical subgroup)
- metformin (5th level, chemical substance)

In POLAR GP, there are 3 levels provided:

- High Level Search: Level 1 in the ATC- a broad search capability
- Medium Level Search: Level 3 in the ATC- a medium search capability
- Low Level Search: Level 5 in the ATC- a narrow search capability

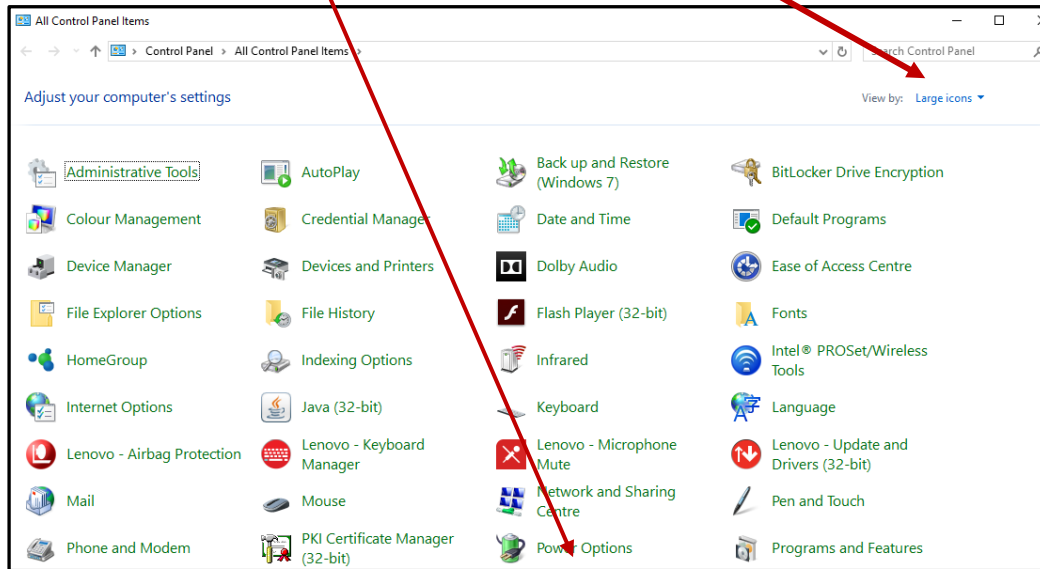
Again, this allows the practice to start broadly or from a very specific drug for their audit.

Link: [http://www.whooc.no/atc/structure\\_and\\_principles/](http://www.whooc.no/atc/structure_and_principles/)

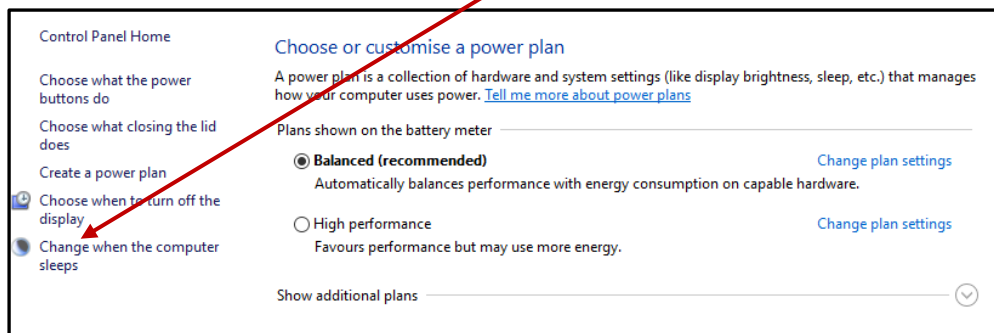
# How to put the Computer onto 'Never Sleep' so practices can have a successful Extraction:

Go to CONTROL PANEL – Select View by **Large Icons**

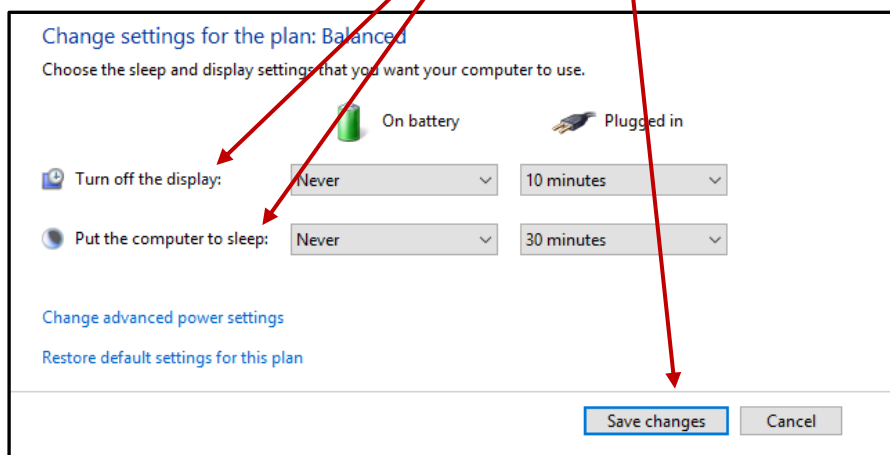
Then go to Power Options



Click on 'Change when the computer sleeps'



Change the settings to Never on both: and SAVE CHANGES





# GRHANITE Consent Denial Patient Opt-out Manual




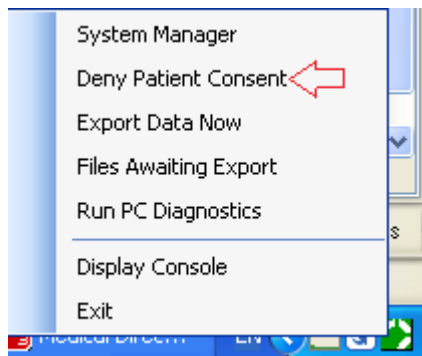
## Introduction

**This manual describes how to use the GRHANITE Consent Denial, to opt-out patient in the Clinic. Once this Consent Denial process is completed, patient's information will not be extracted by GHRANITE software. The Consent Denial is non-reversible. Patient could not change their mind and opt-in later.**

### How to active patient opt-out process.

To active the opt-out process, an authorised person at the practice must:

1. Log in to the PC that is running the GRHANITE software.
2. In windows task bar(located on right bottom of the screen), Mouse right Click on the GRHANITE Icon(Green one)  Left click on the "Deny Patient Consent" option



3. When the "Patient Consent Denial Form" window is open, enter the patient's details into the specified fields.

**Note: All entered details must EXACTLY match the information entered into the GP system.**

**Patient Consent Denial Form**

Please enter the details of the patient that wishes to opt out of the study.

