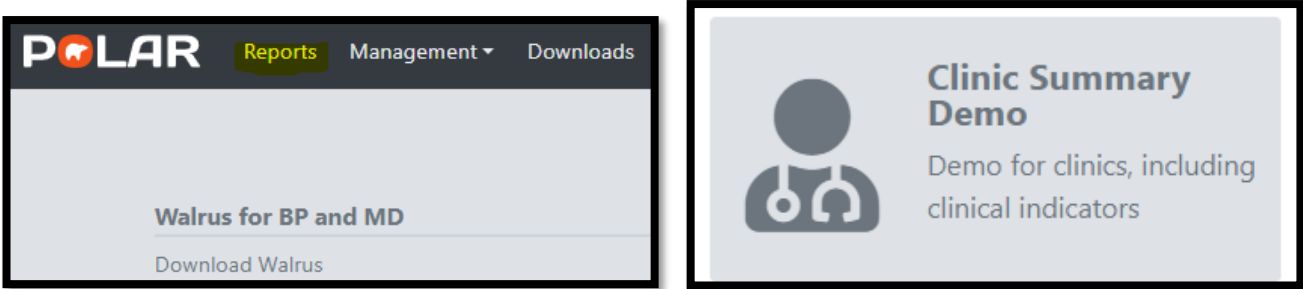
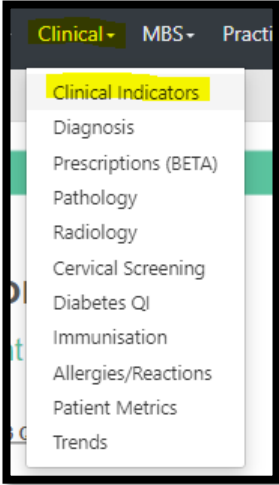


# POLAR WALKTHROUGH

## Identifying active RACF patients by RACF specific Item numbers

This activity guides practices to identify active patients residing in an aged care facility – identified due to having an RACF specific item number charged in the past 12 months. This is not going to pick up all RACF patients as some may not have been charged one of those item numbers in the last 12 months.

Instructions	Screen Shot
<p>Login to POLAR, and navigate to 'Reports',</p> <p>selecting the 'Clinic Summary'</p>	
<p>Hover over 'Clinical' on the top bar, and select the 'Clinical Indicators Report'</p>	

In this report, you can choose to include patients with certain activities or filters, and exclude patients with certain activities or filters.

Under 'Inclusion Filters' select 'Active' under 'Patient Status' – and give it a green tick.

The screenshot displays the 'Inclusion Filters' section of a software interface. At the top, there are two tabs: 'Inclusion Filters' (highlighted in yellow) and 'Exclusion Filters'. Below the tabs is a green header area with the text 'Inclusion Filters Content' and a sub-header 'This section filters for what HAS happened to the identified patient group'. Underneath, there are four filter categories: 'Demographics', 'Clinical Measures', 'Diagnosis', and 'Medication'. The 'Demographics' category is selected, showing a list of filters. The 'Patient Status' filter is highlighted in yellow and has a green bar with a white checkmark next to the 'Active' option. Other options listed are 'Archived', 'Casual', 'Deceased', 'Inactive', and 'Visiting'. To the right of 'Patient Status', there are two other filters: 'Sexuality' and 'Pregnancy Status'. The 'Sexuality' filter has a search icon and a list of options: 'Unknown', 'Not Specified', 'Heterosexual', 'Homosexual', and 'Bisexual'. At the bottom of the 'Demographics' section, there is a search icon followed by the text 'RACGP Active'.

Under 'Inclusion Filters' navigate to the 'MBS Items' section, and under 'Date Range' select 'Last 12 months', give it a green tick.

