

POLAR Walkthrough- Patients eligible for a GP Mental Health Treatment Plan or Review

Step 1

Open POLAR under Reports select the Clinic Summary Report

Polarexplorer.org.au/login



Clinic Summary Demo (BETA)

New version released December 2024

Step 2

-Select the Shortcut RACGP & Practice Active Patients

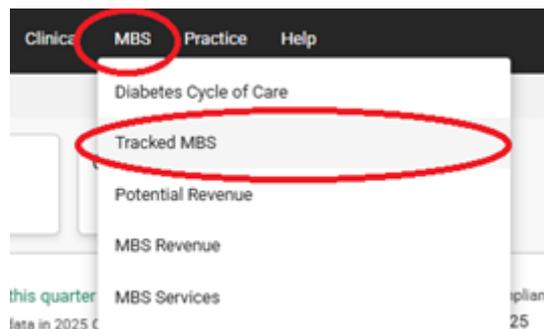
Quick Filters



RACGP & Practice Active Patients

Step 3

-Select MBS/Tracked MBS



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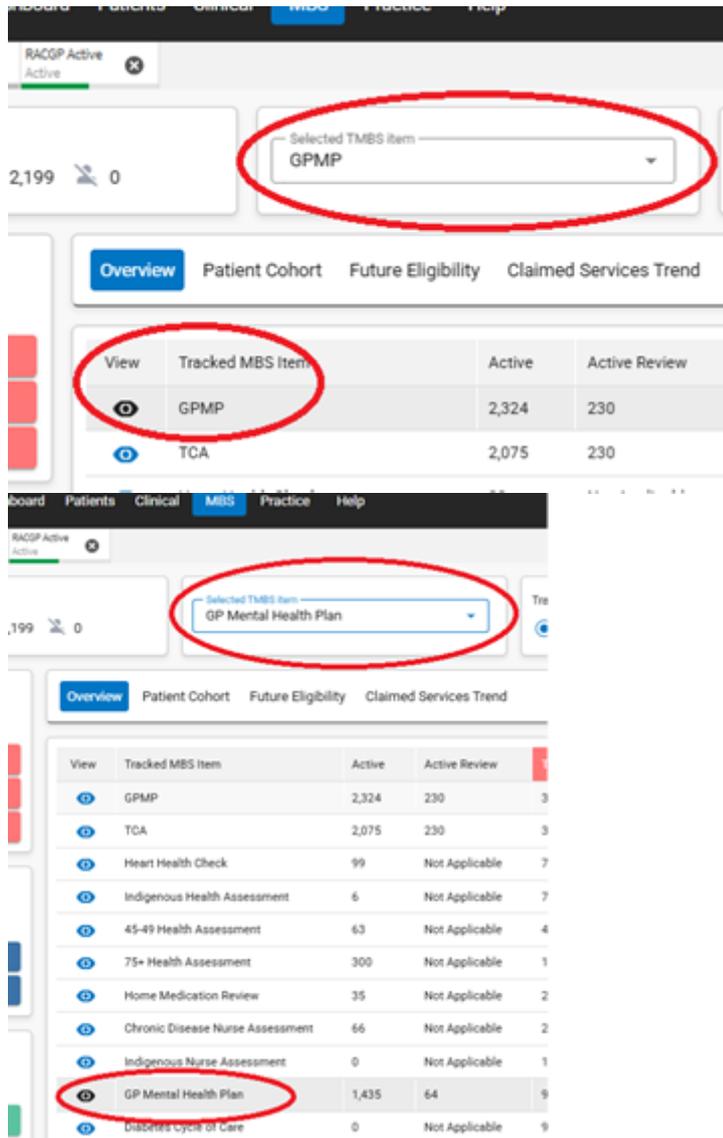
Step 4

The report will default to opening in the tracked MBS item GPMP
Change this to GP Mental Health Plan. You can do this by either:

-Select GP Mental Health Plan from the drop down menu under the heading Selected TMBS Item

Or

-Click on GP Mental Health Plan in the Tracked MBS table below

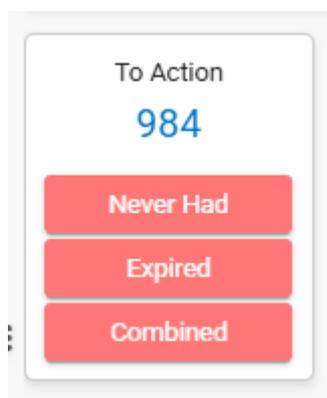


Step 5

Using the red boxes under the heading To Action, select either:

Never Had- patients that have never had a GP Mental Health Plan billed from your practice.

Expired- patients who have had GP

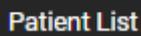


Mental Health Plan in the past but this has now expired.
Combined- Both above lists combined.

The table will populate below.

Step 6

-Select Patient List to view patient names



-Select Export Data to export the Patient List to Excel



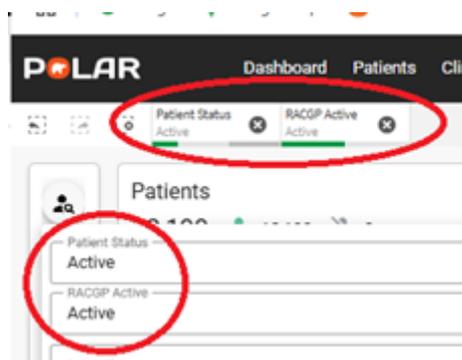
You can further sort by provider and print if needed

Reviews

Step 7

To find patients that are eligible for review of their GP Mental Health Plan:

-Remove all filters except Patient Status Active and RACGP Active in the grey ribbon



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Step 8

Using the Tracked MBS Review Eligibility:
-Select the frequency option that is relevant for your practice

Tracked MBS Review Eligibility

3 Months 6 Months 9 Months

Step 9

-Select the blue For Review under the Partially Claimed heading

Partially Claimed
477

For Review
 For Renew

-Select patient list to view your list
-Select Export Data to export to Excel and sort as per above.

Patient List

Export Data



Where to get help

EMPHN general practice improvement & digital enablement:
digitalhealth@emphn.org.au.