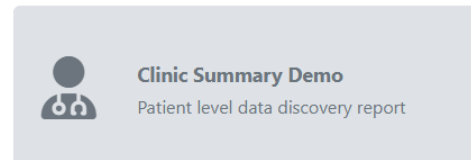


POLAR Walkthrough – Tracked MBS report

Step 1

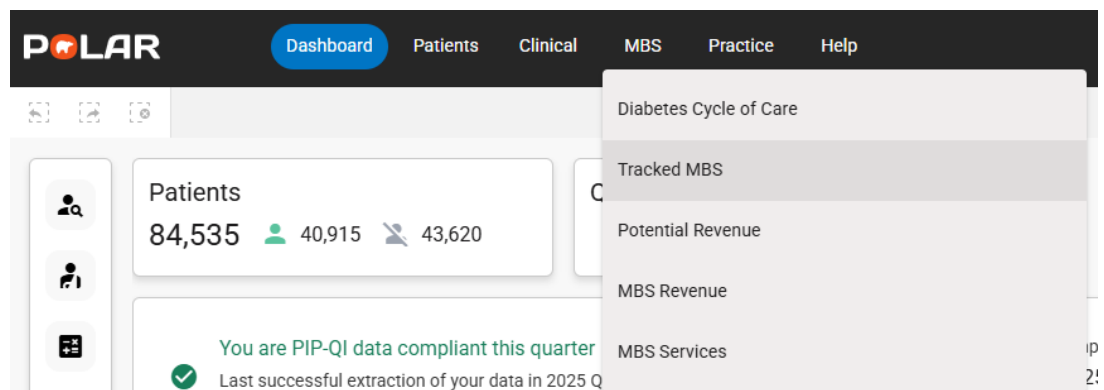
Open POLAR. Under Reports, select the Clinic Summary report

www.polarexplorer.org.au/login



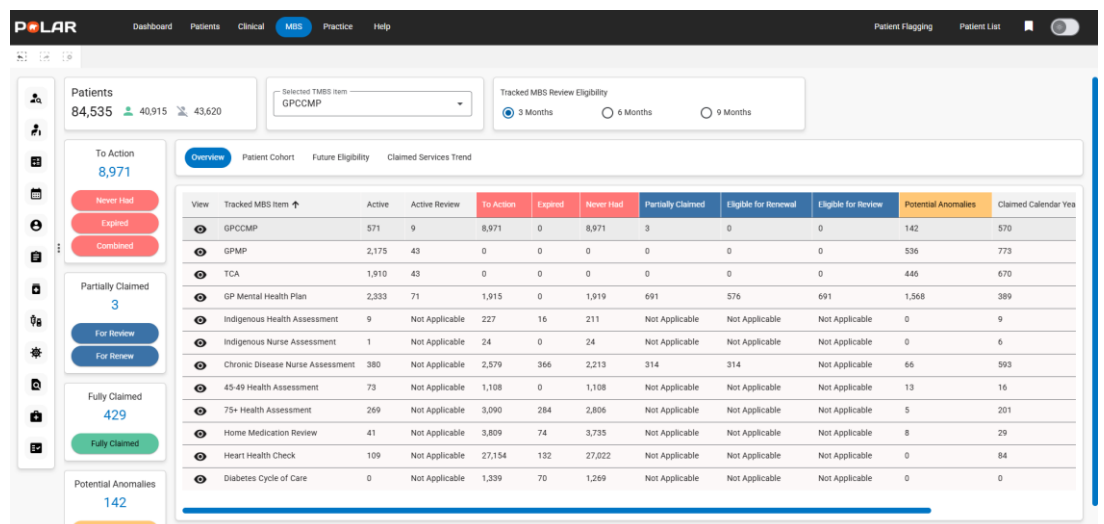
Step 2

Click on the MBS Tab at the top of the screen, then select 'Tracked MBS' from the dropdown list.



Step 3

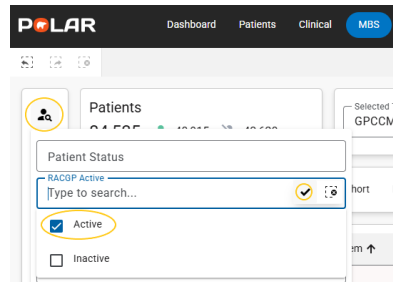
Navigating the 'Overview' page – this is your summary of all Tracked MBS Items, with the total number of patients that are 'Active', have an 'Active Review', are 'to Action', 'Expired', 'Never Had', etc. for each Tracked MBS item. These headings match the coloured filter buttons on the left side of the screen.



