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| **COVID Vaccine Phase 1b Walkthrough (Patients Only)** | |
| Patient Cohort Included:   1. Elderly adults aged 80 years and over 2. Elderly adults 70-79 3. Aboriginal and Torres Strait Islander People >55   *(These cohorts are excluded from this walkthrough as the data is not recorded: Other Healthcare workers, Younger adults with an underlying medical condition (we are trying to get further clarification on what this means) Clinical and high risk workers including defence, police , fire, emergency services and meat processing.)* | |
| Open POLAR and Select Clinic Summary Report |  |
| Select Patient Status Active filter  (You may also wish to use the RACGP Active filter which will filter patients that have been 3 or more times in the last 2 years however in doing this you may eliminate patients that have only attended your practice one or two times in the last 2 years) |  |
| 1. Use the patient/age band filter to select 80-84 and 85+ |  |
| Go to patient list  Export list to excel |  |
| Remove the Age filters |  |
| Repeat for  2. Age cohort 70-79 year olds |  |
| Remove the Age filters |  |
| 3. Aboriginal and Torres Strait Islander people over 55 years. |  |
| Go to the Patients page |  |
| Using the Age Group chart to select all age bands above 55 years and confirm the selection |  |
| In the Aboriginal & Torres Strait Islander Status select   * Aboriginal * Aboriginal and Torres Strait Islander * Torres Strait Islander |  |
| Go to patient list  Export list to excel |  |
| AIR- Reminder once patients have been vaccinated with COVID, Practices must register the encounter through your Medical Software with the Australian Immunisation Register (AIR)  Please use the opportunity to upload a Shared Health Summary or an event summary to the My Health Record for your patient. If you need assistance contact [digitalhealth@emphn.org.au](mailto:digitalhealth@emphn.org.au) |  |