Immunisation records and data explained:

A guide for immunisation providers

3rd edition, July 2018





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This document updates the 2017 *Immunisation records and data explained: A guide for vaccine service providers* (2nd edition) which was based on the 2009 *Immunisation: Recording, Reporting & Rates – a step-by-step guide for practice staff* developed by General Practice Queensland.



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An electronic version of this document is available at www.health.qld.gov.au/clinical-practice/guidelinesprocedures/diseases-infection/immunisation/service-providers/records

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About this guide

The guide has been significantly updated since the second edition (April 2017) and now reflects the changes brought about by the expansion of the Australian Childhood Immunisation Register (ACIR). The national register became a whole-of-life immunisation register in October 2016 and is now known as the Australian Immunisation Register (AIR).

The term **immunisation provider** has been used throughout this guide. It refers to any person involved in handling immunisation records, especially those working in a general practice setting, such as **GPs, practice nurses, reception staff and/or practice managers**.

This guide can be used for:

- training new staff or updating current staff
- answering questions about immunisation record keeping
- troubleshooting immunisation data issues

Look for the blue boxes that highlight useful tips and important information.

☑ TIP	Helpful information that saves time!
₽ NOTE	Important information for readers to note



Prefer to watch a video on this topic?

Visit Queensland Health's website at www.health.qld.gov.au/usingAIR

Ten videos and accompanying video transcripts have also been developed to complement the appendices in the guide. The video transcripts contain screenshots and can also be used as a step-by-step manual.

1. Useful information

1.1 Contacts

Note: Details are current at time of publication.

Australian Immunisation Register (AIR)	Telephone
General enquiries Assistance with immunisation histories for individuals, amendments/corrections to records	1800 653 809
Stationary orders	1800 067 307
Internet help desk Assistance with secure site for immunisation providers	1300 650 039

Australian Immunisation R	Register (AIR)	Web addresses	
AIR	www.humanservices.gov.au/health-professionals/services/medicare/hpos		
AIR secure email	Refer to Appendix 3 for details		
Information for immunisation providers	www.humanservices.gov.au/health-professionals/services/medicare/australian- immunisation-register-health-professionals		
Information for parents/carers	www.humanservices.gov.au/customer/enab	lers/immunisation-requirements	
Immunisation stationery orders for immunisation providers	www.humanservices.gov.au/organisations/health-professionals/services/ medicare/australian-immunisation-register-health-professionals#group-450		

Queensland Health	Telephone	Fax	Postal address
Immunisation Program (IP)	(07) 3328 9888	(07) 3328 9720	Reply Paid 2368 Fortitude Valley BC 4006

Public health units	Telephone	Fax	Postal address
Cairns and Hinterland (includes Cape York and Torres Strait)	(07) 4226 5555	(07) 4226 3095	PO Box 1103 Cairns Qld 4870
Central Queensland & Central West (Rockhampton)	(07) 4920 6989	(07) 4920 6865	PO Box 946 Rockhampton Qld 4700
Darling Downs (Toowoomba)	(07) 4699 8240	(07) 4699 8477	PO Box 405 Toowoomba Qld 4350
Gold Coast	(07) 5667 3200	(07) 5667 3281	PO Box 318 Nerang Qld 4211
Mackay	(07) 4885 5800	07 4885 5818	PO Box 5580 Mackay MC Qld 4741
Metro North (Brisbane North)	(07) 3624 1111	(07) 3624 1129	Locked Bag 2 Stafford DC Qld 4053

PracSoft (by Medical Director)	1300 300 161	www.medicaldirector.com/products/pracsoft
Medtech	1800 148 165	www.medtechglobal.com/au/
Stat Health	1300 007 828	https://stathealth.com.au/
Zedmed	1300 933 000	www.zedmed.com.au

The HPV Register will cease collecting HPV vaccination records after 31 October 2018. All records on the HPV Register will be transferred to AIR.

Telephone

1300 40 1111

1800 798 441

1300 889 362

1300 794 471

1300 300 161

Web address

www.bpsoftware.net

www.pmsc.com.au

www.geniesolutions.com.au

www.medicaldirector.com

www.telstrahealth.com/communicare

Enquiries

1800 478 734

Medicare Australia	Telephone	Email/web address
eBusiness Service Centre	1800 700 199	ebusiness@humanservices.gov.au www.humanservices.gov.au/health-professionals/ subjects/doing-business-online-health-professionals
AIR Business Development Officers	1800 700 199	air.program.support@humanservices.gov.au

National HPV Vaccination Program Register

PO Box 1097 (07) 4744 7186 (07) 4744 7192 Mount Isa Qld 4825 PO Box 577 (07) 5409 6600 (07) 5443 5488 Maroochydore Qld 4558 Locked Bag No 4016 (07) 4433 6900 (07) 4433 6901 Townsville Qld 4810 PO Box 188 (07) 3818 4701 (07) 3818 4700 Goodna Qld 4300 PO Box 185 (07) 4303 7500 (07) 4303 7599 Bundaberg Qld 4670 PO Box 724 Wide Bay (Hervey Bay) (07) 4184 1800 (07) 4303 7559 Hervey Bay Qld 4655

Public health units (cont) Telephone Fax Postal address Metro South PO Box 333 (07) 3176 4000 (07) 3176 4045 Archerfield Qld 4108 (Brisbane South) North West (Mount Isa and Gulf) **Sunshine Coast** Townsville West Moreton (Ipswich) Wide Bay (Bundaberg)

Best Practice

Genie Solutions

Medical Director

GPComplete

Practice management

Communicare (HealthConnex)

software vendors

Telephone

1.2 The Australian Immunisation Handbook

The *Australian Immunisation Handbook* (AIH) is the reference guide for Australian immunisation providers and healthcare professionals about vaccination practices, clinical recommendations and vaccines in Australia.

It is strongly recommended to only use the online version of the handbook at www.immunise.health.gov.au/internet/ immunise/publishing.nsf/Content/Handbook10-home. The online version is easy to navigate from section to section by clicking on links within the website.

Image: Save the web address of the Handbook in your 'favourites' menu in your web browser – it
will be easy to find when it is needed.



1.3 What is an immunisation record?

An immunisation record includes details about when and what vaccines have been given.

Incorrect or missing immunisation records may result in:

- an individual's immunisation history not being complete
- parents/carers not receiving family assistance payments if their children are not fully immunised
- an individual receiving unnecessary vaccinations
- a general practice missing incentive payment for immunisation
- inaccurate statistics about the level of community protection against vaccine-preventable diseases.

1.4 What information is needed to record an immunisation?

Record	 Name, address and postcode Date of birth Medicare number (if available) Is Indigenous status recorded in patients details and on AIR? Vaccine names, dose numbers, batch numbers, provider number. Are they recorded accurately? Scan any relevant documents into your practice management software.
Ask	 About any changes to personal details. Has Medicare been notified of these changes? Does the individual identify as Aboriginal and Torres Strait Islander? Has Medicare been notified that they identify as Indigenous or their child identifies as Indigenous? Is Indigenous status recorded on AIR? To see any immunisation history documents that may help clarify their immunisation requirements.
Check	 AIR to view the individual's immunisation record Does the AIR record match the information held by the practice? Are there any immunisations that need to be added to AIR? If the individual identifies as Aboriginal and Torres Strait Islander have they received the recommended additional immunisations? Are there any medical conditions that would make them eligible for additional immunisations? Has a reminder been set for any scheduled immunisations?

1.5 What are some common recording errors and how to avoid them

It is important that all staff using software are aware of the steps required to record and transmit accurate information to AIR.

වි NOTE	The accuracy of an individual's record on AIR relies on the accurate recording of immunisation details in your practice software.
	Recording errors may lead to inappropriate or unnecessary vaccination.

• **Update your practice management software** when new upgrades or 'patches' are released by software providers. This will ensure any changes to the immunisation schedule are incorporated into your practice management software. If the billing software is a different product to the clinical software (e.g. Medical Director and PracSoft), ensure the two products are still linked after any upgrade.

- Confirm with patients that their details are up to date, e.g. address, postcode, Medicare number, Indigenous status.
- **Check the individual's record on AIR before vaccinating**. This is an opportunity to identify errors on their record and notify AIR, and to make sure the person is receiving the appropriate vaccines.
- Does the person have a Medicare number? **An immunisation record will not transmit electronically to AIR without a Medicare number**. Refer to *2.3.8 Individuals without a Medicare number* for advice.
- Never use free text to record a vaccine. Select correct antigens. If required, the vaccine name can be recorded in the 'comments' box.
- Check the correct vaccine name and dose number has been entered as errors can result in a child or adolescent being incorrectly assessed as overdue.
- For multivalent (combination) vaccines (e.g. Infanrix Hexa[®]) select 'combination' option as this will eliminate antigen errors.
- Immunisations always need to be linked to a Medicare provider number. Immunisation records will not electronically transmit to AIR without a Medicare provider number. If the vaccine is administered by a registered nurse, record this in the 'comments' box. If immunisation has been given by another immunisation provider, record as 'not given here' when entering history information.
- **Before saving** an immunisation encounter always **check that the actual date given is recorded accurately**. Some medical software may default to the date the vaccine was due.

