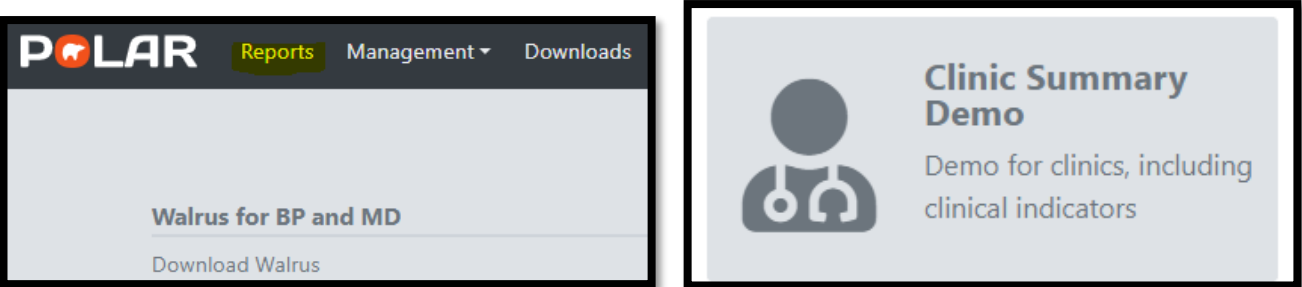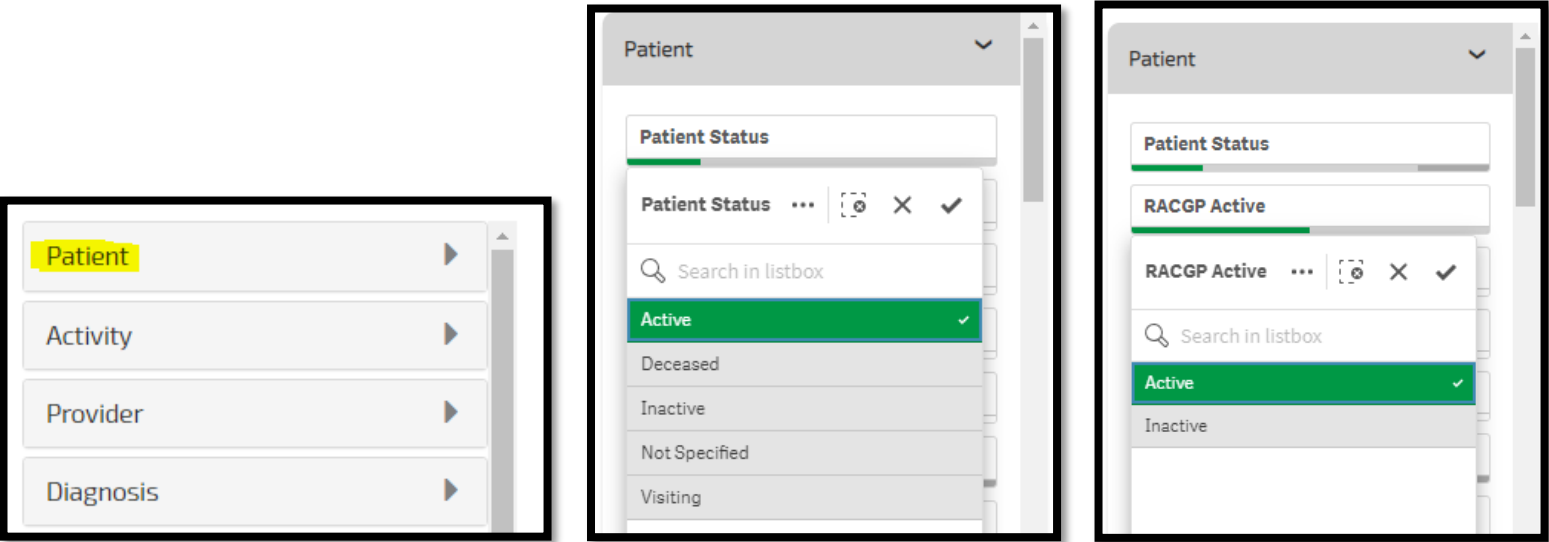# POLAR WALKTHROUGH

Identifying RACGP active and practice active patients in age groups

This activity guides practices to identify RACGP active patients (have attended the clinic at least three times in the last 2 years), and practice active patients (those marked as active in clinical software) in certain age groups

Instructions	Screen Shot
Login to POLAR, and navigate to 'Reports', selecting the 'Clinic Summary'	
Under the 'Filters' on the left, • click 'Patient', • select 'Active' under Patient Status, and give it a tick. • Select 'Active' under RACGP Active, and give it a tick	

Last updated: 20/5/2024

You can check you have the right filters on by checking the filters bar. You should now be able to view your patient count to see how many patients are both RACGP Active and Practice Active	
Hover over 'Patients' across the report bar, and select the 'Patients' report	

Here you can select the bars in the graph for certain age group, and give it a tick to view the new patient count of patients within that age range.

If you press the small cross next to the 'Age Band' filter on the top filter bar, you can select a new group to view the patient count.