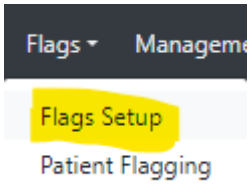
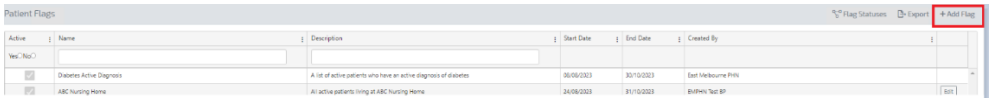
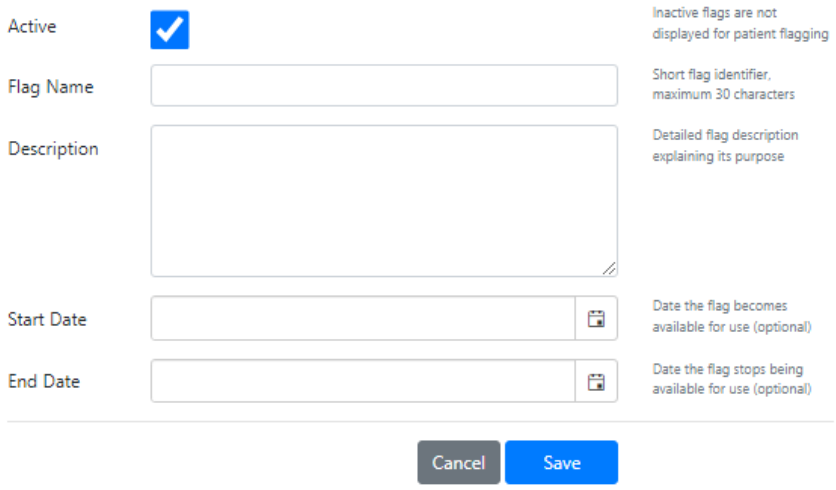
POLAR Walkthrough- Patient Flagging in a Practice

Patients needing Influenza Vaccine Patient Cohort- Patients who are eligible for a funded Influenza Vaccine

Step 1 Open POLAR	Polarexplorer.org.au/login
Step 2 Go to Flags>Flag setup	
Step 3 - Add Flag	
Step 4 To Add your flag: -Go to +Add Flag -Add Flag name and Description You can select a start and end date if you wish otherwise leave blank. -Save	

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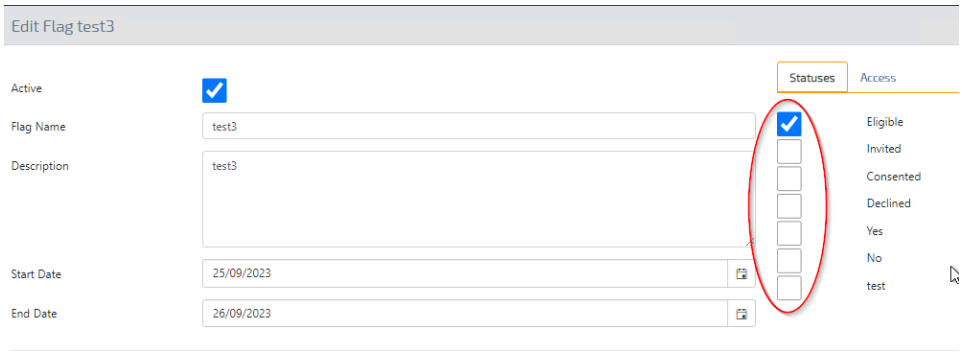
Step 5

Flag Statuses:

-Tick the flag statuses you require, or you can custom add see below *

-Save



Step 6

To apply the flags to patient cohorts:

-Go to Clinic Summary Report

-Apply your filters

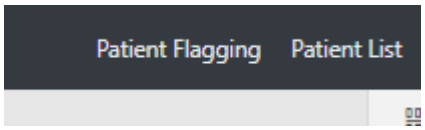
-Go to Patient Flagging top right

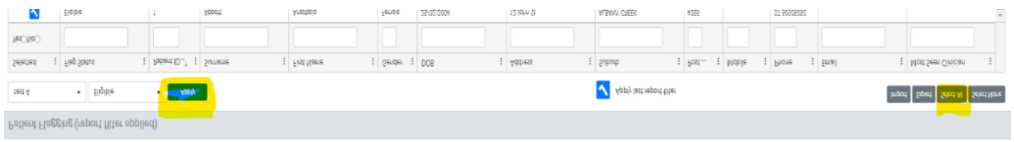
-Select your flag

-Select Status

-Select All or Select specific patients

-Select APPLY.





Step 7

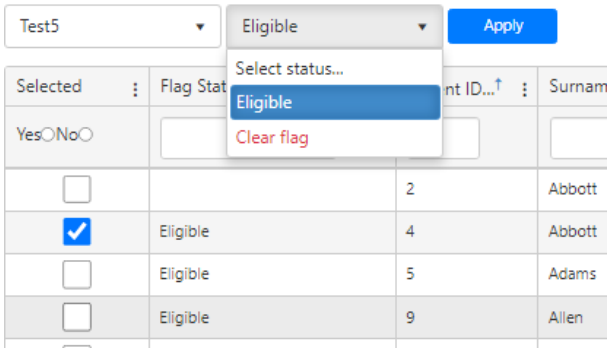
This group is now Flagged

Step 8

To change the status:

-Select the patients under the selected column

-Change the status or clear the flag.



* To add your own custom statuses:
-Go to Flags
-Flag Setup
-Select the Flag
-Go to Flag Statuses
-Add Status.
Note ensure that this status is now ticked under your flag by editing the flag

Where to get help

EMPHN general practice improvement & digital enablement:
digitalhealth@emphn.org.au.