1.6 Immunisation registers

1.6.1 Immunisation registers used in Queensland

There are two immunisation registers used to record immunisations given in Queensland:

AIR	VIVAS
• All immunisations given to children, adolescents and adults	• Only immunisations given to adolescents in the School Immunisation Program – dTpa, HPV, meningococcal
Only records vaccines administered since 1996AIR does not record Q fever vaccine	Note: These records are also transferred to AIR.
For information about Q Fever records – www.qfever.org/	

ि NOTE

Can your practice management software transmit immunisation records for individuals of all ages? Do you have the latest version of the software? Call the software provider to find out. A software update may need to be installed to allow all vaccines for all age groups to be reported to AIR.

1.6.2 How to access immunisation registers

Register	Access options
AIR	Note: Immunisation providers need to request access to AIR.
	GP providers, midwives and nurse practitioners Immunisation providers with a Medicare provider number have two options for accessing AIR through Health Professionals Online Services (HPOS). Refer to Appendix 1 for further information.
	For information about accessing AIR go to www.humanservices.gov.au/organisations/health-professionals/services/medicare/ australian-immunisation-register-health-professionals
	lf you require assistance, contact Medicare's Business Development Officers (BDOs) by telephoning 1800 700 199 or the AIR internet help desk on 1300 650 039.
	Non-GP providers refer to Appendix 1 for information about how to request access to AIR's secure site.
VIVAS	Not accessible by providers. Contact your local public health unit if a VIVAS history is required.

	All staff who are involved with giving and/or recording vaccinations should have access to AIR.
☑ TIP	 look up an immunisation history to make sure any vaccinations missed or overdue are given verify the immunisation status of a child avoid giving unnecessary vaccinations
	 identify and report any errors add missing records to an individual's record

1.7 What forms are used to report immunisation records?

	Name of form	Where to access
AIR	Immunisation medical exemption form (IM011.1807) (sample at Appendix 7)	www.humanservices.gov.au/organisations/ health-professionals/forms/imo11
	Immunisation history form (IM013.1807) (sample at Appendix 8)	www.humanservices.gov.au/organisations/ health-professionals/forms/imo13
	Immunisation encounter forms Header form (IMoo1) and Encounter form (IMoo2) 	www.humanservices.gov.au/organisations/ health-professionals/forms/imoo1 www.humanservices.gov.au/organisations/ health-professionals/forms/imoo2
	Application to register as a vaccination provider (IM004.1806) (refer to Appendix 1)	www.humanservices.gov.au/organisations/ health-professionals/forms/imoo4

P: NOTE AIR will return incorrectly completed forms to the provider who submitted them.

1.8 How does immunisation status affect family assistance payments?

Some parents are eligible for family assistance payments from the Australian Government if their child or adolescent is up-to-date for immunisation. If a child or adolescent is not up-to-date for immunisation then these payments may be suspended. Parents will receive notification from Centrelink if payments are affected.

For information about immunisation requirements and family assistance payments visit www.humanservices.gov.au/ individuals/enablers/immunisation-requirements/35396

If the child or adolescent's AIR record shows as up-to-date but the family has received a
letter from Centrelink:Advise the family to contact Centrelink and give their child's Medicare number or link their
Medicare account in their MyGov account. It is essential that Centrelink have a record of the
child's Medicare number, otherwise the child's immunisation status cannot be shared with
Centrelink.

1.8.1 Valid exemptions to immunisation

There are only two valid exemptions to immunisation:

- 1. Medical contraindication
- 2. Natural immunity to the following diseases:
 - hepatitis B
 - measles/mumps/rubella
 - varicella (chicken pox).

It is important to report medical exemptions to AIR otherwise a child or adolescent will be assessed as overdue for the relevant vaccines.

It is not necessary to report medical exemptions for any individual aged over 20 years.

For information about how to report medical exemptions, refer to Appendix 7 or 2.5.2 Natural immunity or 2.5.3 Medical contraindication.

Only eligible health professionals can report a medical exemption. They are GPs, paediatricians, public health physicians, infectious diseases physicians, clinical immunologists and practice registrars (on an approved placement).

1.8.2 Catch-up vaccines for individuals up to 20 years of age

Children up to 20 years must be either up-to-date or on a catch-up schedule that has been notified to AIR to receive immunisation-related family assistance payments.

Funded catch-up vaccines are available for children aged from 10 to 19 years.

Parents are notified by Centrelink if their child does not meet the immunisation requirements for family assistance payments.

For information about how to record catch up on AIR refer to Appendix 5 and/or 2.5.5.

1.8.3 Helping families understand their child's immunisation status and Centrelink

Centrelink sends letters to families advising them that their family assistance payments will be suspended as their child is considered overdue for immunisation. These letters are generated using the child's immunisation status as recorded on AIR.

- 1. If a parent queries a letter from Centrelink, the first step is to check the individual's immunisation record on AIR. Refer to Appendix 4 for guidance on interpreting a record on AIR.
- 2. After assessing the individual's record on AIR, the follow-up action may be to:
 - If necessary, offer the child or adolescent vaccinations to bring them up-to-date. A provider can notify AIR that a child or adolescent is on a catch-up schedule by using the secure email function on the AIR site (Appendix 3). This will allow family assistance payments to be made.
 - Notify AIR of missing information, i.e. vaccines not recorded. Use the AIR encounter screen (Appendix 5) or complete the AIR immunisation history form (Appendix 8).
 - Update or notify AIR to amend the child or adolescent's record, i.e. correct dose numbers or vaccine names (refer to 2.6). Email or telephone AIR to request amendments or corrections to a record (refer to Appendix 3).
 - If the child or adolescent has a medical contraindication or natural immunity, this also needs to be notified to AIR (refer to 2.5.2, 2.5.3 or Appendix 7).
 - The parent may need to report their child's or adolescent's Medicare number to Centrelink. This will enable Centrelink and AIR to link the record.

1.8.4 Obtaining an immunisation history statement from AIR – a how to guide

Refer to 3.1 for information about obtaining immunisation histories.

Providers can print a pdf version of an individual's AIR immunisation history statement directly from their on-screen AIR record. Refer to Appendix 4.

Appendix 10 provides a 'how to guide' that providers can give to anyone wanting to download a copy of their immunisation history statement directly from AIR

2. Reporting immunisations

2.1 How to access AIR?

Immunisation providers can access AIR's secure site to submit immunisation records, view immunisation histories, update provider contact details and request reports.

GP providers, midwives and nurse practitioners using their Medicare provider number have two options for accessing AIR through HPOS. Refer to Appendix 1 for further information.

Non-GP providers can also request access to AIR. Refer to Appendix 1 for further information.

For information about accessing AIR go to:

www.humanservices.gov.au/organisations/health-professionals/services/medicare/australian-immunisation-register-health-professionals

And/or

www.humanservices.gov.au/organisations/health-professionals/enablers/accessing-air-using-hpos

For assistance from Medicare, contact a Business Development Officer (BDO) by telephoning 1800 700 199 or the AIR internet help desk on 1300 650 039.

2.2. What methods are used to report immunisation records to AIR?

There are different methods to send or transfer immunisation records to AIR:

- 1. Accessing AIR and entering information into an individual's AIR record (online access to AIR)
- 2. Practice management software (electronically sends records to AIR)
- 3. AIR immunisation encounter form (post or fax to AIR)

D NOTE

All immunisation providers in Queensland can report directly to AIR using one of the above methods. VIVAS (Queensland Health's immunisation register) is no longer being used to collect immunisation records.

2.3. How to report immunisations for specific groups?

Table 1 provides information about how to report specific vaccines to AIR.

Table 1—How to report vaccines for specific groups to AIR

Immunisations for	AIR reporting method – choose either
 2.3.1 All individuals AIR will record all vaccines given to individuals of all ages. The exception is Q fever vaccine (refer to 2.4.5). Note: Refer to the online edition of <i>The Australian</i> <i>Immunisation Handbook</i> for up-to-date advice. 	 Electronic transmission using practice management software. OR The 'encounter screen' on AIR and enter vaccination details (Appendix 5 and 6).
 2.3.2 School Immunisation Program – missed vaccinations For immunisations missed in the School Immunisation Program. Prior to vaccinating, check the adolescent's immunisation history on AIR and with your local public health unit. 	 Electronic transmission using practice management software. OR The 'encounter screen' on AIR and enter vaccination details (Appendix 5 and 6).
 2.3.3 Refugees above 20 years of age Refugee and humanitarian entrants aged over 20 years can access funded catch-up vaccines. If the individual does not have a Medicare number refer to 2.3.8. If the individual has an overseas immunisation record refer to 2.3.6 or Appendix 8. 	 Electronic transmission using practice management software. OR The 'encounter screen' on AIR and enter vaccination details (Appendix 5 and 6).
 2.3.4 Premature infants (Gestation <32 weeks) Preterm infants should be vaccinated according to the recommended schedule at their chronological age. Note: Refer to the online edition of <i>The Australian Immunisation Handbook</i> for up-to-date advice on additional vaccines for preterm infants. 	 For infants not yet registered with Medicare: Use AIR immunisation encounter form (IMMoo1 and IMMoo2) (see section 1.8). Fax or post to AIR. OR For infants or children registered with Medicare and with an AIR record: Use the 'encounter screen' on AIR and enter vaccination details (Appendix 5). Record vaccination as 'given by another provider in Australia' if not the immunisation provider.
2.3.5 Rabies vaccine	 Electronic transmission using practice management software OR The 'encounter screen' on AIR and enter vaccination details (Appendix 5 and 6).
2.3.6 Individuals vaccinated overseas Note: Public health units may assist with catch-up schedules	 The 'encounter screen' on AIR and enter vaccination details (Appendix 8). OR The AIR immunisation history form (IM013.1807). Fax or post to AIR.