Active	Active Review	To Action	Expired	Never Had	Partially claimed	Eligible for renewal	Potential anomalies
No. of patients with management plan in place	No. of patients with active management plan review in place	Combination of expired and never had	No. of patients that previously had a management plan but not in the last 24 months	No. of patients that have never had MBS item at your practice and may be eligible	Active plan in place but not all items have been claimed	No. of patients with a management plan has not been in effect for over 12 months but less than 24 months.	No. of patients with anomalies that may have occurred in the claiming of this item.

Step 4

Add the 'RACGP Active' filter

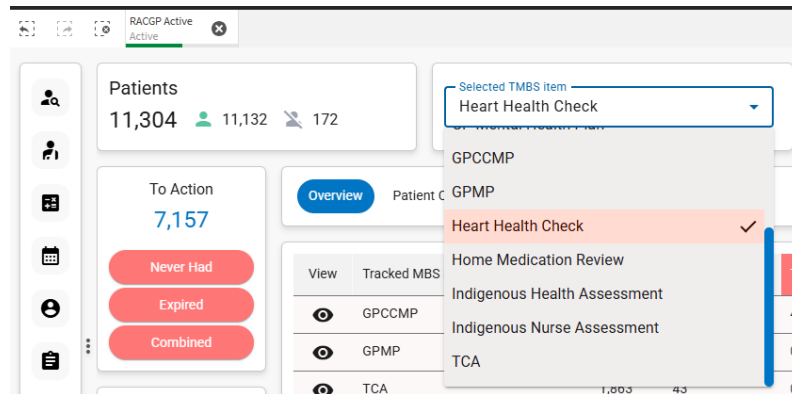


The screenshot shows the POLAR dashboard with the 'Patients' filter dropdown menu open. The 'RACGP Active' filter is selected, and the 'Active' checkbox is checked. The 'Inactive' checkbox is unchecked.

Step 5

Select the tracked MBS (TMBS) item you would like to investigate.

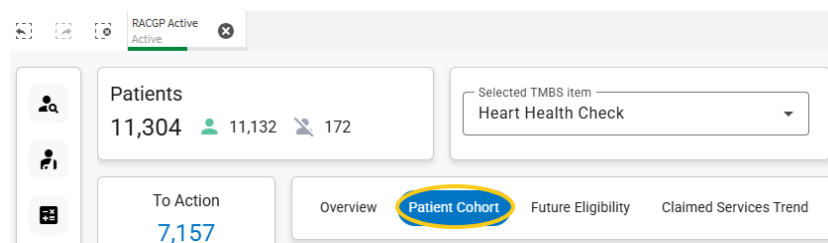
As an example, we will select 'Heart Health Check'



The screenshot shows the POLAR dashboard with the 'Selected TMBS Item' dropdown menu open. The 'Heart Health Check' item is selected. The 'Overview' tab is active, and the 'To Action' count is 7,157.

Step 6

Navigate to the 'patient cohort' to view your patient list for the selected TMBS item.



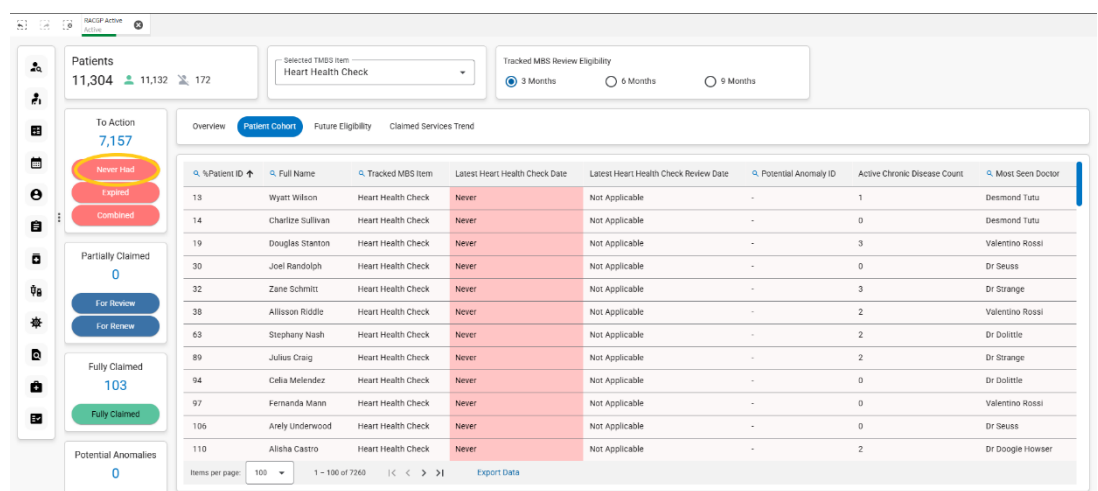
The screenshot shows the POLAR dashboard with the 'Patient Cohort' tab selected. The 'Overview' tab is also visible, and the 'To Action' count is 7,157.

