

EASTERN MELBOURNE

An Australian Government Initiative Clinical Summary Walkthrough Patients eligible for a GP Mental Health Treatment Plan or Review		
Step 1 Open POLAR and select Reports and Clinic Summary Report	Clinic Summary Clinic Summary report including CLINICAL NDICATORS	
Step 2 Apply the following filters Patient Status - Active RACGP-Active Or use the shortcut at the top right hand side	FILTERS   Patient   Patient Status   RAC   Search in listbox   Patient Status   Patient Status   Active   Active	
Step 3 Go to MBS/Tracked MBS	MBS Practice Hel   Diabetes Cycle of Care Tracked MBS (BETA)   Potential Revenue MBS Revenue   MBS Revenue Health Care Homes	





Step 4 The report will default to opening in the tracked MBS item GPMP change this to GP Mental Health Plan	Tracked MBS Item Q GPMP TCA GP Mental Health Plan Indigenous Health Assessment Indigenous Nurse Assessment
Step 5 Using the To action select either: Expired –patients who have had GP Mental Health Plan in the past but this has now expired. Never Had – patients that have never had a GP Mental Health Plan billed from your practice. Combined – Both above lists combined. The table will populate below.	To actionfor GP Mental Health Plan508iSelect Never HadSelect ExpiredSelect Expired
Step 6 Then go to patient list up the top right hand corner then when the patient list has populated export to excel.	Patient List Bookmarks Q PP Selectio
ReviewsTo find patients that are eligible for review of their GP Mental Health Plan remove all filters exceptPatient status active and RACGP Active in the grey ribbonUsing the Tacked MBS Review Eligibility select the frequency option that is relevant for your practice	Patient Status RACGP Active %PatientSiteKey Sob of 38640   Active Sob of 38640 Sob of 38640 Sob of 38640   Tracked MBS Review Eligibility Use these buttons to toggle the minimum care plan review frequency Months 6 Months 9 Months



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Select the Eligible for Review under	
the blue Partially claimed	Partially claimed
	for GP Mental Health Plan
	<b>416</b> i
	Select Eligible for Renewal Review
To print the patient list go to the	
Patient List in the dark ribbon up	Patient List
the top right hand side and export	
to excel for sorting.	