Immunisations for	AIR reporting method – choose either
2.3.7 Immunisations recorded in practice management software but not on AIR Where there is documentation of immunisations given elsewhere in Australia but not recorded on AIR, an immunisation provider can report this missing information as it ensures an individual's immunisation history on AIR is up-to-date.	 Electronic transmission using practice management software OR The 'encounter screen' on AIR and enter vaccination details (Appendix 5 and 6). OR Use AIR immunisation history form (IM013.1807). Fax or post to AIR.
2.3.8 Individuals without a Medicare number AIR will record immunisations for individuals who do not have a Medicare number.	Note: Immunisation records will not transmit electronically through practice software without a Medicare number. Use the 'encounter screen' on AIR and enter vaccination details (Appendix 5 and 6).
 2.3.9 Individuals with Department of Veteran's Affairs (DVA) number These individuals will have a Medicare number; however, they may not routinely use it. A Medicare number is required for any immunisations reported to AIR using practice software. It may be necessary for the individual to request their Medicare number from Medicare. 	 Electronic transmission using practice management software. Note: The individual's Medicare number is required; do not use their DVA number, as this will not transmit to AIR. OR The 'encounter screen' on AIR and enter vaccination details.
 2.3.10 Individuals who are not Australian citizens or residents AIR will record these immunisations. Refer to 2.3.8 if these individuals do not have a Medicare number. 	Note: Immunisation records will not transmit electronically without a Medicare number. Use the 'encounter screen' on AIR and enter vaccination details (Appendix 5 and 6).
 2.3.11 Revaccination of oncology patients Note: Refer to the online edition of <i>The Australian</i> <i>Immunisation Handbook</i> for advice on vaccines for oncology patients. Revaccination for individuals under 19 years will be funded as per recommendations from the oncology clinic. Note: Check the record on AIR as dose numbers may need to be amended. 	 Electronic transmission using practice management software. OR The 'encounter screen' on AIR and enter vaccination details (Appendix 5 and 6).
 2.3.12 Diphtheria/tetanus/pertussis vaccination for pregnant women Recommended for all women in the third trimester of pregnancy (preferably between 28 and 32 weeks). The Queensland Health consent form for whooping cough vaccine for pregnant women is no longer required. 	 Electronic transmission using practice management software. OR The 'encounter screen' on AIR and enter vaccination details (Appendix 5 and 6).

2.4 How to report dose numbers for specific vaccines

Table 2—How to report dose numbers for specific vaccines

Information about	AIR reporting method. choose either	
 2.4.1 Haemophilus influenzae type B (Hib) vaccine Act-HIB[®] given to children aged 18 months – Record as dose 4 if child immunised according to National Immunisation Program schedule. From 1 July 2018, Menitorix[®] (meningococcal C/Hib vaccine) is no longer funded on the National Immunisation Program schedule. 	 Electronic transmission using practice management software. OR The 'encounter screen' on AIR and enter vaccination details (Appendix 5 and 6). Note: Notify AIR by email or telephone if dose numbers need to be amended. 	
 2.4.2 Hepatitis B birth dose Birth to seven days of age; usually administered in hospital. Record as birth dose. It is important to record any vaccinations given at birth in a child's personal health record book (also known as 'the red book'). Note: Infants may not have an AIR record due to the time required to process Medicare registration. 	 For infants not yet registered with Medicare: Use AIR immunisation encounter form (IMMoo1 and IMMoo2) (see section 1.8). Fax or post to AIR. OR For infants or children registered with Medicare and with an AIR record: Use the 'encounter screen' on AIR and enter vaccination details (Appendix 5). Record vaccination as 'given by another provider in Australia' if not the immunisation provider. 	
 2.4.3 Hepatitis B A child <10 years who has received three doses is considered up-to- date for hepatitis B immunisation if they received a birth dose and there is a minimum interval of four months between the first dose (may or may not be the birth dose) and the third dose. For example: a. Dose 1 (or birth dose) b. Dose 2 (minimum interval between dose 1 and 2 is one month) c. Dose 3 – given after four months of age Note: i. For number of doses required for children and adolescents ≥10 years refer to online version of <i>The Australian Immunisation Handbook</i>. ii. The above dose numbering sequence does not apply to a child who is immunised according to the National Immunisation Program schedule, i.e. vaccinated using Infanrix Hexa™ at 2 (dose 1), 4 (dose 2) and 6 (dose 3) months of age. 	 Electronic transmission using practice management software OR The 'encounter screen' on AIR and enter vaccination details (Appendix 5). OR Use AIR immunisation history form (IM013.1807). Fax or post to AIR. Note: Notify AIR by email or telephone if dose numbers need to be amended. This will ensure a child or adolescent is not flagged as 'overdue'. 	
 2.4.4 Measles/mumps/rubella and varicella vaccine (MMRV) Priorix Tetra™ or ProQuad™ For children under four years of age this should be recorded as dose 2 if child immunised according to National Immunisation Program schedule. 	 Electronic transmission using practice management software. OR The 'encounter screen' on AIR and enter vaccination details (Appendix 5). Note: Notify AIR by email or telephone if dose numbers need to be amended. 	
2.4.5 Q Fever vaccine The Q Fever Register is used to record Q Fever immunisations. For information go to www.gfever.org/	AIR does not record Q Fever immunisation	

2.5 How to report other immunisation-related information

Table 3 – How to report other immunisation related information

Information about	AIR reporting method
 2.5.1 Aboriginal and Torres Strait Islander status It is recommended that ALL patients are asked 'Are you of Aboriginal and Torres Strait Islander origin?' You should not rely on appearance; all patients should be given the opportunity to identify. Aboriginal and Torres Strait Islander people require additional vaccines. Refer to the current immunisation schedule for additional vaccines for Indigenous people. 	Indigenous status will be recorded on AIR if the parent or individual notifies Medicare. OR Record on the 'encounter screen' on AIR's secure site and enter details (see image below). Refer to Appendix 5. Indigenous Status Or Indigenous Or Indigenous Status Or Indigenous Or Indigenous Status Or Indigenous Status Or Indigenous Or Indigenous Status Or Indigenous Or I
 2.5.2 Natural immunity AIR will record natural immunity for varicella (chickenpox), measles, mumps and rubella and hepatitis B. Serology may not be required. Refer to the online edition of <i>The Australian Immunisation Handbook</i> for information and recommendations about serological testing. Note: Only GPs, paediatricians, infectious disease specialists, public health physicians and clinical immunologists are authorised to report natural immunity. 	 The 'encounter screen' on AIR's secure site and enter details. (Refer to Appendix 5) OR Use an AIR immunisation medical exemption form (IM011.1807) (refer to Appendix 7), completed and signed by authorised providers. Email, fax or post to AIR. Retain a copy for your own records in the event the information is not recorded on AIR.
 2.5.3 Medical contraindication Refer to the online edition of <i>The Australian Immunisation Handbook</i> for information on valid reasons for medical contraindication. Note: Only GPs, paediatricians, infectious disease specialists, public health physicians and clinical immunologists are authorised to report medical contraindications. 	 The 'encounter screen' on AIR's secure site and enter details. (Refer to Appendix 5) OR Use an AIR immunisation medical exemption form (IM013.1807) (refer to Appendix 7) completed and signed by authorised providers. Email, fax or post to AIR. Retain a copy for your own records in the event the form is not recorded on AIR.
2.5.4 Deceased person	 Notify AIR using the email function on the secure site. (Refer to Appendix 3) OR Submit in writing using practice letterhead, include personal details and signed by an authorised provider. Email, fax or post to AIR.

Information about	AIR reporting method
 2.5.5 Children and adolescents up to 20 years of age on a catch-up schedule Note: Refer to the online edition of <i>The Australian Immunisation Handbook</i> for advice on working out catch-up. Public health units may assist with catch-up schedules 	 Use the 'planned catch-up' tick box on the 'encounter screen' on AIR (refer to Appendix 5) OR Notify AIR using the email function on the AIR site. (Refer to Appendix 3) OR Use the AIR immunisation history form (IMo13.1807) (refer to Appendix 8) to notify AIR that the child is on a catch-up program. Mark the section for 'Planned catch-up for overdue vaccines'. Email, fax or post to AIR. Note: A catch-up must be completed within six months and can only be recorded once on a child or adolescent's immunisation history on AIR. If catch-up is not completed within six months, family assistance payments could be affected.
 2.5.6 Child or adolescent who has moved overseas or where their address on AIR is not accurate Notifying AIR that a child has moved overseas will suspend the child's record. Their record will be reactivated if a provider reports an immunisation for the individual or notifies AIR that the individual has returned from overseas. 	 Notify AIR using the email function on the secure site. (Refer to Appendix 3) OR If a provider has received 'return to sender' mail after using an individual's Medicare address, the 'return mail indicator' can be selected on their AIR record on the secure site (see below). Update Individual Indigenous Status recorded on the AIR will not be updated if no selection is made. Non-indigenous Non-indigenous
2.5.7 Adverse event following immunisation (AEFI)	Notify Queensland Health of an adverse event by completing the Adverse Event Following Immunisation Reporting form at www.health.qld.gov.au/publications/ clinical-practice/guidelines-procedures/aefi-reporting- form.pdf Email to CDIS-NOCS-Support@health.qld.gov.au or fax to 07 3328 9434

2.6 How to amend or correct an immunisation record on AIR?

Table 4-How to amend or correct information on AIR

How to:	AIR reporting method
2.6.1 Amend Medicare related details Any amendments to details such as individual's name, address or date of birth must be notified to Medicare by the individual (or parent of the child).	 The parent (for children under 14 years) or individual can either: 1. Telephone Medicare on 132 011 2. Use Medicare online via myGov 3. Download and use the Express Plus Medicare mobile app.
 2.6.2 Amend or correct an immunisation record reported by another provider To make amendments or corrections to an immunisation record, for example, change a vaccine name or dose number. 	 Email through AIR's secure site to report amended vaccination details (refer to Appendix 3). Provide individual's full name, date of birth and Medicare number. Note: If Centrelink payments or childcare enrolments are affected telephone AIR on 1800 653 809 and report amended vaccination details. Note: Check the individual's record on AIR no less than 24 hours later to ensure the amendment has been made.
2.6.3 Amend or correct an immunisation record where the vaccination was reported by the same provider	 Access the individual's record on the AIR encounter screen and amend (refer to Appendix 5 or 6). OR Email through AIR's secure site to report amended vaccination details (refer to Appendix 3). Provide individual's full name, date of birth and Medicare number. Note: If Centrelink payments or childcare enrolments are affected telephone AIR on 1800 653 809 and report amended immunisation details.

