

Australian Immunisation Register

Recording and updating an encounter

The following Fact Sheet provides steps to identify individuals, update and record encounters on the online Australian Immunisation Register (AIR).

Start by logging on to one of the following:

- 1) Services Australia: Health Professional Online Service (HPOS)
<https://www.servicesaustralia.gov.au/organisations/health-professionals/services/medicare/hpos/log> ; or
- 2) HPOS using your **Provider Digital Access (PRODA)**
<https://proda.humanservices.gov.au> ; delegation of access by a GP can allow nursing staff to access the AIR via PRODA see Managing delegations for further information:
<https://www.servicesaustralia.gov.au/organisations/health-professionals/services/medicare/hpos/resources/managing-delegations> ; or
- 3) AIR log on only, using your authentication file
<https://www1.medicareaustralia.gov.au/ss/acircirssamn>.
important note below

Please note: The AIR is switching off the authentication file logon method in the near future. You will need a Provider Digital Access (PRODA) account to access the AIR site using HPOS. For more information, go to humanservices.gov.au/proda

Contact Us

If you would like a Primary Health Liaison or Comprehensive Primary Care team member to contact you or your practice, please contact us at practiceassist@wapha.org.au or telephone 1800 227 747.

Reference

Content correct at June 2020.

Once printed, content is no longer controlled.

Adapted from a resource originally developed by Murrumbidgee Local Health District and Central and Eastern Sydney PHN.

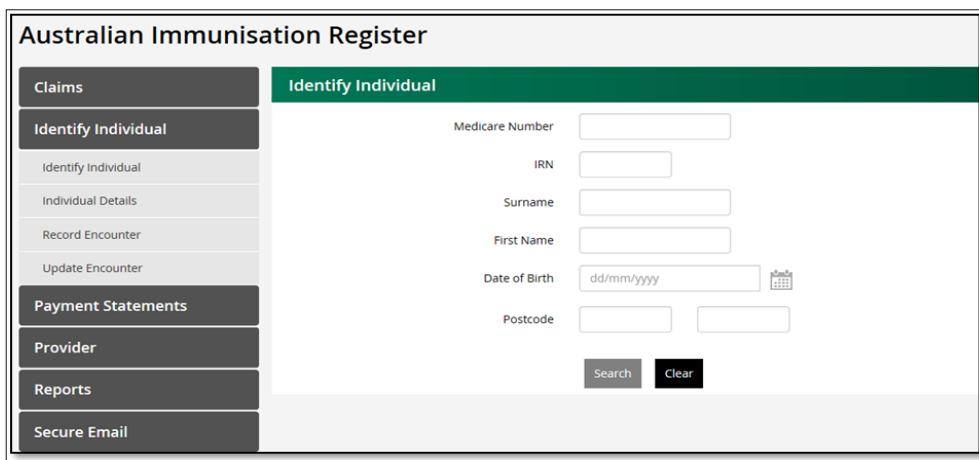
From AIR Main Menu below, select 'Identify Individual'

You are here: [Home](#) » [Australian Immunisation Register](#)

AIR Main Menu

This menu provides access to the following:

- [Reports Menu](#) lists the reports available for you to produce. This includes a variety of statistical and detailed reports.
- [Claims Menu](#) allows you to display details of claims submitted to the Immunisation Register.
- [Identify Individual](#) allows you to display the immunisation history for an individual.
- [Payment Statements Menu](#) Financial and Payment Statements. Statement Preference Update.
- [Provider Menu](#) allows you to amend your Internet contact details.



