Accessing the Australian Immunisation Register (AIR) as a delegate of a GP, midwife or nurse practitioner

The Australian Immunisation Register (AIR) is a national register that records all vaccines given to people of all ages in Australia.

The AIR can only accept immunisation information from recognised vaccination providers in Australia, such as GPs, midwives and nurse practitioners. The AIR cannot accept any information from parents, guardians or individuals.

Recognised vaccination providers can use the AIR to:
- record patient immunisation information
- update or correct data already sent to the AIR
- request reports to help identify any patients due or overdue for a vaccination
- report immunisation medical exemptions online (if eligible)
- get information payments for the provision of certain vaccinations (if eligible)
- find out a patient's immunisation status, regardless of who immunised them
- print an immunisation history statement to prove a patient's immunisation status for child care, school, employment or travel purposes.

Accessing the AIR as a delegate

To access the AIR as a delegate of a recognised vaccination provider (such as a GP, midwife or nurse practitioner) you need to register an individual PRODA account.

For a step-by-step guide, refer to the Practice Assist Cheat Sheet about Registering a Provider Digital Access (PRODA) account and Registration Authority (RA) number

> **Tip:** When registering an individual PRODA account, use your personal (non-work related) email address to ensure you will be able to access your account if you change employers in the future.

After you have set up your individual PRODA account, you need to submit a delegation request in HPOS, which will be sent to the provider for approval.

How to submit a delegation request

1. **Log on** to HPOS via PRODA.
2. Select **My providers** from the HPOS home page.
3. Select **Request delegation**.
4. Enter the **RA number** for your nominated provider then select **Search**.
5. The delegation end date can be updated before submitting the request.
6. The services you want to use on behalf of the provider can be amended before submitting the request.
7. Select **Request** to submit your request to the provider. The pending request will appear in the **My delegate** requests list.
8. The delegation request will be sent to the provider for approval. The provider will have 14 days to action the request.

> **Important note:** To enable access to the AIR functions, make sure to select **My programs** when requesting your delegation functions.

How to access the AIR as a delegate

After your delegation request has been approved by the provider, follow the steps below to access the AIR:
1. **Log on** to your PRODA individual account.
2. Under **My Linked Services** the HPOS tile will display.
3. Select **Go to Service** on the tile to access HPOS.
4. Select **No Organisation – Proceed as an individual only**.
5. Select **My providers** from the HPOS home page.
6. From the **My providers** table, click **Select** in the **Action** column for the relevant provider.
7. Select **My programs**.
8. Select the **Australian Immunisation Register (AIR)** tile.

Further information

- Services Australia – AIR for health professionals
- Services Australia – PRODA
- Services Australia – HPOS