Patient Details:

First Name:

Surname:

Date of Birth: 28/02/2013

Gender:



Connected

4. This will automatically exclude a patient's information during the GRHANITE data extraction process.
5. Click "View All Patients" will enable the view of patients that have opted out.

**Patient Consent Denial Form**

Please enter the details of the patient that wishes to opt out of the study.


Patient Details:

First Name:

Surname:

Date of Birth: 28/02/2013

Gender:



Patients that have opted out:

FirstName	Surname	DoB	Gender
Gary	Sun	28/02/1990	M

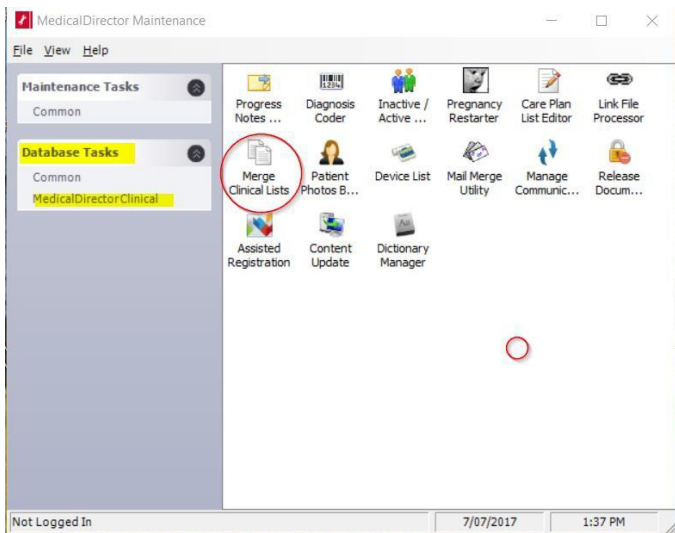


## Data Cleaning Tips in Medical Director

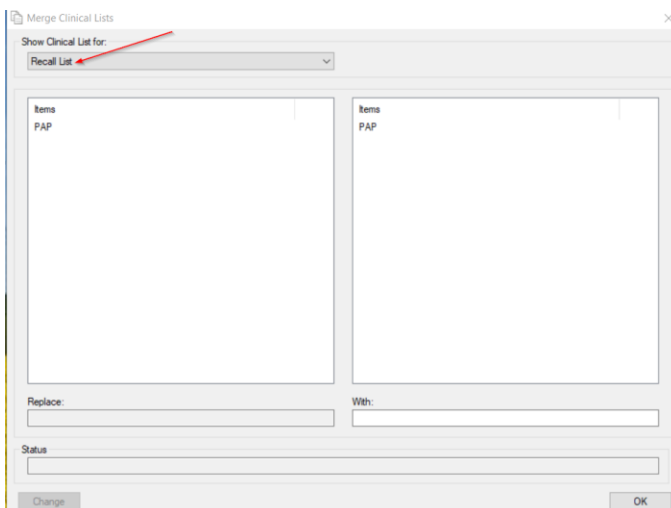
Cleaning up Recall Lists in Medical Director:



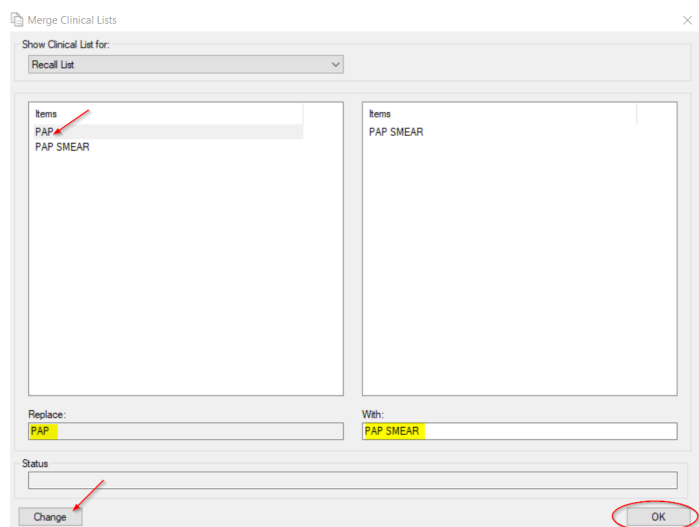
Open Medical Director Maintenance from the desktop Database Tasks/Medical Director Clinical/Merge Clinical Lists/You will need to login and have access to the maintenance programs to continue.



Select Recall List from the drop down list:



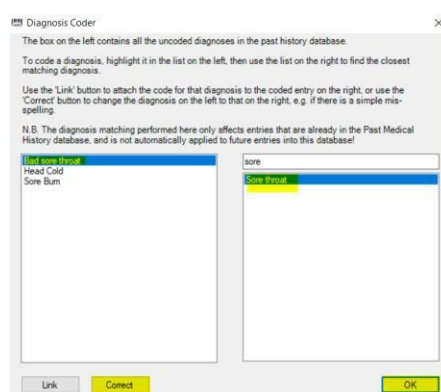
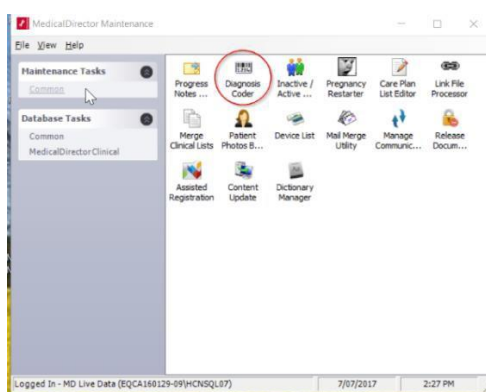
This is where you can link recall reasons that are either misspelt, incorrect, or there are too many recall reasons that are the same from the practice staff continuing to add new recall reasons. Ensure the reason is in "patient speak" as this is what will appear on letters and SMS recalls. See screen shot below where you can replace and tidy up the reasons without losing the recall. Choose the item and the one you wish to link it to then change and okay. Encourage GPs to stick to the list and not to add new recall reasons unless appropriate.