3. Checking immunisation records

3.1 Where to find immunisation records?

3.1.1 If you are an immunisation provider

Child personal health record (PHR) (In Queensland it is commonly referred to as the 'red book'.)	 Parents of newborns are provided with a PHR prior to discharge from hospital. The PHR includes a section to record immunisations. Parents should be encouraged to bring the PHR to each immunisation appointment.
AIR	 Immunisation providers can access AIR to view a person's immunisation record. Refer to Appendix 1 for information about how to access AIR. An immunisation provider can print a history statement from AIR if required.
Public health unit	 Public health units may provide immunisation histories upon request, e.g. vaccinations given in the School Immunisation Program. Staff at public health units are not able to give immunisation histories to members of the public.

3.1.2 If a parent or individual requests their immunisation record

Child personal health record (PHR)	• Parents are provided with a PHR (in Queensland commonly referred to as 'the red book') for their baby prior to discharge from hospital.
	• The PHR includes a section to record immunisations.
	 Parents should be encouraged to bring the PHR to each appointment to make sure the immunisation record can be kept up-to-date.
Medicare/AIR (Appendix 10 has a how to guide for individuals wishing to access their AIR immunisation history statement)	• Parents of children aged less than 14 years can obtain a copy of their child's AIR immunisation history statement, through their myGov account.
	• Individuals aged above 14 years need to create their own myGov account and link their Medicare record to obtain an AIR immunisation history statement.
	• Telephone AIR on 1800 653 809 to request an immunisation history statement. Allow up to three weeks for the statement to arrive.

₽ NOTE

Can a public health unit give an immunisation history directly to a member of the public? No. Public health units can only give immunisation histories to an immunisation provider.

3.2 Not sure immunisation records are transmitting to AIR?

3.2.1 Check your practice management software

Immunisation providers may use practice management software to manage their clinical and billing records. Each software package records patient details and medical information using its own specific format. Immunisation providers are advised to **consult their software provider for training and assistance** with technical issues.

To help **troubleshoot electronic data transmission problems**, consider the following questions or check with the software provider:

- Can the software electronically transmit immunisation records for all individuals (children and adults) to AIR?
- Practice management software packages should have the functionality to report to AIR. Go to www.humanservices. gov.au/health-professionals/services/medicare/vendors-offering-medicare-online-claiming to check.
- Does the reporting functionality need to be linked? This may be necessary if different software packages are being used to manage clinical information and billing requirements.
- Is the software transmitting immunisation records for individuals of all ages? If not, has an update or 'patch' been released by your software vendor and has it been installed?
- If your software provider has not released an update to allow reporting for vaccines given to adolescents and adults, contact them to request an update.

Refer to 1.1 for contact details for medical software vendors.

3.2.2 Check for error messages when records are transmitted using practice management software

Missing information and data entry errors can block the transmission of records to AIR. These errors will need to be fixed before a record can be transmitted to AIR.

Common issues that may affect the transmission of immunisation records:

- **missing Medicare numbers**. Refer to sections 2.3.8 and 2.3.9 for information on reporting immunisations for individuals without a Medicare number, including individuals using Department of Veteran's Affairs (DVA) numbers
- **incorrect Medicare provider number** (the Medicare provider number should be reported without any additional numbers/letters as AIR will only recognise a Medicare provider number in a certain format)
- incorrect dose numbers
- missing postcode in individual's address
- postal addresses using **post office (PO) box numbers**.

ΤΙΡ	• Is there any missing patient information, such as Medicare numbers or postcodes?
	• Are there any incorrect dose numbers or vaccine names that need to be amended?

3.3 How to check if immunisation records have been transmitted to AIR?

✓ TIP Use AIR's secure site to check an individual's immunisation history. Checking an individual's history is an important step prior to any vaccination. Reviewing their history will ensure an individual is vaccinated appropriately. Refer to Appendix 1 about how to access AIR.

There are several methods for checking or reconciling the immunisation records held by a provider with those on AIR. These checks can reduce the number of queries from parents about their child's immunisation history; ensure the practice receives the correct immunisation-related practice incentive payments; and can identify problems with practice management software that can potentially block transmission.

3.3.1 Checking on AIR

- Access AIR to view an individual's immunisation history and check if immunisations have been recorded. Refer to Appendix 1 for details on how to access.
- Immunisation providers can request reports from AIR which give a list of individuals' due and/or overdue for immunisations for their practice or for individual providers. Refer to Appendix 9 for more details.

3.3.2 Using AIR reports

- Immunisation providers can request a range of reports from AIR.
- A list of reports can be found at www.humanservices.gov.au/organisations/health-professionals/enablers/reportsavailable-from-air-site
- AlRo10A Due/Overdue report practice report identifies individuals who are considered due or overdue for one or more National Immunisation Program immunisations (by antigen) and are linked to the practice (must be a Practice Incentive Program [PIP] registered practice).
- **AIR021A Due/Overdue report by Medicare GP** identifies individuals who are due or overdue for one or more NIP immunisations (by antigen) at all locations where the GP practices.
- Reports are requested from the 'reports menu' on AIR and are available for download approximately 15–30 minutes after the request is submitted.
- Use the list to check against practice records and identify any discrepancies or errors. Notify AIR of any amendments. Refer to Appendix 3.
- Refer to Appendix 9. Contact AIR's internet help desk on 1300 650 039 for assistance with requesting reports.

3.4 How to follow up children who are overdue for immunisation?

3.4.1 Reminders using practice management software

• Check with software provider about how to set up a reminder system

☑ TIP

Use the reminder system in the practice management software to help keep track of scheduled immunisations. Set the reminder at each immunisation encounter to make sure prompts are made for future immunisation appointments.

- **Proactively send reminders** by searching through the medical records (in your practice management software) for a particular date of birth range, for example, children aged four years old.
- Once a list is created, **review the records for immunisation status** to check for an individual's overdue for scheduled immunisations. For example, four-year-old children should receive their fourth dose of scheduled vaccines, however they may have not returned for a follow-up since their last immunisation at 18 months of age. A reminder will be important to prompt their parents that immunisations are required at this age point.
- If any patients have missed an immunisation, **call or send a reminder letter**.

3.4.2 Using AIR reports

Immunisation providers can request the following reports from AIR. These reports identify individuals who are either due or overdue for one or more NIP immunisations (by antigen). To request these reports, an immunisation provider will need to have access to AIR. The reports are requested and are usually available for download approximately 15 to 30 minutes after the request is submitted.

Refer to Appendix 9 or contact AIR's internet help desk on 1300 650 039 for assistance with accessing these reports.

AIR010A – AIR Due/Overdue practice report:

- Only available to Medicare providers who are registered with Practice Incentives Program (PIP)
- Lists individuals seen by the requesting practice who are identified as either due or overdue for one or more NIP immunisations (by antigen).
- Medicare Benefits Schedule (MBS) item numbers are used to link an individual to a practice for the purposes of this report.
- Available electronically and can be requested once, monthly or quarterly.

AIR021A – Due/Overdue report by Medicare GP:

- Lists individuals seen by the requesting Medicare GP who are identified as either due or overdue for one or more NIP immunisations (by antigen) and based on MBS services provided by the practitioner.
- Information from Medicare and AIR is used to determine if an individual is included on a GP's report. Individuals who visited the GP in the last 12 months are included if their immunisation history meets the report request parameters.
- Available electronically and can be requested once, monthly or quarterly

3.4.3 Queensland Health overdue reminder notice

- Does your local public health unit send reminder notices? What information does the local public health unit require?
- Contact the public health nurse or immunisation data officer at the local public health unit to ask about reminder notices.
- The overdue reminder notices are sent to immunisation providers every eight weeks.
- Check the reminders against your medical records.
- Has there been an increase in the number of reminder notices received? If so, this could indicate a problem with records being transmitted to AIR.
- **Do you need to report any new or missing data?** Look up a child's record on AIR and update AIR where necessary. Refer to Appendix 5.
- Follow-up with parents of children overdue for immunisation.

4. Appendices

Appendix 1—How to request access to AIR

Prefer to watch a video on this topic?