Australian Immunisation Register


Identify Individual

Medicare Number

IRN

Surname

First Name

Date of Birth 

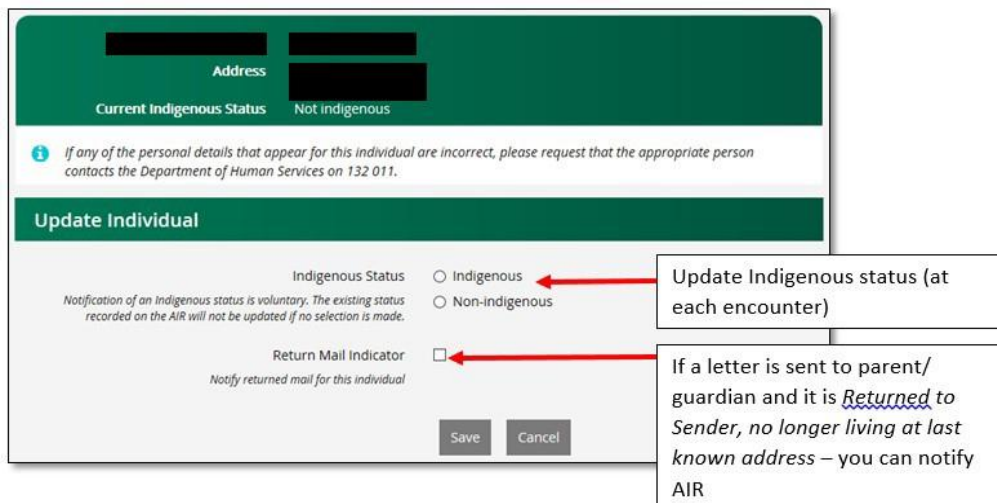
Postcode

Enter the client's Medicare Number and Individual Reference Number (IRN)

Or

Enter persons Surname, First Name and date of birth (dd/mm/yyyy)

Click **Search**



Update Individual

Indigenous Status Indigenous Non-indigenous

Return Mail Indicator

Update Indigenous status (at each encounter)

If a letter is sent to parent/guardian and it is *Returned to Sender*, no longer living at last known address – you can notify AIR

Due details screen:

This will appear if no vaccines are overdue:

Due Details ▼

i There are no vaccinations due for this individual.


Immunisation History Screen

Immunisation Details ⌵

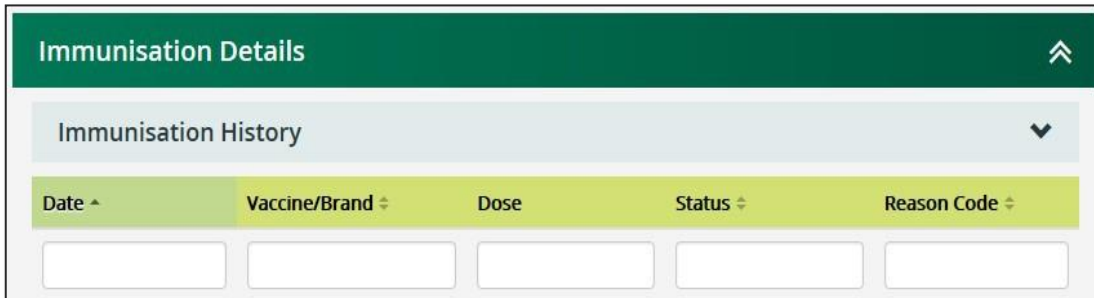
Immunisation History ▼

Date ^	Vaccine/Brand ▾	Dose	Status ▾	Reason Code ▾
27 Jan 2001	Engerix-B	B	Accepted	
26 Mar 2001	Infanrix	1	Accepted	
26 Mar 2001	Comvax	1	Accepted	
26 Mar 2001	Oral Polio	1	Accepted	
31 May 2001	Infanrix	2	Accepted	
31 May 2001	Comvax	2	Accepted	
31 May 2001	Oral Polio	2	Accepted	
02 Aug 2001	Infanrix	3	Accepted	
02 Aug 2001	Oral Polio	3	Accepted	
24 Jan 2002	MMR II	1	Accepted	
24 Jan 2002	Comvax	3	Accepted	
05 Aug 2002	Infanrix	4	Accepted	
27 Feb 2003	Menjugate	1	Accepted	
17 Mar 2005	Priorix	2	Accepted	
17 Mar 2005	Oral Polio	4	Accepted	
17 Mar 2005	Infanrix	5	Accepted	
13 Mar 2014	Gardasil	1	Accepted	
13 Mar 2014	Boostrix	5	Has been clarified by provider	103
22 May 2014	Gardasil	2	Accepted	
16 Sep 2014	Gardasil	3	Accepted	

10 25 50 100

To view more of the Immunisation History, CLICK: 

You can also now sort by Date, Vaccine/Brand, Status and Reason Code:

