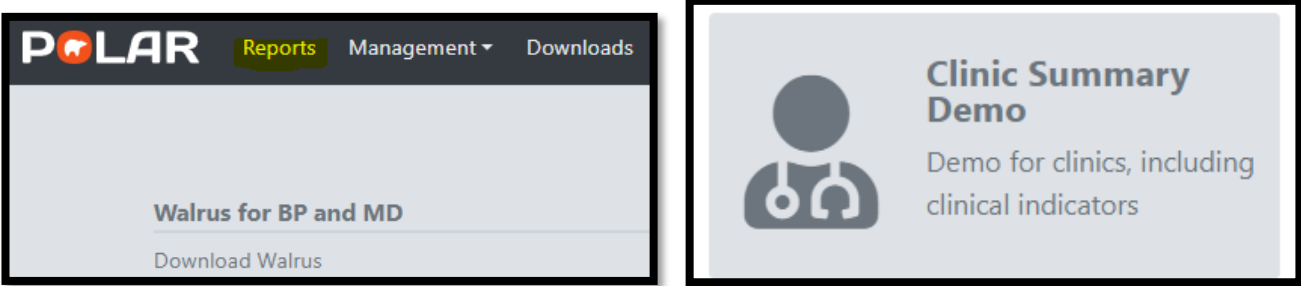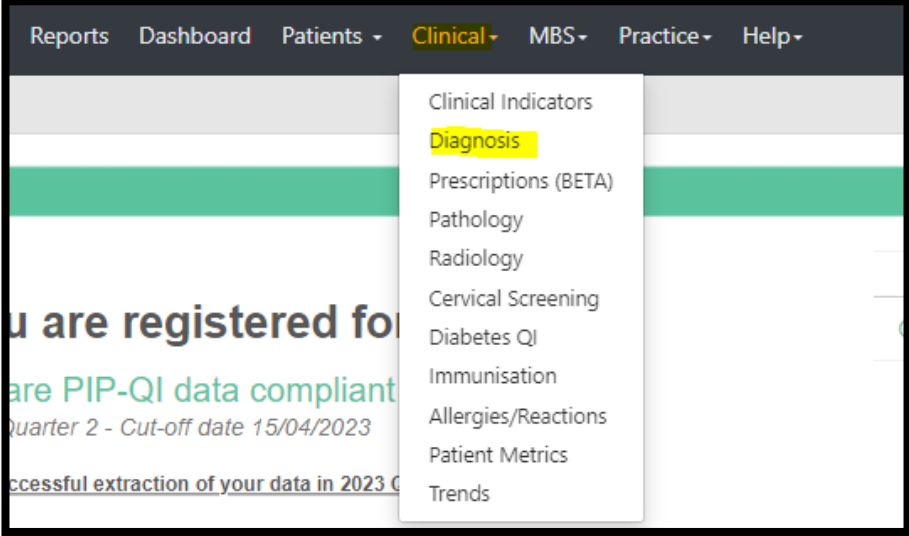# POLAR WALKTHROUGH

Identifying uncoded diagnoses for data cleansing activity

This activity guides practices to identify patients with an uncoded diagnosis, so a clinician can go into the file and code their diagnosis.