**Inclusion Filters**   **Exclusion Filters**

**Inclusion Filters Content**  
This section filters for what HAS happened to the identified patient group

Test & Imaging   Immunisations   **MBS Items**   Risk

**Date Range**

- Last 1 Month
- Last 3 Months
- Last 6 Months
- Last 12 Months** ✓
- Outside Last 12 Months

**MBS Item No**

	23
	10990
	91891
	36
	0
	5020
	91890
	93644
	3

To select certain MBS items, navigate to the "MBS Item No" filter, and use the search function—here you can start typing the items, and select all items you want to include, and give it a green tick.

Be sure to include:

731, 903, 9003, 90020, 90043, 2138, 2220.

**Inclusion Filters**   **Exclusion Filters**

**Inclusion Filters Content**  
This section filters for what HAS happened to the identified patient group

Demographics   Clinical Measures   Diagnosis   Medications   Test & Imaging   Immunisations   **MBS Items**   Risk

**Date Range**

- Last 12 Months** ✓
- Last 3 Months
- Last 6 Months
- Outside Last 12 Months
- Last 1 Month

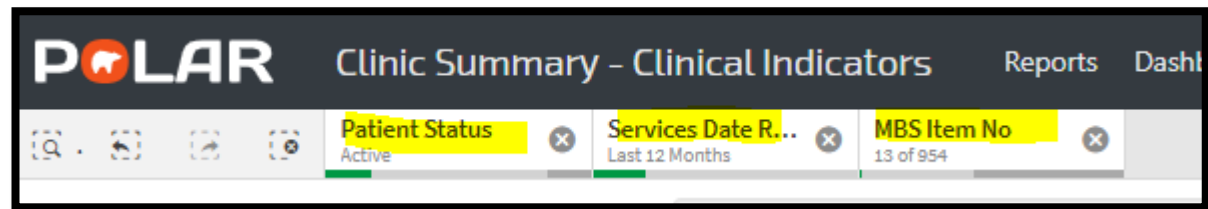
**MBS Item No**

Search in listbox

731	✓
903	✓
SCRIPT	
	36
	3

You can confirm your filters have been added, by checking the filter bar across the top of the page

– you should see three filters (Patient Status, Services Date and MBS Item No)



You can view the number of patients who fit within these filters by looking at the Patient Count on the top left corner.

Double click to view list

## Patient Count

68<sup>68</sup>  
Active

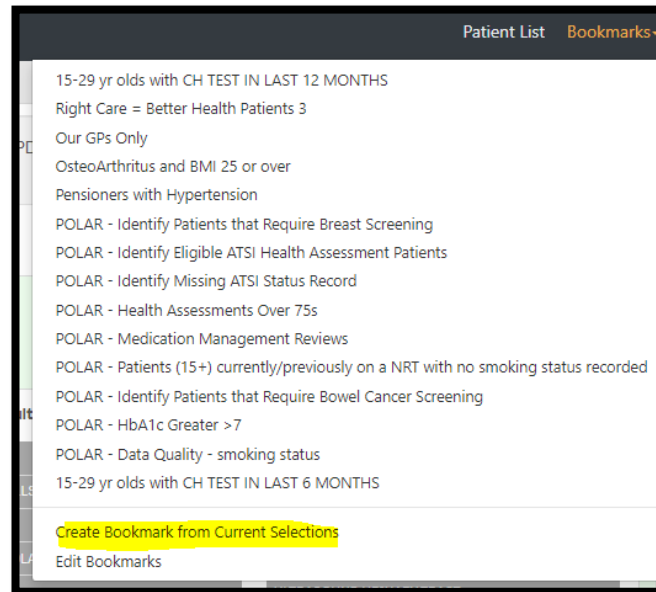
(Excluded Patients: 0)

Excluded patients are those defined by the the Exclusion filters. These patients are excluded from the patient count.

This functionality is available on the Clinical Indicators page.

You could save these filters as a Bookmark, to be able to quickly apply the same filters – click 'Bookmarks' and select 'Create Bookmark from Current Selections' – name your bookmark for future use.

**Please note: Bookmarks are user specific, so cannot be shared between users or accounts. A bookmark saves your selected filters, so you can review the same search in the future.**



You can generate a Patient List by clicking 'Patient List' in the top right hand corner.