## Linking free text reasons for visit with coded reasons for visit:



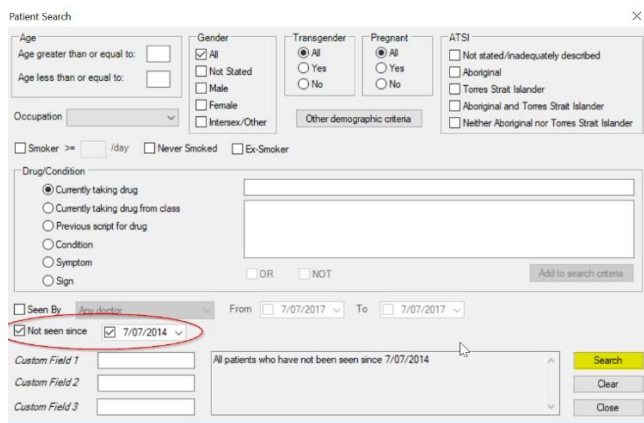
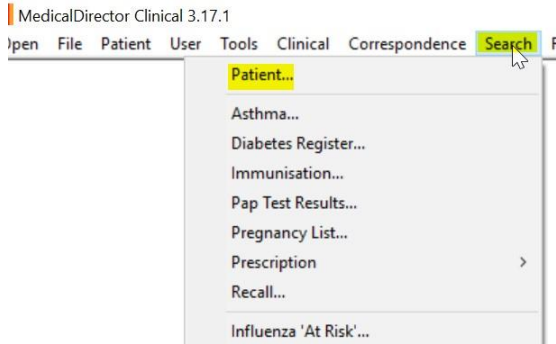
Open Medical Director Maintenance from the desktop Database Tasks/Medical Director Clinical/Diagnosis Coder/You will need to login and have access to the maintenance programs to continue.



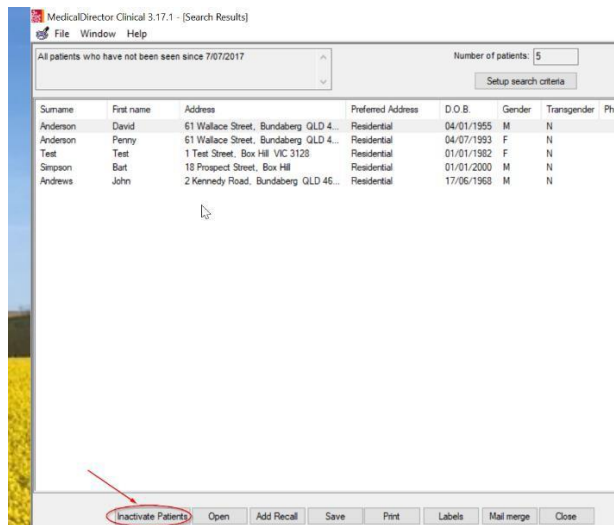
Select the un-coded diagnosis from the left side and link it with the coded reason on the right hand side, correct then ok. See screen shot.

# Making patients inactive (bulk inactivation)

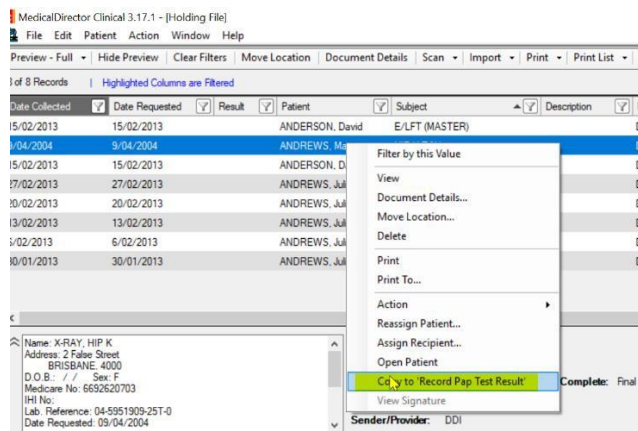
In Medical Director not in, a patient file go to Search/Patients



Patients not seen since put in your date range i.e. go back 2 years or whatever is appropriate for your practice and then search once the list is generated check the contents of the window and then inactivate patients this will not delete patients it will create an inactive status they can be made active again but only one by one.

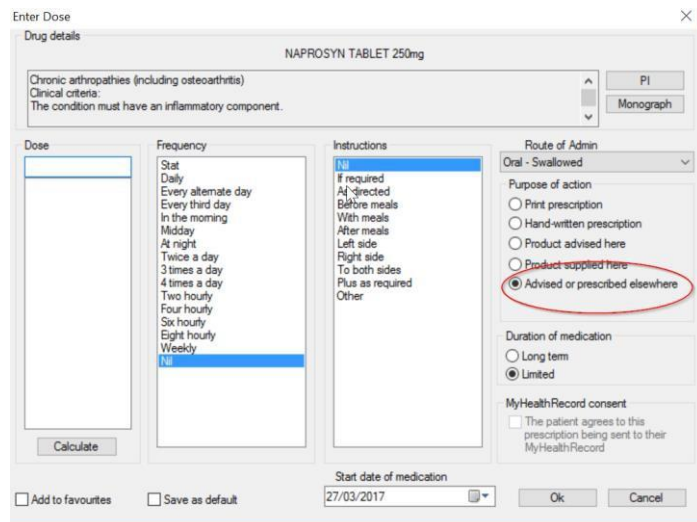


**Doctors** please mark results as notified add recalls update or delete recalls and when adding Pap smear results please add them to the Pap test record by right clicking on the result and Copy to Record Pap Test Result (see below)



## When checking the holding file Doctors Update Medications from Discharge summaries, specialist letters or results

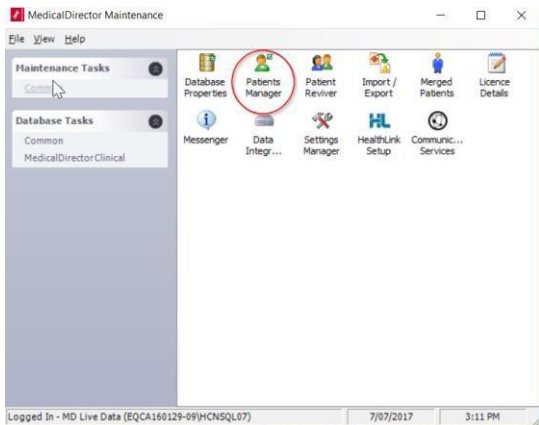
From the holding file, highlight the patient then open patient add RX RX + Prescribed elsewhere. Update new history items if needed.



