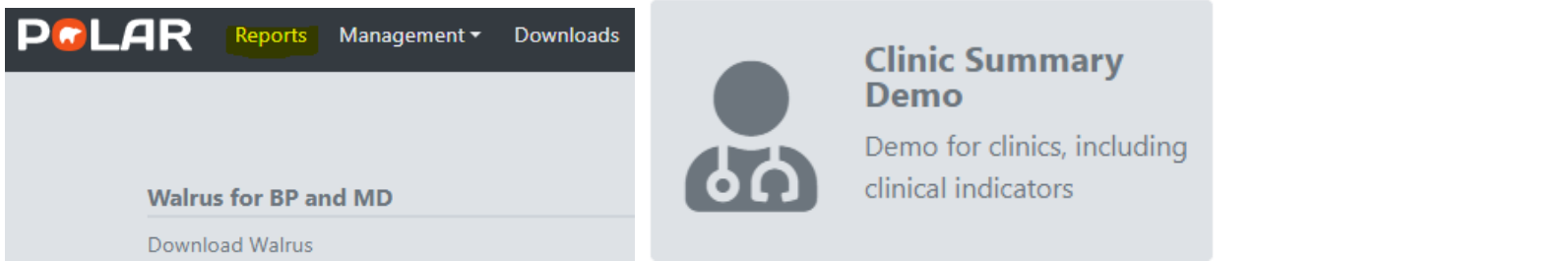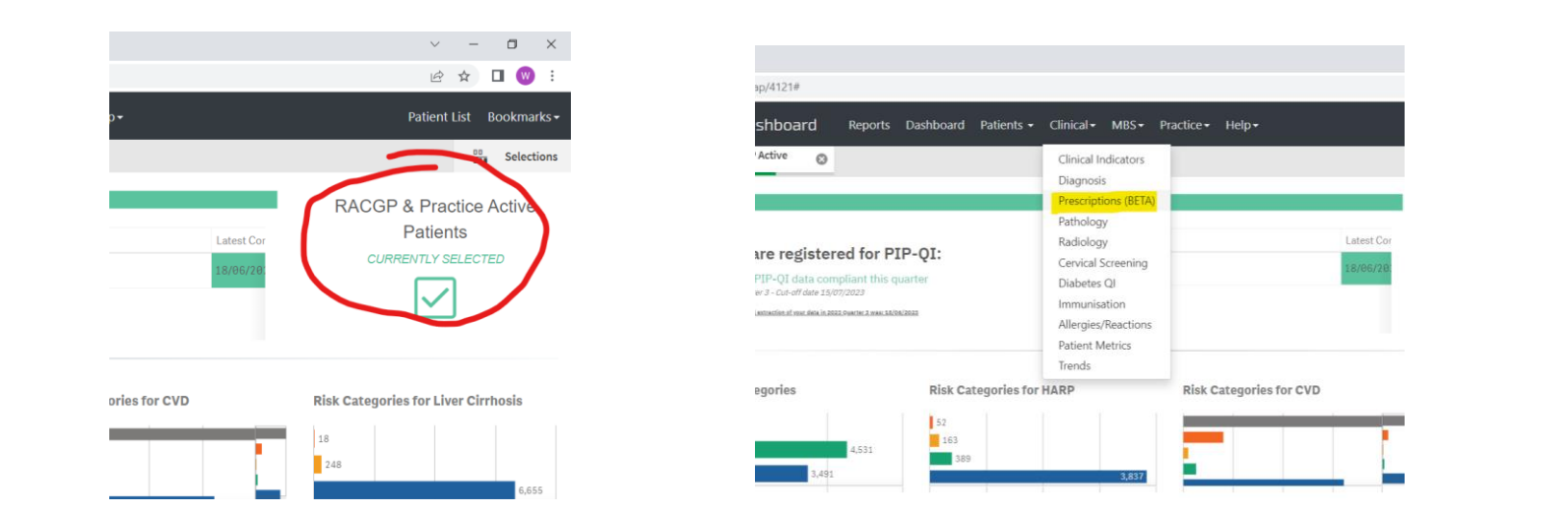# POLAR WALKTHROUGH

Identifying patients currently on Methadone or Methadone Hydrochloride

Instructions	Screen Shot
Login to POLAR, and navigate to 'Reports', selecting the 'Clinic Summary'	
In this report, you can choose to include patients with certain activities or filters, and exclude patients with certain activities or filters. Firstly select 'RACGP & Practice Active Patients' to exclude inactive or historical patients. Hover over 'Clinical' And select 'Prescriptions (BETA)'.	

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In the 'Patient Medications' tab, navigate to 'Generic Medication Name' and begin typing 'Methadone'.

As seen in picture, all related medication will appear, select all applicable and select the green tick in that column.

This will filter down to the patient list desired.

Once your patient list has filtered down.

- Select 'Patient List' in top right of page.

- On this page select 'Export to Excel' to view patient list and sort as needed.