Visit Queensland Health's website at www.health.qld.gov.au/usingAIR

The method for accessing AIR depends on the immunisation provider type as explained below.

For assistance with accessing AIR, telephone the AIR internet help desk on 1300 650 039.

GPs, midwives and nurse practitioners with a Medicare provider number

GPs, midwives and nurse practitioners with a Medicare provider number are automatically recognised as immunisation providers with AIR and are authorised to submit or obtain immunisation data from AIR.

Immunisation providers with a Medicare provider number are encouraged to use PRODA (Provider Online Digital Access) to access AIR. For information about PRODA, visit www.humanservices.gov.au/organisations/health-professionals/ services/medicare/proda

Point GPs can choose to delegate access to PRODA, however, delegated access does not give access to AIR.

GPs, midwives and nurse practitioners without a PRODA account

Those immunisation providers with a Medicare provider number but without a PRODA account can request access to AIR though AIR's 'online request form' (Figure 2).

- Go to www1.medicareaustralia.gov.au/ssl/acirCIRGRACC and complete the details online.
- Select 'Yes' for email notification.
- Click on 'Request Access'.
- A notification letter will be posted to the address registered with AIR. The letter will contain details about accessing AIR's secure site.

☑ TIP

Keep your AIR access details and password secure. You will be asked to change the password at initial logon. **Every six months the password will need to be changed to maintain security** (there will be a reminder on AIR's secure site when this is required).

nain menu	You are here: Home .» Australian Immunisation Register - Request Acc	Dess			
Introduction to Health Professional Online Services	Request Access				
Approved Pathology Collection Centre Services	Filling the form out below:	ay request access to the Aik secure site.			
Forms	Provider/Registration Number				
User Guides	 Public Sector Providers - enter your number allocated Madiana annual matrixiana anter your full annual 	for use with the AIR			
FAQs	reducare general practitioners - enter your full provider number of Preseword	number of your principal practice.			
Education	 retain for use when initially accessing the AIR secure 	site			
Administrative Position Statements	 for security purposes you will be asked to change you Empit Address and East Number 	r password after initial logon and every six mo	inths there after.		
Contact us	Cmail Address and has runnber o may be used by Department of Human Services to provide you with information or assistance in relation to the AIR and Feedback Reporting Facility Internet sites o with the relates of new other name				
	Autor validation o an authentication file name will be posted to your current	ent mailing address (recorded on the AIR).			
	• ver validation • an authentication file name will be posted to your curre Call the AIR Internet Helpdesk on 1300 650 039 if you need further a Provides/ReviewTration Number	ent mailing address (recorded on the AIR). assistance.			
	A control of adduction of the name will be posted to your cum o an addhentication file name will be posted to your cum Call the AIR Internet Helpdesk on 1300 650 039 if you need further a Provider/Registration Number Passessord	ent mailing address (recorded on the AIR). assistance.	Paramon must consist of 8 alabahumanis character		
	* in authentication file name will be posted to your cum Call the ARR Internet Helpdesk on 1000 650 039 if you need further a Provider/Registration Number Password Victitie Demund	ent mailing address (recorded on the AIR). assistance.	Password must consist of 8 alpha/numeric characters		
	Set valuation or an authentication file name will be posted to your cum Call the ARI Internet Helpdex on 1200 650 029 if you need further a Provider/Registration Number Password Verify Password Email Address	ent mailing address (recorded on the AIR). assistance.	Passood must consist of 8 alpha/numeric characters		
	an addresization file name will be parted by our care Call the ARI Internet Helpforsk on 1300 650 039 if you need further . Provides/Registration Number Password Verity Password Email Address Fact Number	ent mailing address (recorded on the AIR). assistance.	Password must consist of 8 alpha/numeric characters number		
	an addretication file name will be posted to your cam Call the Alternet Helpdask on 1000 650 020 if your need further a Provider/Registration Number Password Verify Password Email Address Fax Number Email Rolfication	ent mailing address (recorded on the AR). assistance.	Password must consist of 8 alpha/humeric characters Password must consist of 8 alpha/humeric characters number number e when my reports have been produced		
	An automatication file name will be posted to your can Call the AR Internet Helpdack on 1000 650 039 if you need further a Provider/Registration Number Password Verity Password Email Address Fast Number Email Notification	ent maling address (recorded on the AIR). assistance.	Passerved must consist of 8 alpha/numeric characters Passerved must consist of 8 alpha/numeric characters number within my reports have been produced sets]		

Immunisation providers without a Medicare number

Other non-GP immunisation providers, e.g. Queensland Health facilities can apply to become a recognised immunisation provider with AIR and then request access.

- 1. Complete the 'Application to register as a vaccination provider' (IMoo4.1806) form which can be downloaded at www. humanservices.gov.au/organisations/health-professionals/forms/imoo4
- 2. Under 'Provider type', select the type which best describes your provider type (Figure 3).
- 3. Email the completed form to Queensland Health's Immunisation Program at QHIP-ADMIN@health.qld.gov.au. The Immunisation Program will forward your application to AIR for processing. AIR will then notify you regarding your unique registration number

Appendix 2—How to log into AIR

Prefer to watch a video on this topic?

Visit Queensland Health's website at www.health.qld.gov.au/usingAIR

AIR is accessed through Health Professionals Online Services (HPOS).

Immunisation providers using PRODA

- For providers using PRODA to access HPOS for the first time, you will need to re-establish your delegations and favourites. GP practices who participate in the Practice Incentives Program (PIP) or the Practice Nurse Incentive Program (PNIP) are required to notify the Australian Government Department of Human Services of their PRODA RA number. Contact the Incentives Programs team on 1800 222 032, fax 1300 587 696 or email pip@humanservices.gov.au or pnip@humanservices.gov.au.
- 2. Select Health Professionals Online Services (HPOS) in the **'My linked services'** window and then click on **'My programs'** (Figure 1).

Figure 1

3. A range of 'tiles' will appear, click on Australian Immunisation Register (highlighted in red) (Figure 2).

T > My programs					
My program	is 🔶	_			
	Australian Immunisation Register (AIR)	Centrelink Forms	Department of Veterans' Affairs (DVA)	IVF/GIFT Program	
	National Bowel Cancer Screening Program (NBCSP)	PBS Authorities	Practice Incentives Program (PIP)	Practice Nurse Incentive Program (PNIP)	
	Prescription Shopping Patient Summary reports	Rural Incentive Programs	Telehealth	Therapeutic Goods Administration (TGA) Recall/Hazard Alerts	
	My program	My programs Autoralian immunication Register (Alls) Autoral Bowel Cancer Screening Program (NBCSP) Prescription Shopping Patient Summary reports	My programs Autoralia firmunication Centrelink rorms Register (AB) Prescription Shopping Prescription Shopping Rural Incentive Programs	My programs Any programs Prescription Shopping Patient Summary reports Rural Incentive Programs Telehealth	My programs Australian immunisation resister (AIR) Centrelink forms Department of Vesterance Affairs (DNA) DM*CuIT Program National Bowet Cancer Sociening Program (NBCSP) PUS Authorities Practice Incentives Program Practice Nurse Incentive Program (NBCSP) Prescription Shopping Publicit Summary reports Rural Incentive Programs Telehealth Therapeutic Goods RecalifyLizard Aerts

4. The next screen will show the AIR main menu page (Figure 3).

Health Pro	ofessional	
Main menu Australian immunisation Register Reports Menu Identify Individual Payment Statements Menu Provider Menu Lockup Terms and Conditions Privacy and Security Secure Email(No new mail)	You are here: <u>Home</u> * Australian Immunisation Register: EAR Dation Mean The menu provideo access to the following: • <u>Records Mann</u> lists the reports available for you to produce. This includes a variety of statistical and detailed reports. • <u>Clamis Manny</u> allows you to display the immunisation history for an individual. • <u>Mentify Individual</u> allows you to display the immunisation history for an individual. • <u>Provider Menu allows you to display the immunisation history for an individual</u> . • <u>Provider Menu allows you to amend your Internet contact details</u> .	

Figure 3

Immunisation providers not using PRODA

Po NOTE Ensure you have your AIR access details and password available.

- Go to www.humanservices.gov.au/organisations/health-professionals/services/medicare/hpos, click on 'log on' (Figure 4).
- 2. Scroll down the page and click on **'AIR logon only'** (Figure 4).

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Is your access to AIR blocked?
If you enter the wrong username or password more than three times your access will be revoked.
If you do not use the secure site for more than three months, your password will expire.
For assistance with accessing AIR telephone AIR's internet help desk on 1300 650 039.

- 3. At the 'Logon' screen (Figure 5) select 'Browse' to insert and send access details.
- 4. A pop-up box (Figure 5) will appear requesting a username and password. Enter these details.
- 5. Select **'OK'**.

	MENU Conline Servic	
	Main menu	You are here: Home - Authentication Filename
	Introduction to Health Professional Online Services	Logon
	Approved Pathology Collection Centre Services	Please click on the 'Browse' button to locate your authentication file and press the 'Send Authentication File' button. If you have not already downloaded your authentication file, please <u>click here</u> .
	Forms	Toron
	User Guides	
	FAQs	Authentication Filename Browse No file selected.
	Education	Send Authentication File
	Administrative Position Statements	
	Contact us	The Department of Human Services Internet facility has been established for the use of authorised users only. An authorised user is deemed to be
entication	Required	Agreement.
?	A username and passwo says: "HIC-16/02/2017-1	rd are being requested by https://www1.medicareaustralia.gov.au. The site 2:37:17" is advised that if it reveals evidence of
er Name:		
accurate		
assw010:		
		OK Cancel

☑ТІР	 Make the AIR logon screen a 'favourite' in your web browser for quick access. For security purposes, after approximately 15 minutes of inactivity access to AIR will enclose the internet browser before attempting to log back in.
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Appendix 3—How to use AIR's secure email

Prefer to watch a video on this topic?

