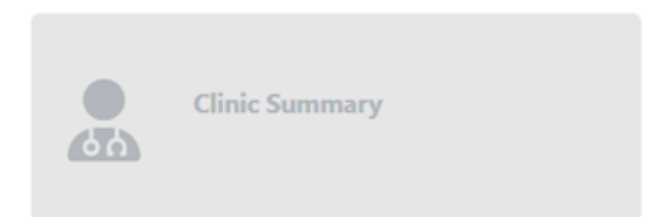# Applying filters in the Clinic Summary Report

This walkthrough will demonstrate what filters are available in the clinic summary report, how to apply a filter, and how to identify which filters are currently applied.
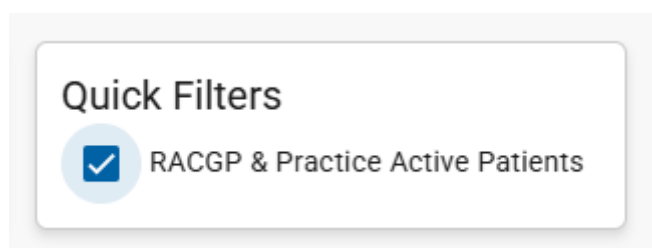
Step One

Open POLAR. Under the "Report" menu, select your Clinic Summary Report.

Step Two

Ensure the "RACGP & Practice Active Patients" quick filter is selected in the top left corner of your window.

Step Three

Select the filters you would like to apply

	Patient Categories	
🔍		• Patient Status • RACGP Active • Location • Activity Location Latest Name • Activity Location Regular Name • Most Seen Clinician • Usual GP • DVA Status • Medicare &/or DVA number status • MyMedicare Registered • Flag Name • Flag Status

|		
	Patient demographics	• Patient Age • Age Band • Gender • Transgender • Sexuality • Pregnant • Gestation Weeks
	Risk Categories	• Cardiovascular Disease (CVD) Risk • Hospital Avoidance Tool (HAT) Risk • Liver Cirrhosis (APRI) Risk • Diabetes (AusDRisk) Risk • Dementia Risk • Bowel Cancer Screening Status • Breast Cancer Screening Status • Cervical Cancer Screening Status • Skin Cancer Screening Status • Life! Program Criteria
	Activity	• Activity Type • Patient Activity count • Activity Date Range • Activity Calendar
	Provider	• Provider • Activity Provider Status • Activity Provider Type
	Diagnosis	• Diagnosis Active • Patient Active Diagnosis Count • Diagnosis Date Range • Diagnosis Calendar
	Medications	• Medication Status • Patient Current Medication Count • Prescription Date Range • Prescription Calendar
	Investigations	• Latest HbA1C Value • Result Group • Result Date Range • Investigation Calendar
	Immunisations	• Immunisation Group • Immunisation Type • Immunisations Date Range • Immunisation Calendar
	Services	• Services Date Range • Services Calendar
	Cervical Screening	• Excluded from recalls • Had hysterectomy • Date Range • Cervical Screening Calendar

☑	MyHealth Record	• PIP Quarter • Shared Health Summary (SHS) Provider • MHR Date Range • MHR Calendar

To confirm which filters have been applied:

At the top of the report window on the left hand side, applied filters will show in tabs. You can remove a filter by clicking the X button.
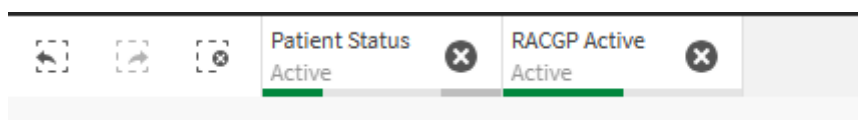
For help with POLAR, contact the Primary Care team at primarycare@nwmphn.org.au or (03)9347 7711

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