It is important to have coded diagnosis, so tools such as POLAR can identify patients with certain conditions for quality improvement activities and evaluation.
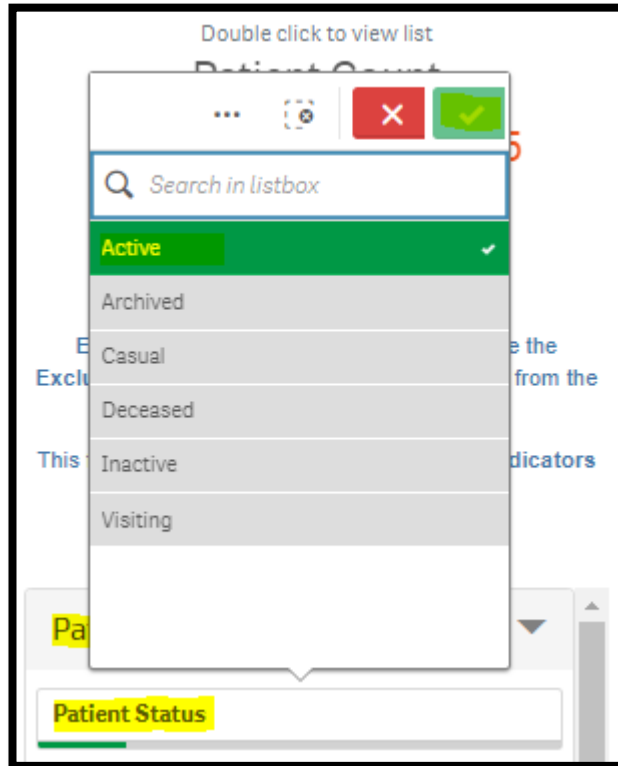
Instructions	Screen Shot
Login to POLAR, and navigate to 'Reports', selecting the 'Clinic Summary'	
Hover over 'Clinical' And select 'Diagnosis'.	

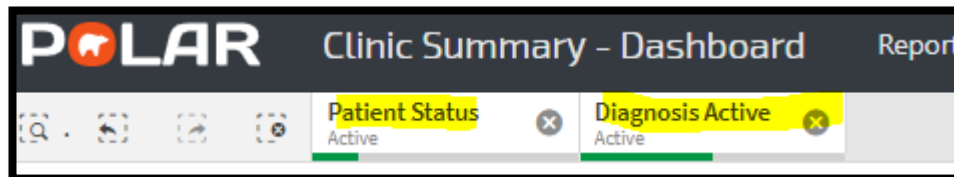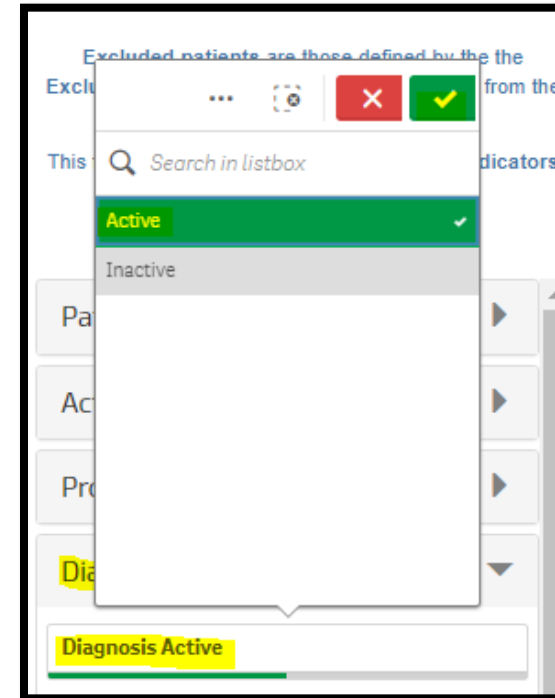|	
In the filters on the left side of the screen, put on the following two filters: 1. Click 'Patients', 'Patient Status' and select 'Active' – give it a green tick. This filters down to only look at patients marked as active in the clinical software. 2. Click 'Diagnosis', 'Diagnosis Active' and select 'Active – give it a green tick. This filters to only include active diagnosis'.	1. 2.
To confirm you have selected these filters, you will see them collect across the top.	

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Select the 'Unmapped Diagnoses' report Click the search button, and type in any keyword you want to search for, Select all the unmapped diagnosis you want to include in your list (in this example, I will select any that refer to an intellectual disability) – and give it a green tick.	
Select 'Patient List' in the top right hand corner, to generate a list of those patients – a clinician can then go in and enter a coded diagnosis (select from the drop down list) for these patients.	