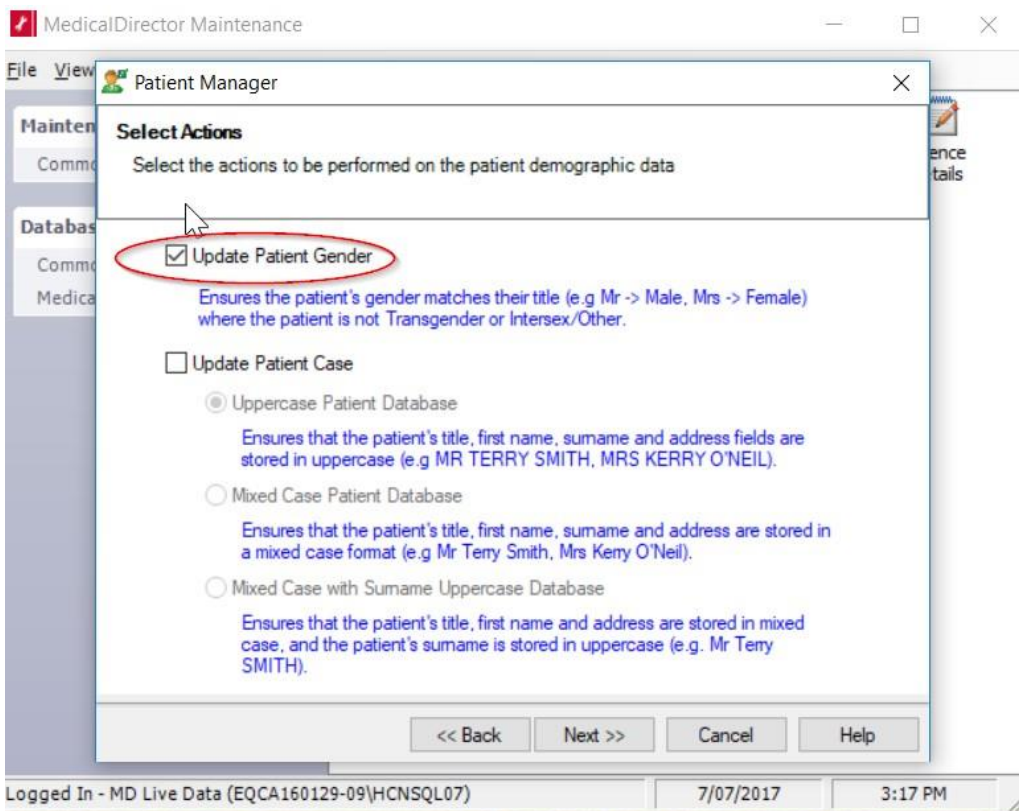
## Update patient gender



Open Medical Director Maintenance from the desktop Database Tasks/Common/You will need to login and have access to the maintenance programs to continue. A wizard will open click next



Then select Update patient gender this will update missing gender information by linking it to the patients title (Mr,Mrs etc..)





## Best Practice Data Cleaning (Steps taken from BP knowledge base)

Cleaning up un-coded and free text data

BP Premier offers a range of clean-up utilities that can merge:

- obsolete contact categories
- document categories
- reminders
- un-coded past history items.

### CLEANING UP REMINDERS

1. From the main Best Practice screen, select **Setup > Configuration > Reminders**.

Configuration

Select Reminders then Clean Up

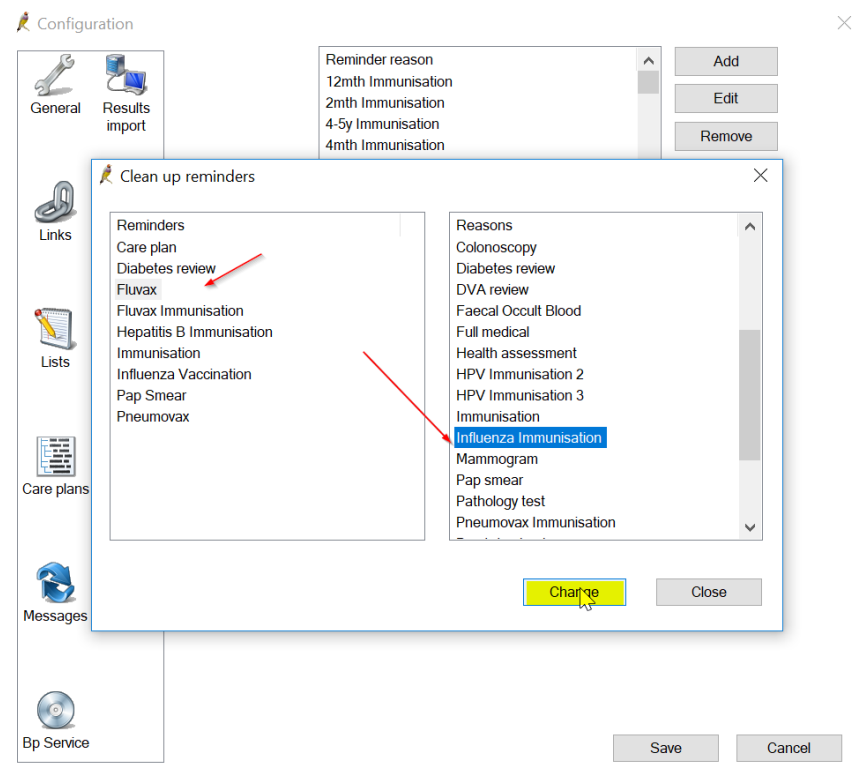
Name	Size (mm)
Name	50
Reason	40
Date Due	20
Doctor	45
Phone	25
Mobile	25

2. In the **Reminder Reason** section, click **Clean Up**. The **Clean up reminders** screen will appear.

The left hand side shows all the Reminder reasons associated with reminders in the database: both entered as free text and from the



coded **Reminder reason** drop-down. The right hand side shows all the reminder reasons that have been actually added into the **reminder reason** table on the previous screen.



