

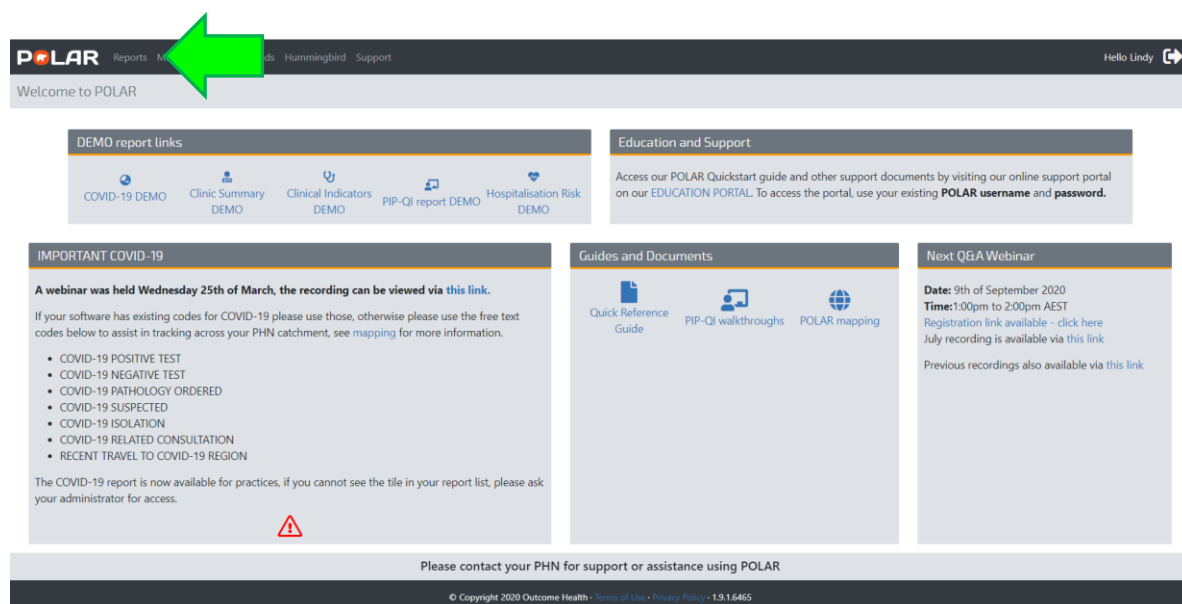
Walkthrough: Immunisation

How to find eligible patients who have not had a Zostavax immunisation.

Step 1: Log on to polarexplorer.org.au

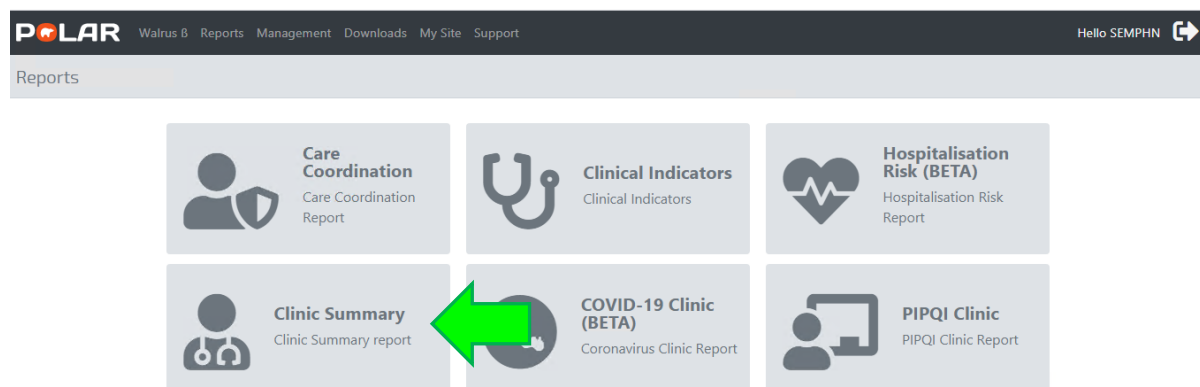
Use a compatible web browser: Chrome or Firefox.

