

# Quick Reference Guide

This guide is a quick reference to using the POLAR Clinic Summary Report. This guide is an overview of basic navigation, more detail is provided in [videos here](#), and [guides here](#).

## POLAR Clinic Summary 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.

**Page list**  
Under each menu item is a list of pages relevant to Patients, Clinical, MBS and Practice.  
You can navigate between pages by clicking on the page under the dropdown menu from the list.

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

**Patient List**  
You can also access your patient list by clicking on Patient List in the top right of the screen.

**Export Patient List**  
In the Patient List screen, you will be given the option to either export to Excel or PDF. These will download in your internet browser.

**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 Clinic Summary Tips and Tricks

Tips and Tricks for users of POLAR Clinic Summary 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 to filtering: patient status, and period. All tables and graphs in POLAR Clinic Summary can also be used as filters and will hold when you move onto different pages. These can also be easily expanded or extracted by double-clicking on them.

### Lasso selection

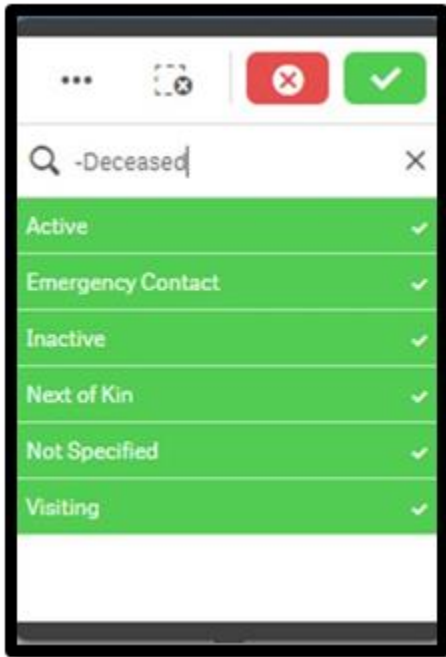


In some graphs when you left-click, a lasso icon will appear. This can be used by selecting the icon, holding down the left click and dragging across all of the items you would like included in your filter.

### 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, entering "-Deceased" under the patient status filter will remove all of the patients that are listed as Deceased. Note: This will only work for single items (such as patient

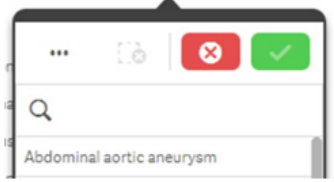
status), for items such as diagnosis, a patient who has a diagnosis you want to exclude may still come up in the report due to having other, non-filtered, diagnosis.



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>  This patient list can be identified for data cleansing and quality improvement.	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 Clinic Summary 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.