Visit Queensland Health's website at www.health.qld.gov.au/usingAIR

The secure email on AIR can be used to:

- request amendments to records or query records
- notify AIR is a child or adolescent is on catch-up
- notify AIR if an individual has moved overseas or interstate

It is important to provide the individual's full name, Medicare number and date of birth when querying a record. New immunisation records cannot be sent to AIR using the secure email.

1. On the left side of the AIR screen, click on the **'Secure Email'** (Figure 1). This will display your email history. Clicking on any of the icons (pictured below) will display further detail.

Main menu	You are here: Home » Australian Immunisation Register	
Australian Immunisation Register	Inbox	
lain Menu	From the Inbox you may read, file, delete and reply to a message by selecting the message and clicking on the appropriate action buttor	n.
All mail		
nbox		
Sent mail	All mail Inbox Sent mail Filed mail Recycled New email	
iled mail	From Date Subject	Status
tecycled		Status
lew message	20.11.2010	New
.ockup	AINTELF 23.11.2010	Marri
Privacy and Security		
Secure Email(No new mail)	Select/Unselect all	
	Read Mail File Mail Delete Mail	
	Link to Page:	
-	1	
	<i>a</i>	
	1 Any messages relating to the mail process will appear below	

2. To open a new email text box, click on the **'New email'** icon or alternatively, click on the **'New message'** on the left side of the screen (Figure 1).

3. Type your message in the text box (Figure 2) and click **'Send'**.

ain menu	You are here: Home » Australian Immunisatio	n Register	
stralian Immunisation Register	New message		
in Menu	New marsage		
mail	New message		
xoo	To:	AIRHELP	
nt mail	From:		
ed mail	Subject:		
cycled	Message Text:		
w message			
ckup			
wacy and Security			
cure Email(No new mail)			
		Send Cancel	
	Any messages relating to the	processing of your request will appear below	

- 4. Click on 'Main Menu' on left side of screen to return to main screen.
- 5. When the request is actioned by AIR a response will be sent by AIRHELP. The status column (highlighted in red in Figure 3) identifies new emails in red text.

ustralian Immunisation Register	Inhau				
ain Menu	INDOX	and fire defeats and		to the the second station of the	
Il mail	From the indox you may r	ead, nie, delete an	id reply to a message by s	electing the message and clicking on the	appropriate action button.
ah man	- Carl -		— 		
ibox			4 3		
ient mail	All mail Inbox	Sent mail	Filed mail Recycled	New email	
iled mail	From	Date	Subject		Status
tecycled	AIRHELP	02.02.2017			New
ew message	AIRHELP	01 02 2017			New
ockup	AIRHELP	01.02.2017			New
rivacy and Security		01 02 2017			New
Secure Email(No new mail)	AIRHELP	01.02.2017			New
		01.02.2017			Naw
		01.02.2017			New
_		31 01 2017			New
		31.01.2017			New
		31.01.2017			New
		31.01.2017			New
		31.01.2017			New
	AIRHELP	31.01.2017			New
	AIRHELP	31.01.2017			Read
	AIRHELP	30.01.2017			Read

Figure 3

6. Click on 'AIRHELP' to open the email response from AIR (Figure 4).

From:	AIRHELP
Subject:	Re:
	Thank you for your e-mail. We have amended the records as per your request.
Reply	

Figure 4

7. To confirm the amendment has been made, check the individual's record on AIR after receipt of the email.

Appendix 4—How to find and interpret immunisation records on AIR

Prefer to watch a video on this topic?

Visit Queensland Health's website at www.health.qld.gov.au/usingAIR

- 1. Refer to Appendix 2 for how to log into AIR.
- 2. After logging into AIR, the 'AIR Main Menu' screen will open. Select 'Identify Individual' (Figure 1).

Australian Immunisation Register Reports Menu Claims Menu Identify Individual Payment Statements Menu Provider Menu Lockup Terms and Conditions Privacy and Security Secure Email/ <i>No new mell</i>	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.
---	---

Figure 1

3. The 'Identify Individual' screen (Figure 2) will appear.

Australian Immuni	sation Register	
Claims	Identify Individual	
Identify Individual	Medicare Number	
Identify Individual	IRN	
Individual Details	Surname	
Record Encounter	First Name	
Update Encounter	Date of Birth	dd/mm/yyyy
Payment Statements	Postcode	
Provider		
Reports		Search Clear
Secure Email		
Lockup		

Figure 2

- 4. To locate a record, the following information is required:
 - surname and first name
 - date of birth this must be entered in the format dd/mm/yyyy
 - Medicare number (optional but will improve the accuracy of search results).
- 5. Insert the individual's details and click on 'Search'.

6. If the individual has a record on AIR, their details will appear (Figure 3).

Ilaims	JADE CITIZEN (DOB: 02 Mar 2017) Address 100 QUEEN ST. BRISBANE 4000	
Identify Individual	Current Indigenous Status Indigenous status recorded	
Identify Individual	() If any of the personal details that appear for this individual are incorrect, please request that the appropriate perso contacts the Department of Human Services on 132 011.	n
Individual Details	1 Natural Immunity	
Record Encounter	Lindate Individual	
Update Encounter		
Payment Statements	Return Mail Indicator	
Provider	Street 1	
Reports	Street 2	
Secure Email	Suburb	

7. If a record cannot be found or if there are matching records on AIR a message stating 'individual not found' will appear on the screen (Figure 4). A search on AIR will only return one record at a time. For example, if a search is conducted for 'John Smith' with limited identifying details, no result will be produced as AIR will not provide a list of all 'John Smith's' listed on the register.

Claims Individual not found. Please check keying, correct any details, or include extra button to perform a new search, or record an encounter by selecting the Reco	a details and select the Search again ord Encounter button.
Identify Individual Identify Individual	

 Once you have located the individual's record, scrolling down the screen and clicking on the arrows on the right side (highlighted in orange) will expand different sections. Figure 5 shows 'Due Details' (highlighted in red), the 'Due Date' (highlighted in yellow) is important as this will indicate what antigens the individual is considered overdue or due for.

Note: The due details are based on the individual's immunisation history – if there are errors or missing records in the individual's immunisation history then the due details may not be accurate. Follow-up with the child's parents, review patient records or clarify the record with AIR.

Disease	Dose	Due Date 🔶
epatitis B	1	01 Oct 2017
leasles	1	31 Jul 2018
leningococcal ACWY	1	51 jui 2010
lumps	1	
ubella	1	
iphtheria	4	31 Jan 2019
IB Schedule A	4	
ertussis	4	
etanus	4	
aricella	1	
oliomyelitis	4	31 Jul 2021

- 9. The individual's **'Immunisation History'** can also be viewed on the encounter screen by clicking on the down arrow (highlighted in orange) and scroll down (Figure 5).
- 10. Figure 6 shows details of the immunisation history as shown on screen. The **'status'** column indicates if the record has been accepted as a valid dose. In the example shown, the Prevenar 13[®] given on 28/05/2018 has not been accepted indicated by the 'partially processed' status (highlighted in yellow). It has been reported as dose 1 instead of dose 3. By holding the cursor over the number in the **'reason code'** column the explanation will be displayed, as shown by 'duplicate antigen dose'. Dose 1 Prevenar 13[®] was previously reported on 16/11/2017 and therefore AIR is not able to accept the same vaccine with the same dose number. Until this error is fixed this child will be considered overdue for dose 3 Prevenar 13[®]. A provider can request AIR amend the dose number to 3. **Refer to Appendix 5 for advice on amending errors.**

Immunisatio	on History		Immunisation H	listory Statement
Date 🔺	Vaccine/Brand *	Dose	Status 🔺	Reason Code 🔺
6 Nov 2017	Infanrix Hexa	1	Accepted	
6 Nov 2017	Prevenar 13	1	Accepted	
6 Nov 2017	Rotarix	1	Accepted	
8 Mar 2018	Infanrix Hexa	2	Accepted	
8 Mar 2018	Prevenar 13	2	Accepted	
8 May 2018	Infanrix Hexa	3	Acc Duplicate anti	gen dose
8 May 2018	Prevenar 13	1	Partially processed	103

11. To view an immunisation history which extends over multiple 'pages' the options are to either to view one page at time by clicking the **'page number'** (highlighted in orange) or click on the numbers on the right side of the screen (indicated with red arrow) (figure 7). This option is preferable as it expands the full history rather than showing one page at time.

12. Click on the **'Immunisation History Statement'** button (highlighted with a orange arrow) (Figure 6) to open a printfriendly (in pdf format) immunisation history statement (Figure 8).

 Immunisation records that are not 'accepted' in the status column on an individual's AIR on-screen record will not appear on their immunisation history statement.