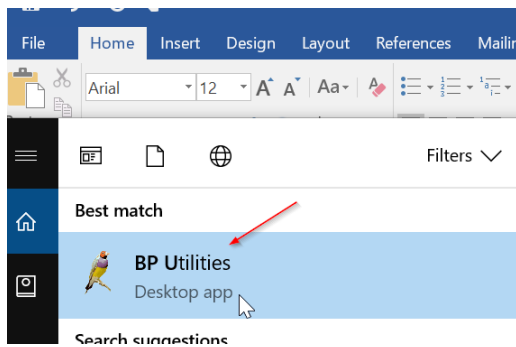
3. Before you start the clean-up process, it is good practice to ensure that the **Reasons** list contains only Reminder reasons that you feel are relevant for your clinic's use. Edit and remove unwanted reasons from the **Configuration > Lists** screen.
4. To merge document categories, select the items on the left hand side that you want to merge into a category on the right hand side. Select multiple items by using Ctrl+Click.
5. Once the items are selected on the left hand side, select the item on the right you wish to merge them to.
6. Click **Change**. A prompt will display to ensure you wish to change the selected reasons to a category.
7. Make sure that you have the correct items selected and click **Yes** to merge.
8. Repeat steps 4–7 for any other reminders you want to clean up. Click **Close** to return to the **Configuration** screen.

# **CLEANING UP UNCODED PAST HISTORY ITEMS**

You can clean up un-coded conditions that have been recorded in the **Past History** section of Best Practice. Cleaning up un-coded items makes it easier to perform database searches and manage third-party clinical audit tools.

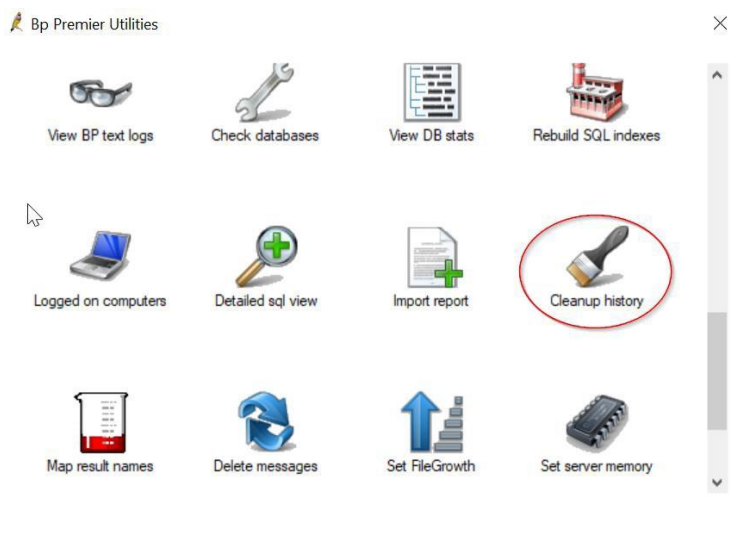
Past history, clean-up is not accessed through the BP Premier main screen, but through the BP Premier Utilities functions. Users will need the **Past History** user permission set to 'Add/Edit/Delete' to use this clean-up function.

1. On Windows 8 or later, select the Windows logo in the bottom left > **Apps > BP Utilities.**



On Windows 7 or earlier, select **Start > Programs > Best Practice Software > Best Practice > BP Utilities.**

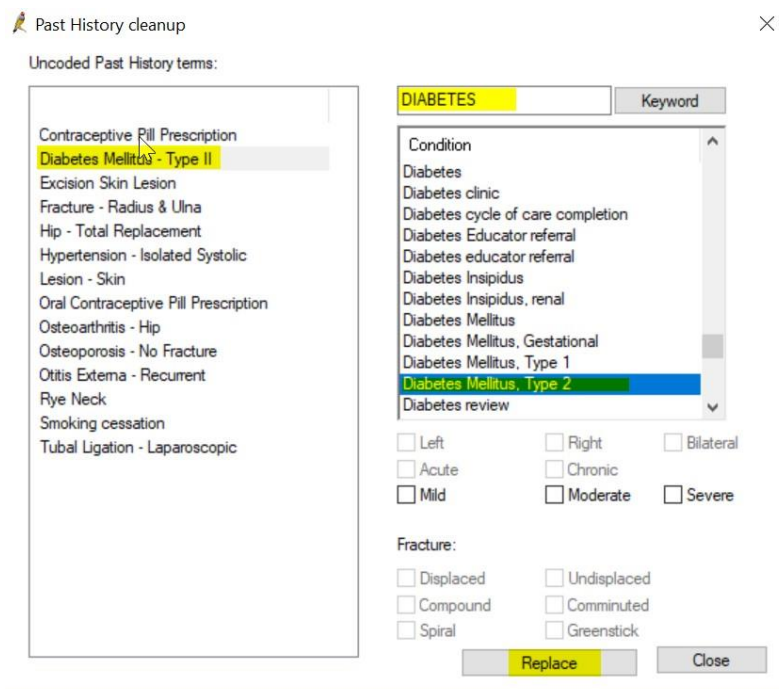
2. Select your user name from the drop down list and enter your password.
3. Double-click on the **Clean up history** icon. The **Past History clean up** screen will appear.



The **Un-coded Past History Items** list shows all past history entries entered into the database, from a conversion or free text.

