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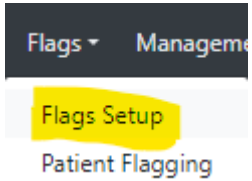
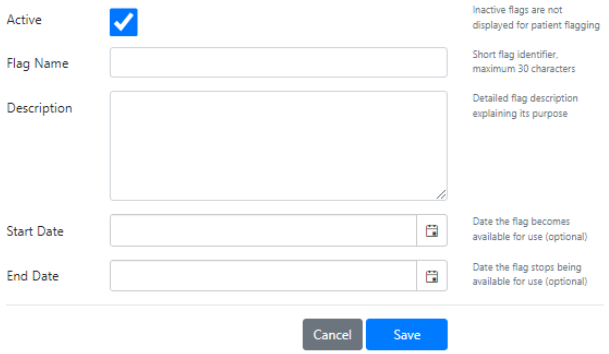
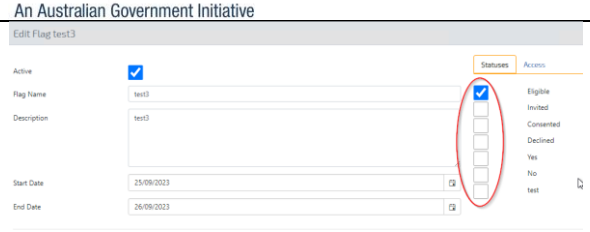
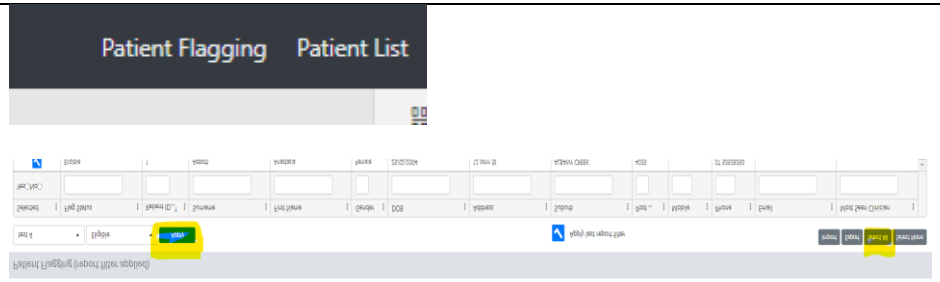
To set up Patient Flagging in a Practice.

1 Open POLAR	
2. Go to Flags>Flag setup	
3. Add Flag	
4. To Add your flag Go to +Add Flag Add Flag name and Description You can select and start and end date if you wish otherwise leave blank. Then Save	

5. Flag Statuses Tick the flag statuses you require, or you can custom add see below * Then Save	
6. To apply the flags to patient cohorts go to Clinic Summary Report>Apply your filters>go to Patient Flagging top right> Select your flag> Select Status> Select All or Select specific patients and APPLY.	
7. This group is now Flagged.	

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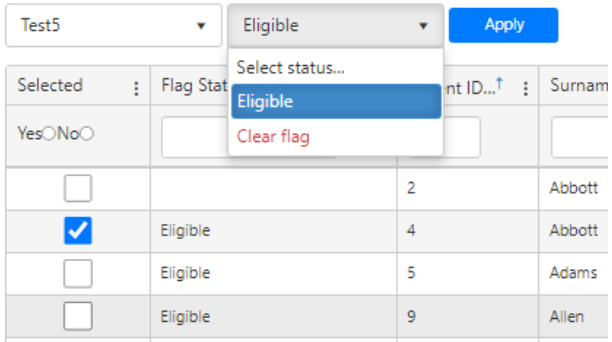
8. To change the status select the patients under the selected column and change the status or clear the flag.	
9.* To add your own custom statuses go to Flags Flag Setup Select the Flag then go to Flag Statuses > Add Status. Note ensure that this status is now ticked under your flag by editing the flag	