		Depr	artment of Human Services
As at: For:		Immunisation history statement	
Date of birt Immunisati	h: on status: up	to date	
Schedule	Date given	Immunisation	Brand name given
Birth	24 Mar 2018	Hepatitis B	H-B-Vax II
2 months	08 May 2018	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio Pneumococcal Rotavirus	Infanrix Hexa Prevenar 13 Rotarix
Next immu	nisation/s due		Date Due
Hib Polio Hepatitis B Pneumococc Rotavirus Measles Mu Meningococ Varicella Notice/s	cal mps Rubella cal ACWY		24 Jul 2018 24 Jul 2018 24 Jul 2018 24 Jul 2018 24 Jul 2018 24 Jul 2018 24 Mar 2019 24 Mar 2019 24 Sep 2019
		Page 1 of 2	

Figure 8

Appendix 5—How to record an immunisation encounter for individuals under 20 years

Prefer to watch a video on this topic?

Visit Queensland Health's website at www.health.qld.gov.au/usingAIR

- 1. To find and identify an individual follow the steps in Appendix 4.
- 2. Once the correct record has been located, click on the **'Record Encounter'** (indicated by red arrow at Figure 1). The information highlighted in red and marked with a red asterisk needs to be completed.

		LOG OUT
Australian Immunisatio	on Register	?
Claims Identify Individual	JADE CITIZEN (DOB: 02 Mar 2017) Address 100 QUEEN STREET, BRISBANE 4000 Current Indigenous Status Indigenous status recorded	•
Identify Individual Individual Details Record Encounter	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. Natural Immunity	
Update Encounter Payment Statements	New Encounter	
Provider Reports	Who performed this Immunisation Encounter * Please Select Schedule * 18 months	•
Secure Email	Date of Service *	

Figure 1

3. Who performed this immunisation encounter? Three options are available for selection (Figure 2).

Figure 2

4. **Schedule** – choose appropriate age point for children under four years; choose **'Other'** if vaccines are being given outside the age-based schedule (Figure 3).

Note: Only the vaccines given at the scheduled age points will appear when choosing a scheduled age point. Selecting 'Other' will expand the vaccine list.

6 months	-
Please Select	
Birth	
2 months	
4 months	
6 months	
12 months	
18 months	
4 years	
Other	

Figure 3

- 5. Date of service, i.e. date vaccinations given.
- 6. The new encounter screen shown at Figure 4 shows an example where the 6-month schedule has been selected (highlighted in red). The vaccine brands that can be recorded align with the vaccines that are available and the antigens due at this age. If required details are omitted, a 'required' flag will appear (highlighted in black) as is shown for the 'date of service'.
- 7. Once all the details are entered, click on 'Add' (highlighted by a green arrow).
- 8. The following screen (not shown) will provide a summary of details selected. Changes can be made prior to clicking on **'Submit'**.

Who performed	this Immunisation Encounter *	
	Schedule * 6 months	\mathbf{D}
	Date of Service * dd/mm/yyyy	
Episode DetailsVaccine/Brand	Infanrix Hexa	

9. After clicking on 'Submit', if there is an error detected by AIR the screen 'Encounter(s) for clarification' will appear (Figure 5). It shows that under 'Status' (highlighted in red), 'confirmation required'. By clicking on the highlighted number – 101 in figure 5 – the reason for the confirmation request will be displayed (highlighted in green). To amend the details, click on 'Action' and correct as necessary. If the details are correct, click on 'Confirm'.

Encounter(s) for clarification		
Encounter 1 of 1		
Who performed this Immunisation Encounter \star	This encounter was performed oversea	as 🔹
Date of Service *	23/07/1996	Vaccin Minimum interval between doses of the same antigen Action
Vaccine / Brand Statu Havrix Junior Conf requ	s Action rmation red - 101	Havit Is not met on required - 101
Hepatitis A	Remove	Confirm Remove
		Figure

10. The next screen indicates that the encounter has successfully been submitted (highlighted in red in Figure 6). The record can be checked to ensure all details were accepted by AIR.

Identify Individual	Current Indigenous Status Not Indigenous
Identify Individual	() 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.
Individual Details	
Record Encounter	Confirmation
Update Encounter	Success!
Payment Statements	The vaccination details entered for JOV & CITIZEN have been received successfully. Claim ID - W1710051
Provider	₽ P
Reports	
Secure Email	
Lockup	

Figure 6

Recording catch up on AIR

- 1. Follow the steps in Appendix 4 to locate an individual's record on AIR.
- 2. On the individual's record, tick 'Planned Catch up for Overdue Vaccines' (highlighted in red in Figure 7). Click 'Save'.
- 3. Once recorded, the catch up will be displayed as shown in Figures 8 and 9, either as catch up still current or catch up expired.

Planned Catch	up	
P If you have organised administer today, tick	anned Catch up for Overdue Vaccines	
schedule can ever be a ordering in additional You should not tick th • you have vaccin	ecorded per individual. This section may be used to support testing of natural immunity or when equired vaccines. box if: ted the individual and they are no longer overdue for any vaccines, or	
• you reer the par	Save Cancel	
	Fig.	ure

Recording catch up only applies for individuals under 20 years.
Catch up can only be recorded once on an individual's record (highlighted in yellow figure 7).

Individual Details	Planned Catch Up		
Record Encounter	Update Individual		
Update Encounter			
avment Statements	Indigenous Status	Indigenous	
	Notification of an Indigenous status is voluntary. The existing status recorded on the AIR will not be updated if no selection is made.	 Non-indigenous 	
rovider	Return Mail Indicator		
leports	Notify returned mail for this individual		
ecure Email		Save Cancel	
ockup	Planned Catch up		
	Catch up schedule exists until 04 January 2019		
	Due Details		*

Individual Details	Llodate Individual
Record Encounter	opuate individual
Update Encounter	Return Mail Indicator
Payment Statements	Noofy returned mail for this individual
Provider	Save Cancel
Reports	Planned Catch up
Secure Email	Catch up schedule expired on 15 September 2017
Lockup	Due Details 🗸 🗸

How to update an encounter

1. On the individual's record select **'Update Encounter'** in the left-hand menu (Figure 10). On the right side of the screen under **'Action'**, a pencil symbol indicates that the record can be amended. Click on the pencil symbol and the 'Edit Encounter' window opens (Figure 11). Make the appropriate corrections to the details and click on 'Update'.

ि NOTE

If the pencil icon does not appear next to the immunisation details, amendments can only be made by contacting AIR either by telephone or by using the secure email function (refer Appendix 3).

rord Encountor	Update En	counter					
ord Encounter							
date Encounter						Clea	r Filters
ment Statements	Date of Service	Vaccine/Brand	Schedule	Dose	Status	Reason Code	Actio
vider							
oorts	11 Apr 2018	Fluarix Tetra		v	Accepted		(
ure Email	23 Mar 2018	Adacel		v	Accepted		\sim
kup	04 Apr 2017	Fluarix Tetra		v	Accepted		P
	17 Apr 2012	Vivaxim	-	v	Accepted		1
	17 Apr 2012	IPOL	9	v	Accepted		
	16 Oct 2009	Panvax	8	v	Accepted •		1
	20 Sep 2008	Boostrix		v	Accepted		1

Figure 10

Appendix 6— How to record an immunisation encounter for individuals over 20 years

Prefer to watch a video on this topic?

Visit Queensland Health's website at www.health.qld.gov.au/usingAIR

- 1. To find and identify an individual follow the steps in Appendix 4.
- 2. Once the record has been located, click on the **'Record Encounter'** (indicated by a red arrow at Figure 2). The information highlighted in red and marked with a red asterisk needs to be completed.
- 3. Who performed this immunisation encounter? Three options are available for selection (Figure 1).

	-
I performed this encounter	
Another provider performed this encounter in Australia	
This encounter was performed overseas	

Figure 1

- 4. Type the **'Date of service'** in the format as shown (Figure 2). If multiple vaccinations given on same day tick the box indicating **'date of service applies for all episodes'** (highlighted in yellow).
- 5. In the **'Vaccine/brand'** field (Figure 2), select the correct vaccine name. If the vaccine name is unknown there are 'generic' antigens names, for example, generic tetanus, generic DTPa. The '+' (highlighted in orange) can be used to add additional vaccine/brands.

☑ TIP	Type the first few letters of the vaccine name in the 'Vaccine/Brand' box and the matching
	vaccine name/s will appear in the drop-down box.

Individual Details	
Record Encounter	Record Encounter
Update Encounter	New Encounter
Payment Statements	Who performed this Immunisation Encounter * I performed this encounter
Provider	Date of Service * 01/01/2018
Reports	This date of service applies for all episodes
Secure Email	Episode Details
Lockup	Vaccine/Brand FluQuadri
	Antigens Influenza
	Add Cancel
	Figure :

6. Once all vaccinations have been entered, click on 'Add'.

Pose numbers are not required when entering immunisations given to anyone over 20 years. AIR will automatically display the dose number as a 'V' on the individual's record.

7. Details can be amended or deleted by either selecting the pencil icon or the bin icon (highlighted in red at Figure 3). If no corrections are required, click on **'Submit'** (Figure 3).