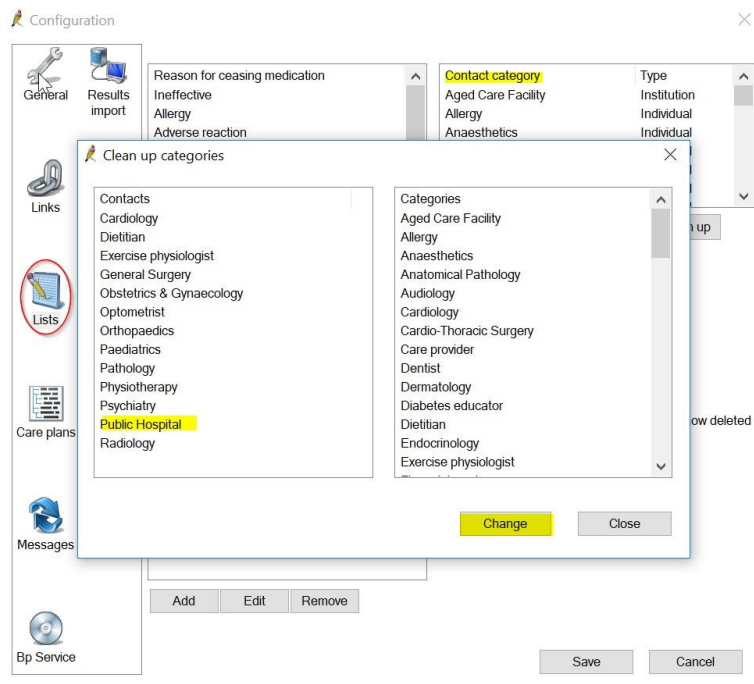
The **Conditions** list is the list of coded conditions entered into Best Practice.

4. On the left hand side, select the items that will be merged to a coded condition. Use Ctrl+click to select multiple items.
5. To filter the coded **Condition** list, enter the coded condition you want to map to into the keyword search field and click **Keyword**.
6. Select the condition to merge to and click **Replace**. In the example above, several free text abbreviations for diabetes are being remapped to the coded condition 'Diabetes Mellitus - Type 2'.
7. A prompt will display to ensure you wish to merge the selected items to a category. Make sure that you have the correct items selected and click **Yes**.
8. Repeat steps 4–7 for any other un-coded items you want to clean up. Click **Close** to close the **Past History clean up** screen.



## **CLEANING UP CONTACT CATEGORIES**

1. From the main Best Practice screen, select **Setup > Configuration > Lists**.
2. In the **Contact category** section, click **Clean Up**. The **Clean up categories** screen will appear.



The left hand side shows all the contact categories that are used

in **Contact** records: both entered as free text and from the coded **Category**

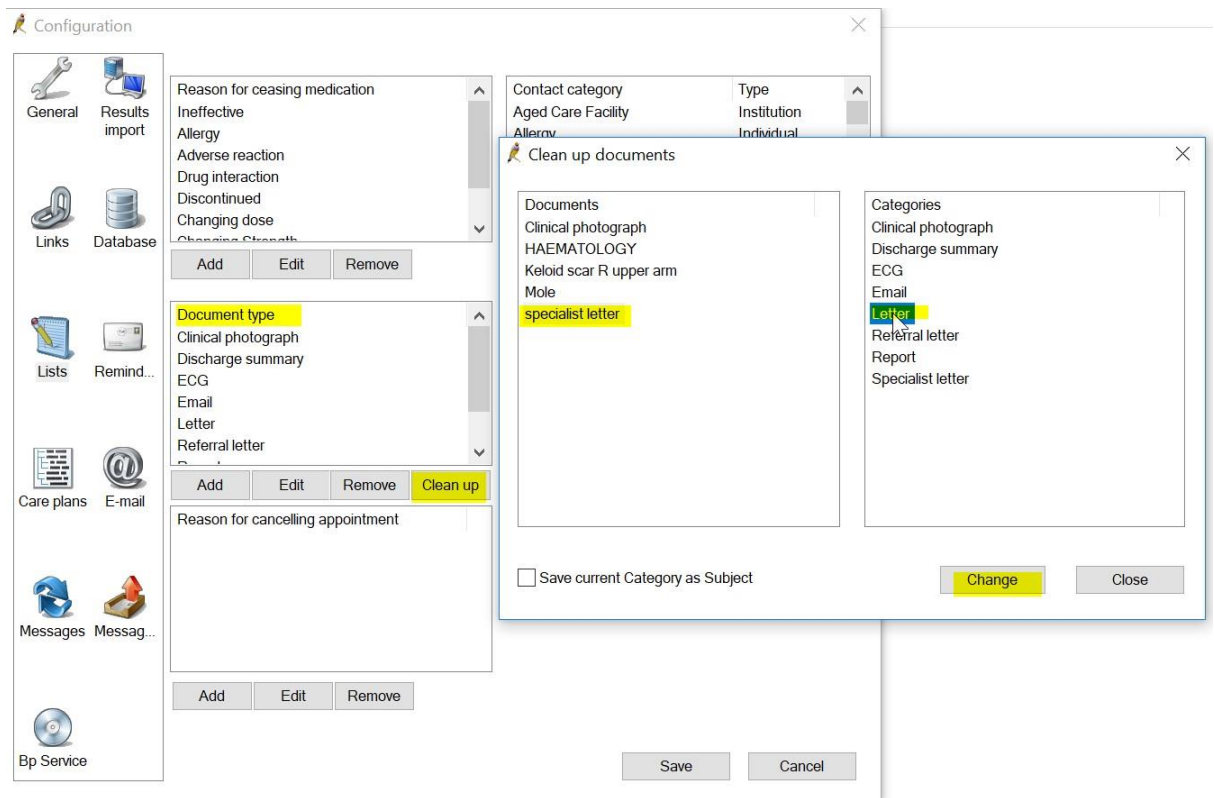
drop-down.

The right hand side shows all the contact categories that have been added into the **Configuration > Lists** categories table.

3. Before you start the cleanup process, it is good practice to ensure that the **Categories** list contains only those categories that you feel are relevant for your clinic's use. Edit and remove unwanted categories from the **Configuration > Lists** screen.
4. To merge contacts, select the items on the left hand side that you want to merge into a category on the right hand side. Select multiple items by using Ctrl+Click.
5. Once the items are selected on the left hand side, select the item on the right you wish to merge them to.
6. Click **Change**. A prompt will display to ensure you wish to change the highlighted contact types to a category.
7. Make sure that you have the correct items selected and click **Yes** to merge.
8. Repeat steps 4–7 for any other contact categories you want to clean up. Click **Close** to return to the **Configuration** screen.

