

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/logi	n							
Step 2 Go to Flags>Flag setup	Flags - Manageme Flags Setup Patient Flagging								
Stop 2	Patient Flags & Tug Statutes & Dripert +Add Flag								
Step 3	Active E Name	1 Description	I Start Date I	End Date	E Created By				
- Add Flag	VesCNoO Debetes Active Disgnosis	A list of active patients who have an active diagnosis of diabetes	06/06/2023	30/10/2023	East Melourne PHN A				
	ABC Nursing Home	All active patients living at ABC Nursing Home	24/08/2023	31/10/2023	EMPHY fact BP				
Step 4 To Add your flag: -Go to +Add Flag -Add Flag name and Description	Active				Inactive flags are not displayed for patient flagging Short flag identifier, maximum 30 characters Detailed flag description explaining its purpose				
You can select a start and end date if you wish	Start Date				Date the flag becomes available for use (optional)				
otherwise									
leave blank.	End Date		available for use (optional)						
-Save		Cancel	Save						

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Step 5 Flag Statuses: -Tick the flag statuses you require, or you can custom add see below * -Save	Edit Flag test3 Active Image: Constraint of the state o					Statuses Access Eligible Invited Consented Declined Yes No test		
	End Date 26/09/2023							
Step 6 To apply the flags to patient cohorts: -Go to Clinic Summary Boport	Patient Fla	agging Patient Lis	t 85 25/050/ 25/04/0	s Mann Cales et				
Report -Apply your filters	Patient Flagging (report filter applied) test 4 • Bybe • • • • • • • • • • • • • • • • • • •	Sumane i FatNane i Gen	der (DO8 (Adress	App) last report filter I Suburb I R	st I Moble I Phone I	Enal I Mart See Orican I		
-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.	Test5 Selected : Flag Yes○No○	Eligible Select status Eligible Clear flag le le le	Apply nt ID† i	Surnam Abbott Abbott Adams Allen				

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- * 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.