HOW TO USE PUFFIN IN YOUR GENERAL PRACTICE

phn WESTERN VICTORIA
An Australian Government Initiative

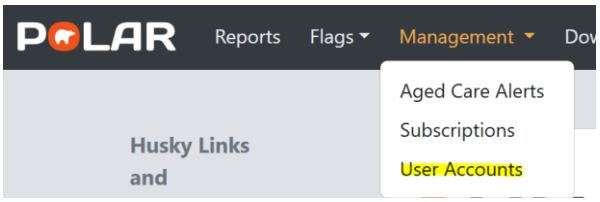
Easily manage General Practice in Aged Care Incentive requirements

The Puffin reporting tool is now available in the POLAR data extraction and analysis platform to help practices manage requirements of the General Practice in Aged Care Incentive (GPACI).

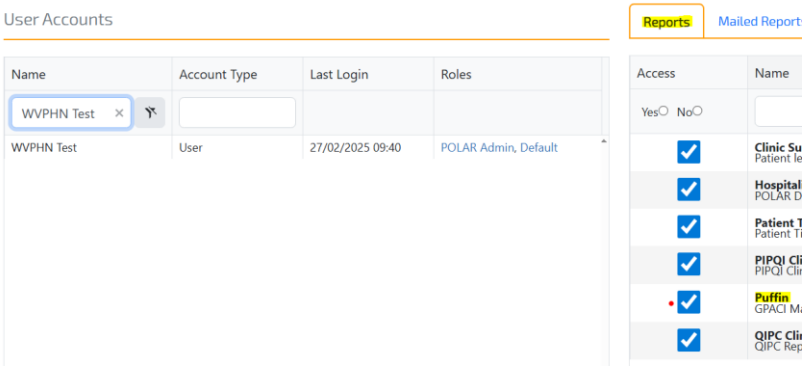
To access Puffin, simply go to POLAR explorer (polarexplorer.org.au) and select the Puffin GPACI Management Report tile in the Reports section.

USER PERMISSIONS

Your practice's admin user - also referred to as a champion POLAR user - can manage user permissions. Access permissions via the **Users** tab under **Management**.



Select the relevant user account and tick **Puffin** under **Reports**.

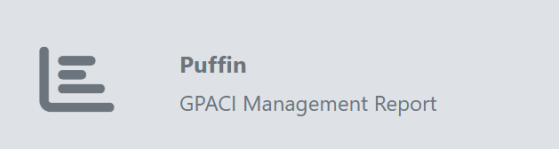


PLEASE NOTE

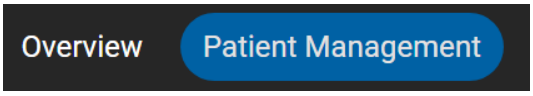
Data shown in Puffin is extracted from your clinical software (Best Practice, Medical Director or ZedMed). This tool does not integrate with PRODA, HPOS or the Australian Immunisation Registry (AIR).

ADDING GPACI PATIENTS TO PUFFIN

1. Login to PRODA, go to HPOS and print the list of GPACI registered patients. For instructions on this, see the How To Download a General Practice Aged Care Incentive patient registration list in PRODA guide.
2. In POLAR explorer, go to **Reports** and select the **Puffin** tile.

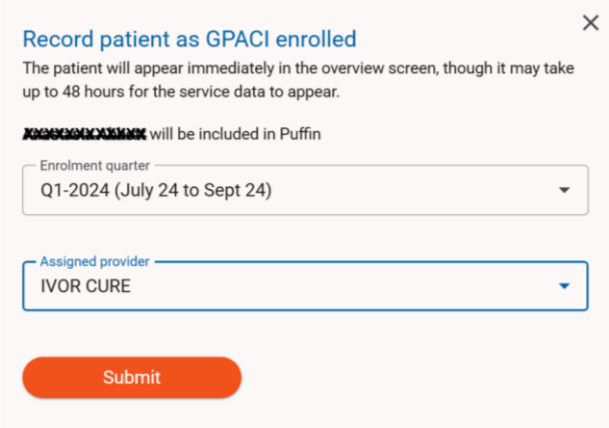


3. Go to **Patient Management**



4. To add a patient registered for GPACI to Puffin:
   - Click the search icon on the 'last name' column and type the patient's surname

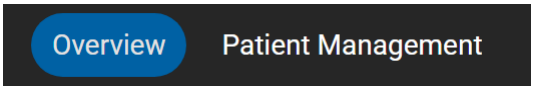
   - Click the **plus** icon ⊕
   - Select the appropriate start date quarter, and assigned provider then click **Submit**



5. Repeat this step for each patient. Ensure you delete the surname filter after each selection.

VIEWING GPACI PATIENTS IN PUFFIN

1. **It may take up to 48 hours for the patient data to flow through into the PUFFIN report.** However, you can see your patient list immediately in the **Overview** tab.



2. Once the data has loaded, you can see the completion status of requirements for each which patient.
3. The **Legend** across the top of the report explains what each icon represents.
4. Use the **Filter Patient List** options to filter the list to your preference, such as:
   - Assigned Provider
   - Current quarter visit requirements incomplete
   - Careplan requires this quarter to maintain compliance
   - Flu, Shingrix or COVID vaccine required
   - Patient year careplan incomplete.
5. Use the print icon on the top right-hand side of the report to print versions of the list.

FOR MORE INFORMATION

If you would like to know more, please contact our Digital Health team via email: digitalhealth@westvicphn.com.au

Or scan the QR code to access information on our Practice Connect website.