## **CLEANING UP DOCUMENT TYPES**

1. From the main Best Practice screen, select **Setup > Configuration > Lists**.
2. In the **Document type** section, click **Clean Up**. The **Clean up documents** screen will appear.



The left hand side shows all the document types that are associated with documents within the database: both entered as free text and from the coded **document types** drop-down.

The right hand side shows all the Document Types that have been actually added into the **Configuration > Document types** table.

3. Before you start the cleanup process, it is good practice to ensure that the **Categories** contains only document types that you feel are relevant for your clinic's use. Edit and remove unwanted document categories from

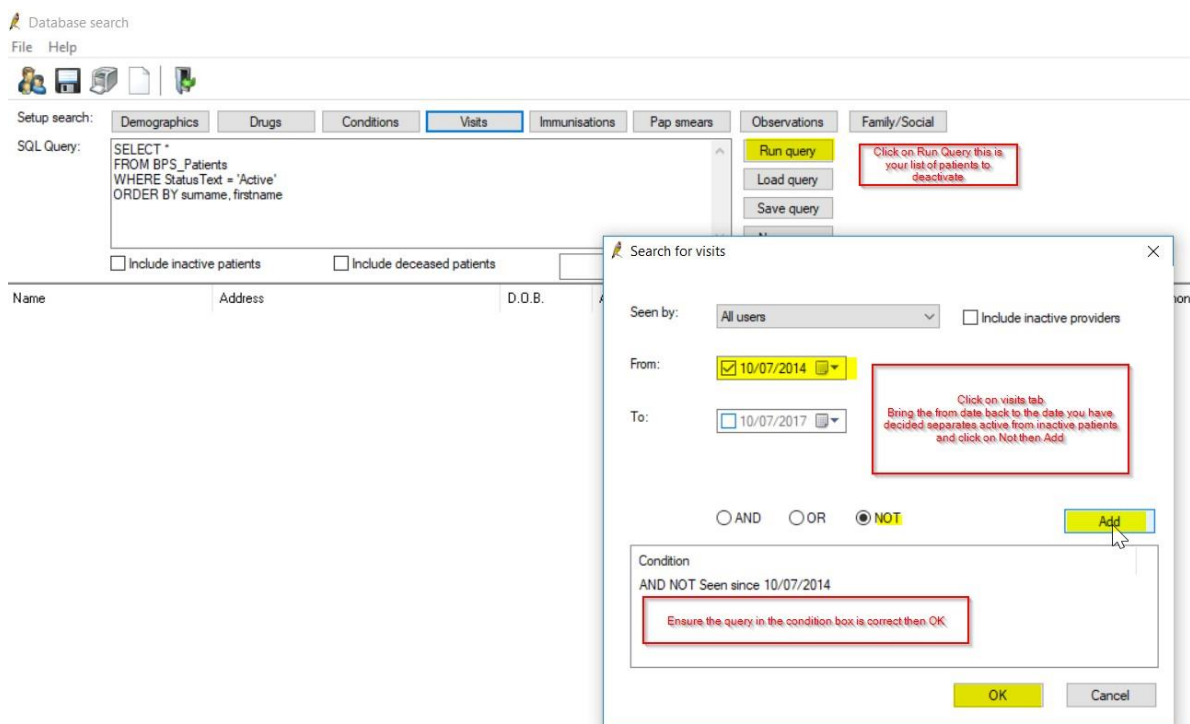
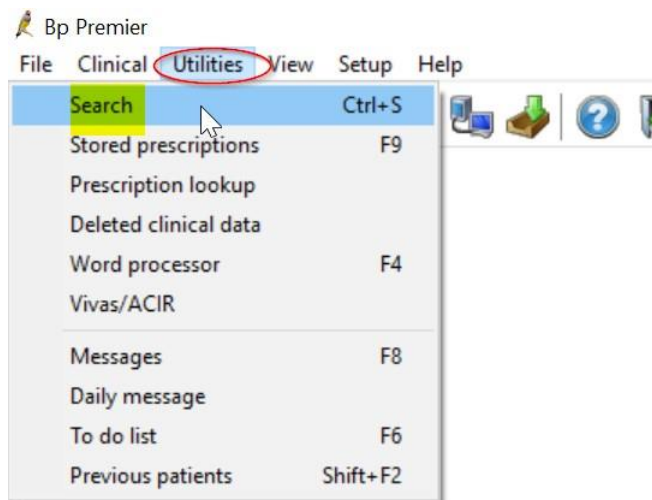
the **Configuration > Lists** screen.

4. To merge document categories, select the items on the left hand side that you want to merge into a category on the right hand side. Select multiple items by using Ctrl+Click.
5. Select **Save current Category as Subject** to save the left hand side document category as the subject of the merged document. This will ensure that documents are still labeled correctly.

6. Once the items are selected on the left hand side, select the item on the right you wish to merge them to.
7. Click **Change**. A prompt will display to ensure you wish to change the selected document types to a category.
8. Make sure that you have the correct items selected and click **Yes** to merge.
9. Repeat steps 4–8 for any other document categories you want to clean up. Click **Close** to return to the **Configuration** screen.

## Inactivate Patients in Best Practice

Not in a patient, file open Utilities/Search



Database search

File Help

Setup search: Demographics Drugs Conditions Visits Immunisations Pap smears Observations Family/Social

SQL Query: SELECT \* FROM BPS\_Patients WHERE Status Text = 'Active' AND NOT InternalID IN (SELECT InternalID FROM Visits WHERE VisitDate >= '2014/07/10' AND RecordStatus) ORDER BY surname, firstname