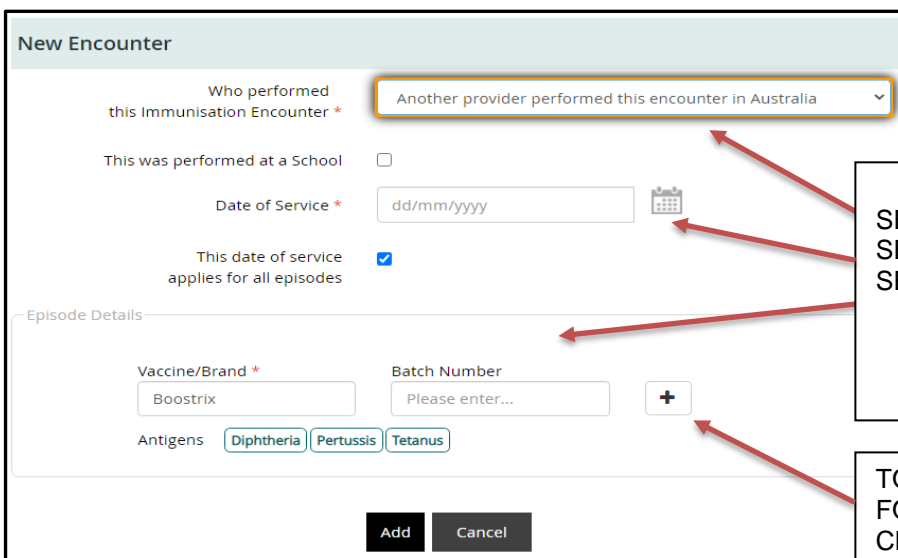


Date ▾	Vaccine/Brand ▾	Dose	Status ▾	Reason Code ▾
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To record an encounter:




- Identify Individual
- Individual Details
- Record Encounter**
- Update Encounter



New Encounter


Who performed this Immunisation Encounter *

This was performed at a School

Date of Service * 

This date of service applies for all episodes

Episode Details

Vaccine/Brand * Batch Number 

Antigens

SELECT PROVIDER
SELECT DATE OF SERVICE
SELECT VACCINE & BATCH

TO ADD ANOTHER VACCINE FOR THE SAME ENCOUNTER: CLICK +

The following screen will appear to add another vaccine. Enter the details of the vaccine:

Episode Details

Vaccine/Brand: Boostrix Dose: Dose 5 -

Antigens: **Diphtheria** **Pertussis** **Tetanus**

Vaccine/Brand: Fluarix Tetra Dose: Dose 5 -

Antigens: **Influenza**

Vaccine/Brand: MMR II Dose: Dose 2 +



Antigens: **Measles** **Mumps** **Rubella**

Add **Cancel**

CLICK – ADD, when you have entered all vaccines for that Encounter

If correct, click submit:

Record Encounter

Date	Vaccine/Brand	Schedule	Dose	Who Performed the Encounter	Practice Location	Action
20 Mar 2013	Boostrix H-B-Vax II (Adult)	Other	Dose 3 Dose 3	Another provider performed this encounter in Australia	-	 

Add Another **Submit**

The following screen will appear:

Confirmation

 **Success!**

The vaccination details entered for [REDACTED] have been received successfully.
Claim ID - W170612!

To update an encounter:

Identify Individual




Identify Individual

Individual Details

Record Encounter

Update Encounter

Then the following screen will appear - you can only modify those encounters with the 'edit' icon

Date of Service	Vaccine/Brand	Schedule	Dose	Status	Reason Code	Action
16 Sep 2014	Gardasil	Other	3	Accepted		
22 May 2014	Gardasil	Other	2	Accepted		
13 Mar 2014	Gardasil	Other	1	Accepted		
	Boostrix	Other	5	Has been clarified by provider	103	
17 Mar 2005	Priorix	4 years	2	Accepted		
	Oral Polio	Other	4	Accepted		
	Infanrix	Other	5	Accepted		



Edit Encounter

Submitted Date: 02 May 2016

Who performed this Immunisation Encounter: Another provider performed this encounter in Au

Date of Service: 13/03/2014

Episode Details:

Schedule: Other Vaccine/Brand: Gardasil Dose: Dose 1

Antigens: Human Papillomavirus

Schedule: Other Vaccine/Brand: Boostrix Dose: Dose 5

Antigens: Diphtheria Pertussis Tetanus

Update
Save

You can modify any Encounter with *

Then CLICK - UPDATE

Payment statements:

You can also choose to receive your payment statements 'Online' or 'Paper'

Australian Immunisation Register

- Claims
- Identify Individual
- Payment Statements
- Provider
- Reports
- Secure Email
- Lockup

Immunisation payment statement preferences

You can stop receiving paper based statement by selecting the online option. You can change your statement preferences at any time.

Provider number	Provider address	Preferences
N90961X	PUBLIC HLTH UNIT-GREATER, MURRAY AREA HLTH SVCE, SUIT 1B -620 MACAULEY STREET, ALBURY, NSW 2640	<input type="radio"/> Online <input checked="" type="radio"/> Paper

Cancel
Confirm