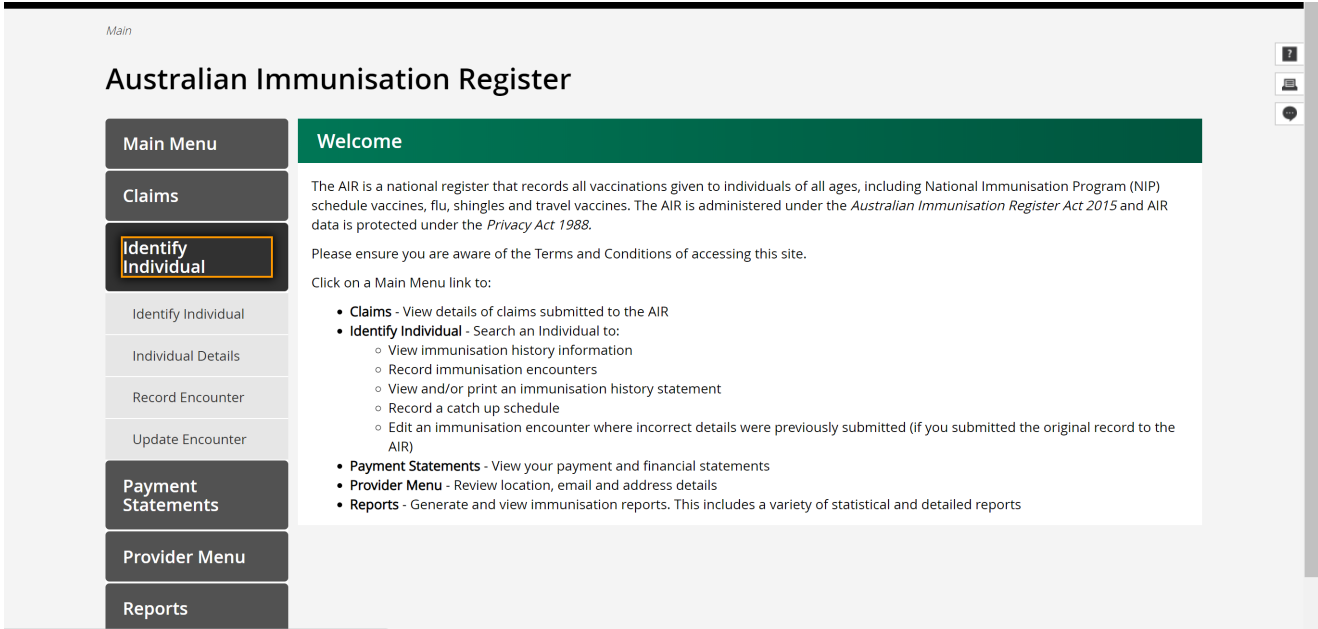


Australian Immunisation Register (AIR)

How to submit and update data in the AIR

1. Update details

Log in through PRODA



Main

Australian Immunisation Register

Main Menu

- Main Menu
- Claims
- Identify Individual**
- Identify Individual
- Individual Details
- Record Encounter
- Update Encounter
- Payment Statements
- Provider Menu
- Reports