Include inactive patients  Include deceased patients 26 matching records

Name	Address	D.O.B.	Age	Medicare No.	Medicare expiry	File No.	Home phone	Work phone	Mobile
Ekimman, Ashli Francis	71 Ellabonger Road, Willawong, 4110	10/07/1960	37 yrs	4133176347-1	31/10/2006	7893	07 78943787		
Ikemman, Marie Aletha	71 Ellabonger Road, Willawong, 4110	06/08/1981	35 yrs	4133176347-2	31/10/2006	7894	07 78945787		08 543154554
Adams, Felix Alexander	35 Yarrabone Road, Landsborough, 4550	30/12/1928	88 yrs	4133180466-1	31/01/2005	245	07 23456387		
Wiem, Jason Patrick	17 Seymore Ave, Bentleigh, 3204	31/05/1977	40 yrs	3500158284-3	31/03/2007	987	03 49788795		
Wiem, Rhonda Joan	17 Seymour Ave, Bentleigh, 3204	06/06/1938	79 yrs	3500158284-2	30/06/2006	986	03 49788795		
Widdige, Alfred Charles	Lazy Lakes Nursing Home, 4 King St, Launceston, 724	24/01/1908	109 yrs	5500064971-1	31/07/2007	781	03 96781510		
Wreds, David Charles	481 Spence St, Olney, 4075	19/03/1930	87 yrs	4133180466-1	30/11/2006	9781	07 48759654		
Wreds, Gwendis Elizabeth	481 Spence St, Olney, 4075	16/02/1933	84 yrs	4133180466-2	30/11/2006	9782	07 48759654		
Wen, David Charles	22 Star Street, Fremantle, 6160	06/10/1960	55 yrs	2234567891-1	30/09/2004	6749	08 99905050	0845679412	08523138542
Wen, Fay Elen	8 Grey St, Fremantle, 6160	12/07/1940	76 yrs	2234567891-1	30/06/2005	3346	08 99905050		
Wen, Janelle	22 Star Street, Fremantle, 6160	24/01/1965	52 yrs	2234567891-1	30/09/2004	6750	08 99905050	1300999787	097561238
Wen, Jessica Cate	22 Star Street, Fremantle, 6160	08/01/1992	25 yrs	2234567891-4	30/09/2004	6751	08 99905050		
Wen, Mitchell Owen	22 Star Street, Fremantle, 6160	15/03/1988	29 yrs	2234567891-3	30/09/2004	6762	08 99905050		

Make patient inactive by opening patient, double clicking anywhere in the details area which brings up the edit patient function then put a tick in the inactive box.

Edit patient

Title: **Mast.** Health Identifier:

Family name: **Abbott** HI Status:

Given name: **Benjamin** Medicare No.: **4133180467** IRN: **3** Expiry: **12/08**

Middle name: **James** Pension/HCC No.:  Expiry:

Preferred name: **Benjamin** Pension card type:

Date of Birth:  26/01/2003 Age: **14** yrs DVA No.:  Conditions:

Sex: **Male** Safety Net No.:

Ethnicity:  Record No.: **103** Patient ID: **3**

Address Line 1: **12 John St** Usual doctor: **Dr Frederick Finscure**

Address Line 2:  Deny access to other users:

City/Suburb: **Albany Creek** Postcode: **4035** Usual visit type:

Postal Address:  Usual account: **Schedule fee**

City/Suburb:  Postcode:  Health Ins. Fund: **Medihealth**

Home phone: **07 50505050** Work phone:  Health Ins. No.: **123123123** Expiry:

Mobile phone:  Contact via:  Religion: **Baptist**

Email:  Head of family: **Alan Abbott**

General notes:  Next of kin: **Alan Abbott**

Appointment notes:  Emergency contact:

Update address of all family members Occupation:

Update address of all currency at original address  Registered for CTG PBS Co-payment relief

Inactive  Deceased

Date of death:  Cause:

\* These name fields are used for Health Identifier lookups.

The patient can be made active again put a tick in the box when searching (inactive patients show in red) and can be made active again by changing the status to active.

Open patient

Search for: **ABBO**  Name/DOB  Medicare No.  Record No.

Show inactive patients  Show deceased patients

Name	Age	Address	D.O.B.	Record No.	Medicare No.	Medicare expiry
Abbott, Alan	72 yrs	12 John St, Woodlane, 4035	30/06/1945	101	4133180467-12/13	
Abbott, Anastasia Rose	13 yrs	12 John St, Albany Creek, 4035	25/02/2004	104	4133180467-12/08	
Abbott, Benjamin James	14 yrs	12 John St, Albany Creek, 4035	26/01/2003	103		
Abbott, Madeline Jane	39 yrs	12 John St, Albany Creek, 4035	14/02/1978	102	4133180467-12/08	

# Correspondence In:

From Correspondence In add reminders, past history, add smear results and update medications

Tests Completed: INR  
Tests Pending :  
Sample Pending :

<b>This result is:</b>	<b>Action to be taken:</b>	<b>Store result in:</b>	<b>Store for location:</b> EMPHN <input type="text"/>
<input type="radio"/> Normal	<input type="radio"/> No action	<input checked="" type="radio"/> Investigations	<input checked="" type="checkbox"/> Include header
<input type="radio"/> Abnormal	<input type="radio"/> Reception to advise	<input type="radio"/> Correspondence in	<input type="button" value="Details"/>
<input type="radio"/> Stable	<input type="radio"/> Nurse to advise	<input type="radio"/> Clinical Images	
<input type="radio"/> Acceptable	<input type="radio"/> Doctor to advise		
<input type="radio"/> Unacceptable	<input type="radio"/> Send routine reminder	<input type="button" value="Add Reminder"/>	<input type="button" value="Add Past History"/>
<input type="radio"/> Being treated	<input type="radio"/> Non-urgent appointment	<input type="button" value="Add Action"/>	<input type="button" value="Add Smear"/>
			<input type="button" value="Add INR"/>

Go to Current Rx then add medications click on Mediation started by specialist or elsewhere

New Rx - Naprosyn 250mg Tablet

Quantity	Rep...	Restriction	BPP	TGP/SPC
100	3	PBS/RPBS RB	\$ 2.24	\$ 0.00
100	3	PBS/RPBS RB	\$ 2.24	\$ 0.00

Quantity:  Repeats:   Regulation 24

Prescribe as:  PBS  Private

Allow brand substitution

PBS Listing: PBS/RPBS Restricted benefit  
Restrictions: Severe pain Clinical criteria: \* Patient must be receiving palliative care.

Generate note:   
Medication prescribed  
Medication started in hospital  
Medication started by specialist  
Medication started by patient  
**Medication started elsewhere**

Mark for printing  Mark as printed

Once only prescription  Long term medication