Step 2: Click Reports



The screenshot shows the POLAR Reports page. The navigation bar includes 'POLAR Reports Management Downloads Hummingbird Support' and 'Hello Lindy'. A green arrow points to the 'Reports' menu item. Below the navigation bar, there are several sections: 'Welcome to POLAR', 'DEMO report links' (with sub-links for COVID-19 DEMO, Clinic Summary DEMO, Clinical Indicators DEMO, PIP-QI report DEMO, and Hospitalisation Risk DEMO), 'Education and Support', 'IMPORTANT COVID-19' (with a list of COVID-19 related codes and a warning icon), 'Guides and Documents' (with links for Quick Reference Guide, PIP-QI walkthroughs, and POLAR mapping), and 'Next Q&A Webinar' (with date and time information). At the bottom, there is a footer with 'Please contact your PHN for support or assistance using POLAR' and copyright information.

Step 3: Click on Clinic Summary



The screenshot shows the POLAR Reports page. The navigation bar includes 'POLAR Walnut B Reports Management Downloads My Site Support' and 'Hello SEMPHN'. Below the navigation bar, there is a 'Reports' section with a grid of report tiles. A green arrow points to the 'Clinic Summary' tile, which is labeled 'Clinic Summary report'. Other tiles include 'Care Coordination Report', 'Clinical Indicators', 'Hospitalisation Risk (BETA) Report', 'COVID-19 Clinic (BETA) Coronavirus Clinic Report', and 'PIPQI Clinic PIPQI Clinic Report'.

Step 4:

Click on the Clinical drop-down menu.
Click on Clinical Indicators.

The screenshot shows the POLAR Clinical Summary Dashboard. The 'Clinical' menu is open, and 'Clinical Indicators' is highlighted with a green arrow. The dashboard displays a patient count of 5,263 (Active) and a RACGP Active status. Below this, there are several charts: 'Risk Categories for HARP', 'Risk Categories for CVD', 'Risk Categories for Liver Cirrhosis', 'New Patients by Month', and 'Returning Patients by Month'. The 'Returning Patients by Month' chart shows a steady decline from 1,674 in July to 1,589 in July of the following year.

Step 5:

Start in the Inclusion Filters, Demographics and Lifestyle tab.
Click on Patient Status, click on Active, click the green tick.
If applicable, click on the RACGP Active, click on Active, click the green tick.
Go to Age Band section, click on 70 – 74 and 75-79 age groups, click the green tick.

The screenshot shows the POLAR Clinical Indicators - Filters page. The 'Inclusion Filters' tab is active, and the 'Age Band' dropdown menu is open, showing the 70-74 and 75-79 age groups selected with green ticks. The page displays a patient count of 644 (Active) and a RACGP Active status. The 'Inclusion Filters Content' section shows various filters for Demographics & Lifestyle, Clinical Measures, Diagnosis, Medications, and Test & Imaging. The 'Age Band' filter is currently set to '70-74' and '75-79'.

Step 6:

Go to the Exclusion Filters.

Go to the Immunisation tab.

Go to the Date Range section, click on Last 15 Months and Outside Last 15 Months, click the green tick.

Go to Immunisation Type, click on the magnifying glass, type in Zost, click on Zostavax and Declined Zostavax (if available)

The screenshot shows the POLAR Clinical Indicators - Filters interface. The top navigation bar includes 'POLAR Clinical Indicators - Filters', 'Reports', 'Filters', and 'Help+'. The main content area is divided into 'Inclusion Filters' and 'Exclusion Filters'. The 'Exclusion Filters' section is active, showing the 'Immunisation' tab. The 'Date Range' section has 'Last 15 Months' and 'Outside Last 15 Months' selected with green checkmarks. The 'Immunisation Group' section has 'Zostavax' and 'Declined Zostavax' selected. The 'Immunisation Type' section has 'ZOSTAVAX' selected. Green arrows point to the 'Exclusion Filters' tab, the 'Immunisation' tab, the 'Last 15 Months' and 'Outside Last 15 Months' filters, and the 'ZOSTAVAX' filter.

The patient count shows the eligible patients who have **not** had a Zostavax immunisation.

The excluded patients are the patients who have had a Zostavax immunisation.

Double-click on the Patient Count to see the patient list or click Patient List on the top right-hand side of the screen.

To print the patient list, click on Export to Excel on top left-hand side of the patient list.

Downloaded spreadsheet may appear in lower left-hand corner of your screen or will be available in your Downloads folder.

Prepare the spreadsheet for printing, print.