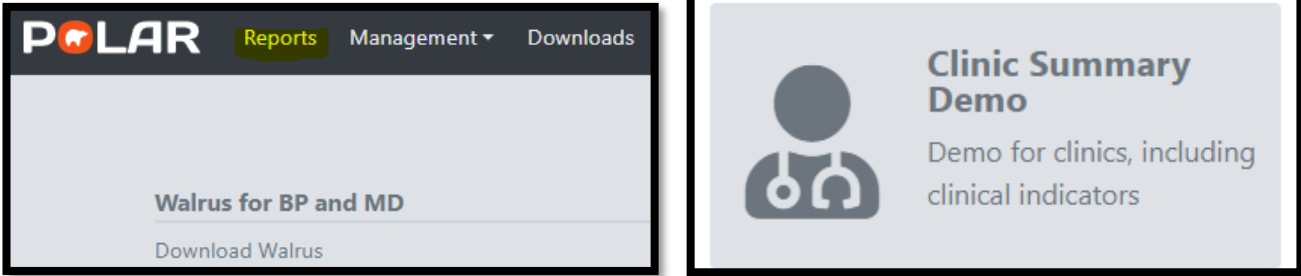
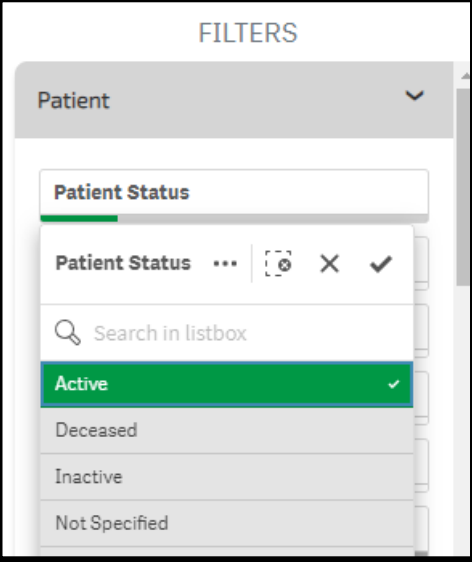


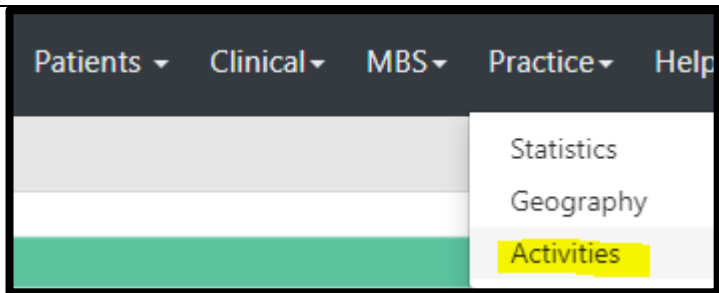
POLAR WALKTHROUGH

Identifying active patients with no visit or contact in the past 3 years

This walkthrough will demonstrate how to generate a patient list for patients marked active who have not had a visit or contact in the past 3 years. Practices may choose to de-activate this cohort to ensure they are auditing patients who are frequent attenders of their practice rather than those who may have moved away or now regularly attend other practices.

Instructions	Screen Shot
<p>Login to POLAR, and navigate to 'Reports',</p> <p>selecting the 'Clinic Summary'</p>	 <p>The screenshot shows the POLAR interface with a navigation bar containing 'Reports', 'Management', and 'Downloads'. Below the navigation bar, there is a section for 'Walrus for BP and MD' with a 'Download Walrus' button. To the right, a 'Clinic Summary Demo' card is highlighted, featuring a stethoscope icon and the text 'Demo for clinics, including clinical indicators'.</p>
<p>Click on the "Patient" drop down menu, then "Patient Status" and select Active and click on the tick to apply</p>	 <p>The screenshot shows a 'FILTERS' dropdown menu. The 'Patient' dropdown is open, showing a list of options: 'Patient Status', 'Patient Status' (with a search icon, close icon, and checkmark), 'Search in listbox', 'Active' (highlighted in green with a checkmark), 'Deceased', 'Inactive', and 'Not Specified'.</p>

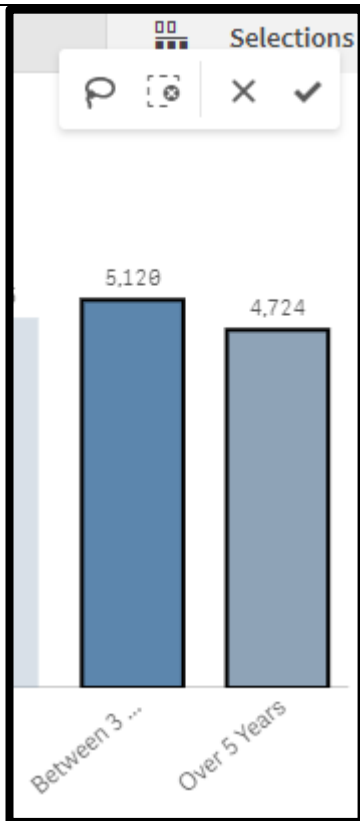
Under the Practice tab at the top of the screen, click on Activities



In the graph for Patient by last activity, select both Between 3 & 5 years and Over 5 years and click on the tick

In summary, you now have all 'Active' patients who have not had a visit to the practice in the past 3 years.

Note: An 'Active' Patient means a patient that has not been marked as inactive in the Clinical Software.



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

Then clicking on the Export to Excel will save the list of patients to an Excel file.