Step 7

This page shows the details of patients that have been flagged for the selected TMBS item.

Use the filters on the side of the screen to drill down. You can also filter by Doctor.

For this example, to only view patients that have never had a HHC, click on the 'Never Had' filter.



The screenshot shows the POLAR dashboard with the 'Patient Cohort' tab selected. The table displays a list of patients with columns for Patient ID, Full Name, Tracked MBS Item, Latest Heart Health Check Date, Latest Heart Health Check Review Date, Potential Anomaly ID, Active Chronic Disease Count, and Most Seen Doctor. The 'Never Had' filter is selected, and the 'To Action' count is 7,157.

Patient ID	Full Name	Tracked MBS Item	Latest Heart Health Check Date	Latest Heart Health Check Review Date	Potential Anomaly ID	Active Chronic Disease Count	Most Seen Doctor
13	Wyatt Wilson	Heart Health Check	Never	Not Applicable	-	1	Desmond Tutu
14	Charlize Sullivan	Heart Health Check	Never	Not Applicable	-	0	Desmond Tutu
19	Douglas Stanton	Heart Health Check	Never	Not Applicable	-	3	Valentino Rossi
30	Joel Randolph	Heart Health Check	Never	Not Applicable	-	0	Dr Seuss
32	Zane Schmitt	Heart Health Check	Never	Not Applicable	-	3	Dr Strange
38	Allison Riddle	Heart Health Check	Never	Not Applicable	-	2	Valentino Rossi
63	Stephany Nash	Heart Health Check	Never	Not Applicable	-	2	Dr Dolittle
89	Julius Craig	Heart Health Check	Never	Not Applicable	-	2	Dr Strange
94	Celia Melendez	Heart Health Check	Never	Not Applicable	-	0	Dr Dolittle
97	Fernanda Mann	Heart Health Check	Never	Not Applicable	-	0	Valentino Rossi
106	Airey Underwood	Heart Health Check	Never	Not Applicable	-	0	Dr Seuss
110	Alisha Castro	Heart Health Check	Never	Not Applicable	-	2	Dr Doogie Howser

Step 8

To export this list of patients to excel, click on the 'Export Data' tab at the bottom of the screen.

The screenshot shows the POLAR system interface. At the top, there's a header with 'Patient ID 1000 of 7043' and 'RACGP Active Patient'. Below this, a sidebar on the left contains filters for 'To Action 7,043' (Never Had, Expired, Combined), 'Partially Claimed 0' (For Review, For Renew), 'Fully Claimed 0' (Fully Claimed), and 'Potential Anomalies 0'. The main area displays a table of patients with columns: Patient ID, Full Name, Tracked MBS Item, Latest Heart Health Check Date, Latest Heart Health Check Review Date, Potential Anomaly ID, Active Chronic Disease Count, and Most Seen Doctor. The table lists 11 patients, all with 'Heart Health Check' as the tracked item and 'Never' as the latest check date. At the bottom right, an 'Export Data' button is visible. A tooltip over the button reads: 'Export the data to Excel. This will export the current data in the patients list table to excel. It can take some time to generate this data depending on the volume. You may continue using the Clinic Summary app while waiting for the export to complete. The status will be shown at the top of the screen and the file will automatically download when completed.'

Patient ID	Full Name	Tracked MBS Item	Latest Heart Health Check Date	Latest Heart Health Check Review Date	Potential Anomaly ID	Active Chronic Disease Count	Most Seen Doctor
13	Wyatt Wilson	Heart Health Check	Never	Not Applicable	-	1	Desmond Tutu
14	Charlize Sullivan	Heart Health Check	Never	Not Applicable	-	0	Desmond Tutu
19	Douglas Stanton	Heart Health Check	Never	Not Applicable	-	3	Valentino Rossi
30	Joel Randolph	Heart Health Check	Never	Not Applicable	-	0	Dr Seuss
32	Zane Schmitt	Heart Health Check	Never	Not Applicable	-	3	Dr Strange
38	Allison Riddle	Heart Health Check	Never	Not Applicable	-	2	Valentino Rossi
63	Stephany Nash	Heart Health Check	Never	Not Applicable	-	2	Dr Dollittle
89	Julius Craig	Heart Health Check	Never	Not Applicable	-	2	Dr Strange
94	Celia Melendez	Heart Health Check	Never	Not Applicable	-	0	Dr Dollittle
97	Fernanda Mann	Heart Health Check	Never	Not Applicable	-	0	Valentino Rossi
106	Arelly Underwood	Heart Health Check	Never	Not Applicable	-	0	Dr Seuss
110	Alisha Castro	Heart Health Check	Never	Not Applicable	-	0	Dr Doogie Howser

Where to get help?

Get in touch with your Primary Care Facilitator
primarycare@nwmpmn.org.au or (03) 9347 1188