Welcome

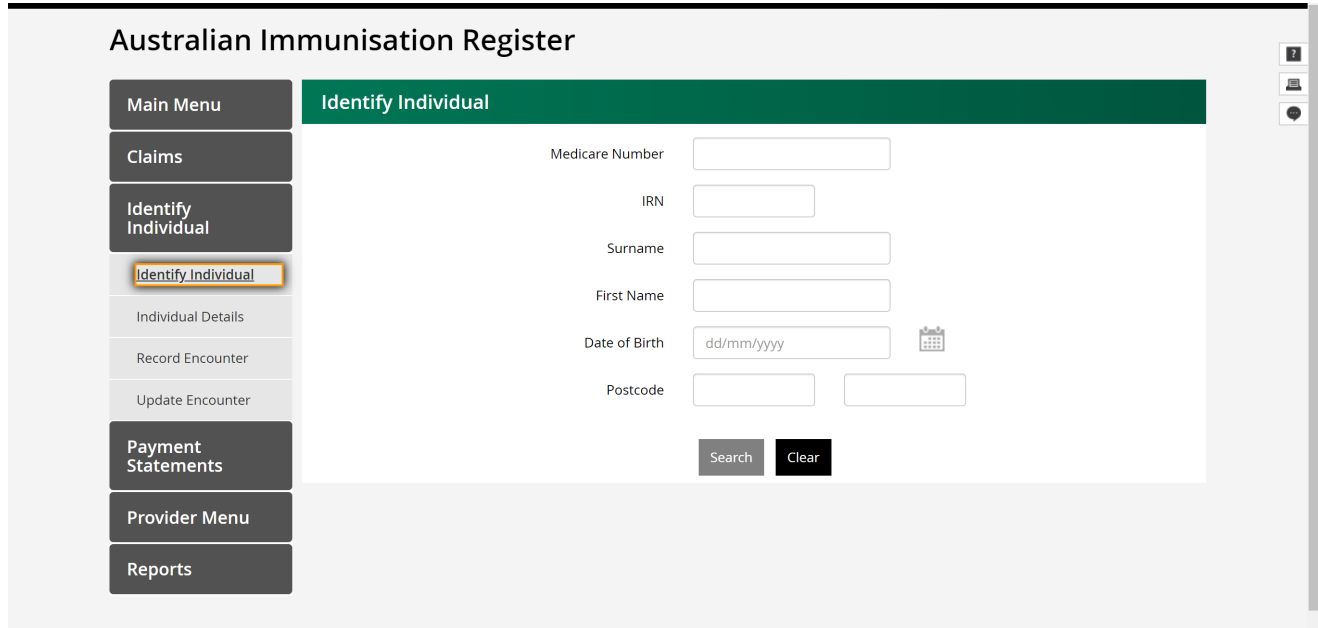
The AIR is a national register that records all vaccinations given to individuals of all ages, including National Immunisation Program (NIP) schedule vaccines, flu, shingles and travel vaccines. The AIR is administered under the *Australian Immunisation Register Act 2015* and AIR data is protected under the *Privacy Act 1988*.

Please ensure you are aware of the Terms and Conditions of accessing this site.

Click on a Main Menu link to:

- **Claims** - View details of claims submitted to the AIR
- **Identify Individual** - Search an Individual to:
 - View immunisation history information
 - Record immunisation encounters
 - View and/or print an immunisation history statement
 - Record a catch up schedule
 - Edit an immunisation encounter where incorrect details were previously submitted (if you submitted the original record to the AIR)
- **Payment Statements** - View your payment and financial statements
- **Provider Menu** - Review location, email and address details
- **Reports** - Generate and view immunisation reports. This includes a variety of statistical and detailed reports

Select: Identify Individual



Australian Immunisation Register


Identify Individual

Medicare Number

IRN

Surname

First Name

Date of Birth 

Postcode

Enter Medicare Number and IRN (Individual Reference Number)

Or

Enter persons Surname, First Name & DOB (dd/mm/yyyy)

Select: Individual Details

The screenshot shows a form titled "Update Individual" with a dark green header. Below the header, there are fields for "Address" and "Current Indigenous Status" (with "Not indigenous" selected). A blue information icon and text state: "If any of the personal details that appear for this individual are incorrect, please request that the appropriate person contacts the Department of Human Services on 132 011." The form contains two main sections: "Indigenous Status" with radio buttons for "Indigenous" and "Non-Indigenous", and "Return Mail Indicator" with a checkbox. Below these are "Save" and "Cancel" buttons. Two callout boxes with red arrows point to the "Indigenous" radio button and the "Return Mail Indicator" checkbox. The first callout says "Update Indigenous status (at each encounter)". The second callout says "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:

The screenshot shows a screen titled "Due Details" with a dark green header and a white dropdown arrow. Below the header is a light blue information box with a blue 'i' icon and the text: "There are no vaccinations due for this individual."

Immunisation History Screen

Immunisation Details ⬆				
Immunisation History ⬇				
Date ⬅	Vaccine/Brand ⬇	Dose	Status ⬇	Reason Code ⬇
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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	

To view more of the Immunisation History, CLICK:

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

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

2. Record an encounter

Select: Record Encounter

Identify Individual
Identify Individual
Individual Details
Record Encounter
Update Encounter

New Encounter

Who performed this Immunisation Encounter * SELECT PROVIDER

Schedule * SELECT AGE

Date of Service * SELECT DATE

Episode Details

Vaccine/Brand Dose + SELECT VACCINE & DOSE

Antigens

TO ADD ANOTHER VACCINE FOR THE SAME ENCOUNTER: CLICK +

The following screen will appear to add another vaccine

Episode Details

Vaccine/Brand Dose -

Antigens

Vaccine/Brand Dose -

Antigens

Vaccine/Brand Dose +

Antigens

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

The following screen will appear – then check details

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**

Then the following screen will appear

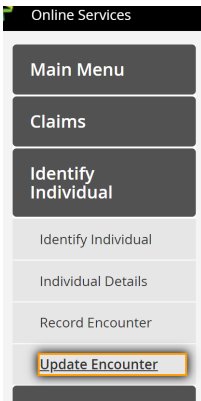
Confirmation


Success!




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

3. Update Encounter

Correct errors in encounters online




The following screen will appear – you can only modify those encounters with a 

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 Boostrix	Other Other	1 5	Accepted Has been clarified by provider	103	
17 Mar 2005	Priorix Oral Polio Infanrix	4 years Other Other	2 4 5	Accepted Accepted Accepted		

Edit Encounter

Submitted Date: 02 May 2016

Who performed this Immunisation Encounter:

Date of Service: 


Episode Details


Schedule: Vaccine/Brand: Dose:

Antigens:

Schedule: Vaccine/Brand: Dose:

Antigens:

You can modify any Encounter with 

Then CLICK - UPDATE 

4. Payment Statements

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

The screenshot shows a web interface for 'Immunisation payment statement preferences'. On the left is a vertical navigation menu with items: Main Menu, Claims, Identify Individual, Payment Statements, Immunisation Payment Statement, Immunisation Financial Statement, and Statement Preferences (highlighted with an orange border). The main content area has a green header 'Immunisation payment statement preferences' and a sub-header 'Immunisation payment statement preferences'. Below the header is a text box: 'You can stop receiving paper based statement by selecting the online option. You can change your statement preferences at any time.' A table with three columns: 'Provider number', 'Provider address', and 'Preferences'. The 'Provider number' and 'Provider address' columns contain redacted black boxes. The 'Preferences' column contains two radio buttons: 'Online' (unselected) and 'Paper' (selected). Below the table are two buttons: 'Cancel' and 'Confirm'.

5. Update Provider Details

This allows you to update your email details

Select: Provider Menu

The screenshot shows the 'Australian Immunisation Register' 'Provider Menu' page. The breadcrumb is 'Main > Provider Menu'. The page title is 'Australian Immunisation Register'. On the left is a vertical navigation menu with items: Main Menu, Claims, Identify Individual, Payment Statements, Provider Menu (highlighted), and Reports. The main content area has a green header 'Provider Details'. Below the header is a blue information box: 'To stay informed, please ensure that your contact details are up to date. From this screen you can change your email settings. Your information will not be released to any other parties.' Below the information box are four rows of form fields: 'Provider/Registration Number' (redacted), 'Location' (radio button 'O'), 'Current Mailing Address' (redacted), and 'Business Address' (redacted). Below these is a row for 'Email Address' (input field) and 'Email Notification' (radio button 'No'). To the right of the 'Email Address' field is an 'Update' button with a pencil icon. At the bottom of the form is a note: '(If set to 'Yes' you will be notified when your reports are available)'. On the right side of the page are three small icons: a question mark, a printer, and a speech bubble.