Health Professional Online Services	contacts the L	Department of Human S	iervices on 132 011.	
Individual Details Record Encounter	Record Enco	ounter		
Update Encounter	Date	Vaccine/Brand	Who Performed the Encounter	Practice Location Action
Payment Statements	01 Jun 2017	FluQuadri	I performed this encounter	Q66587X 🖋 🗊
Provider			Cubout	Ŭ
Reports			Submit	
Secure Email	Due Details			· · · · · · · · · · · · · · · · · · ·
Lockup	<i>i</i> There are	e no vaccinations due	for this individual.	V
	Immunisati	on Details		
	Immunisatio	n History		~
				Figu

- 8. After clicking on **'Submit'**, if there is an error detected by AIR the screen **'Encounter(s) for clarification'** will appear (Figure 4). It shows that under **'Status'** (highlighted in red), **'confirmation required'**. By clicking on the highlighted number 101 in figure 5 the reason for the confirmation request will be displayed (highlighted in green). To amend the details, click on **'Action'** and correct as necessary. If the details are correct, click on **'Confirm'**.
- 9. After clicking 'Submit' a message will appear indicating the claim has been successful (Figure 6).

Encounter 1 of 1	
Who performed this Immunisation Encounter * This encounter was performed overseas	
Date of Service	Vaccin Minimum interval between doses of the same antigen is not met Havi Hepatitis A Confirm Remove

-	٠					
F	I	σ		r	Δ	Е.
		5	u		c	Э
		_				

Figure 6

How to create a new record on AIR

1. **Before creating a new record on AIR** telephone AIR on 1800 653 809 and ask for a search for a person's record. This will minimise the risk of a duplicate record on the register.

වි NOTE

Infants who are not yet registered with Medicare will not have an AIR record. Avoid creating a record for these children as their Medicare registration will also initiate an AIR record for them. Use the AIR Immunisation Encounter form to report immunisations when an AIR record is not available (refer 2.4.1).

2. If it is confirmed that the individual does not have a record on AIR, select **'Identify Individual'** and input the individual's surname, first name and date of birth. The following message will appear:

Individual not found. Please check keying, correct any details, or include extra details and select the Search again button to perform a new search, or record an encounter by selecting the Record Encounter button.

3. Select 'Record Encounter' to create a new record (Figure 1).

Medicare Number	
IRN	
Surname	citizen
First Name	kane
Date of Birth	05/05/1985
Postcode	

4. The **'Create Individual'** screen will appear (Figure 2). Complete the details for the individual, including Indigenous status (highlighted in red). Click **'Next'** to create a record on AIR.

contacts the Department of Human Services on 132 011.	
Indigenous Status ation of an Indigenous status is voluntary, the existing status recorded on the AIR will not be updates the selection is made.	IndigenousNon-Indigenous
Street 1	
Street 2	
Suburb *	
Postcode *	

- 5. The **'Record Encounter'** screen will appear. Enter immunisation details as required. Refer to Appendix 5 or 6 for guidance.
- 6. Allow at least 24 hours before the new record can be viewed.

Appendix 7—How to lodge a medical exemption on AIR

Prefer to watch a video on this topic?

Visit Queensland Health's website at www.health.qld.gov.au/usingAIR

There are only **two valid medical exemptions** that can be notified to AIR:

- 1. Medical contraindication
- 2. Natural immunity

It is important to notify AIR if an individual under 20 years has a medical exemption to immunisation. These notifications are only required for individuals under 20 years of age as they can affect the immunisation status of a child or adolescent. For example, a child's record may state they are overdue for varicella vaccination; however, a notification of past varicella disease, i.e. natural immunity will remove this overdue status.

Point Note Only GPs, paediatricians, clinical immunologists, public health physicians or infectious disease physicians are authorised to lodge a medical exemption for immunisation.

There are **two methods** for reporting a medical exemption to AIR. These are:

1. Using the AIR encounter screen to lodge the exemption directly onto the individual's record

OR

2. Completing the immunisation medical exemption form (IM011.1807) and forwarding it to AIR.

	• AIR will return or reject incorrectly completed forms or medical exemption forms with invalid medical reasons to the provider who submitted them.
	• Information about medical exemptions and/or natural immunity can be found in the online version of The <i>Australian Immunisation Handbook</i> .
ት NOTE	 Natural immunity can only be granted against the following diseases: hepatitis B, mumps, measles, rubella and/or varicella.
	• Natural immunity can only be reported for all antigens in a vaccine. For example, for a child to be considered exempt from measles-mumps-rubella vaccine based on natural immunity, they would need to be immune to all three diseases.
	• A medical contraindication be recorded as either 'permanent' or 'temporary'.

Using the AIR encounter screen to record a medical contraindication

1. Follow the steps at Appendix 4 to locate an individual's record on AIR. Once the correct individual's record is found, click on **'Medical contraindication'** on the left-hand menu (Figure 1).

Claims	JADE CITIZEN	(DOB: 02 Mar 2017)
Identify Individual	Address Current Indigenous Status	QUEEN ST 100, BRISBANE 4000 Not indigenous
Identify Individual	 If any of the personal details that app contacts the Department of Human S 	ear for this individual are incorrect, please request that the appropriate person ervices on 132 011.
Individual Details		
Record Encounter	Record Medical Contraindi	cation
Update Encounter	The medical basis for varsing a	comption is to be based on guidance in The Australian Immunication Handbook
Medical Contraindication	Advice on what constitutes a va	lid medical exemption is available on page 3 of the <u>Immunisation Medical</u>
	exemption Form (IMOTT).	
Natural Immunity		
Payment Statements	New Medical Contraindication	on
Provider	Practice Location *	Select
Reports	Vaccine/Brand *	Select or type
	Antigens	
Secure Email		

- 2. Complete all fields marked with a red asterisk (Figure 2). For 'Type', i.e. permanent or temporary, if 'Temporary' has been selected, enter a 'End Date'. The start date will be automatically populated with the current date and it cannot be changed. The choices in the drop-down box for 'Reason' are limited to only those considered valid reasons as per the Australian Immunisation Handbook.
- 3. Click on **'Add'** to submit the medical contraindication.

MENU Realth Professional Online Services Natural Immunity			
Payment Statements	New Medical Contraindication	on	
Provider	Practice Location *		•
Reports	Vaccine/Brand *	Menitorix	
Secure Email	Antigens	HIB Schedule A Meningococcal C	
	Туре *	Permanent Temporary	
Соскир	Start Date	05/10/2017	
	End Date *	05/11/2017	
	Reason *	Acute major illness	•
		Add Cancel	
			Figure

- 4. The following screen will show details of the medical exemption (Figure 3). If you wish to amend any of the details or delete the entry, in the **'Action'** column (highlighted by a red circle in Figure 3) click on the pencil symbol to edit or the rubbish bin symbol to delete the entry.
- 5. If all the details are correct, click on the **'Submit'** button.
- 6. After submitting the record, the next screen will confirm the notification (Figure 4).

He On	Realth Professional nline Services	con	tacts the Dep	partment of Hu	man Services on	132 011.					
In	ndividual Details	Reco	rd Medie	cal Contra	indication						
Re	Record Encounter					_					_
U	Jpdate Encounter	0	The medica	al basis for vac	cine exemption i	is to be based on gui	dance in The	Australian Im	nmunisatio	n Handbo Iedical	ok.
м	Medical Contraindication		Exemption	Form (IM011)		. enemption is orono	one on pooe s				
N	Natural Immunity	Massing	forand	Tumo	Ctart Date	Fed Date	Descen	Previous		etion	
Pa	ayment Statements	Vaccine	2/branu	туре	Start Date	End Date	Reason	Anaphylaxi	is Dat : "	cuon 1	
Pro	rovider	Menitor	rix	Temporary	05 Oct 2017	05 Nov 2017	Acute major illness				
Re	eports										
	scuro Empil				Add Ar	other Submit					
Se											
Se Lo		_	_	_	_	Ð		_	_	_	_
Lo	pockup					¢	_			_	Figur
Lo	Health Professional			JADE CITIZ	EN (DOB: 62 Mar	A. 100	_				Figur
Lo	Dockup		Curr	JADE CITIZ Add	EN (DOB C2 Mar ress QUEEN S1 TO Not Refs To	2017) 26 (1555/164 4000) 26 (1556/164 4000)					Figur
Lo	Health Professional		Curr O fary of D	JADE CITIZ A55 Pret Endgerours 52 4 presond details III	EN (DOB: 02 Mar ens QUEEN 51 to hos Not indigeno of oppear for the india	2017) 2018 4000 2018 4000 A	uest that the appr	opriode person			Figur
	Health Professional Health Professional Claims Claims Claims Identify individual Menty individual Menty individual		Corr gang of the contacts th	JADE CITIZ Add Former Endgenous SJ genous design the genous design the c Department of Hu	EN (DOB: 02 Mar Not Poly and Poly Not Poly and Poly Poly and Poly Environment Services on 132 01	2017) 2017) 2 (BESANE 4000) Alkel are incorrect, planse rec 1.	uest that the oppo	oprate person		1	Figur
Lo	Health Professional Health Professional Claims Claims Claims Identify individual Menty individual Menty individual Menty individual		Curr O đany djih contach ih Confirmat	JADE CITIZ Add ref Indegroups SJ ref Department of NJ Lion	EN (pote e2 Mar No. Quete ST / 10 Not redgeroo et appeer fir his value man Services on 132 e1	2017) 2017) 2. BESSANCE 4000 A Madal are manned, planse rec 1.	uest that the oppo	oprate person		1	Figur
Lo	Health Professional Merry China Scrices Claims Gams Gams Health Professional Claims Health Professional Claims Health Professional Health Health Professional Health Health Professional Health Health Professional Health		Curr O fory of the contain the Confirmat	JADE CITIZ Add Fore Endgerous S2 a personal datability of Department of Pro- tion 25551	EN (colts of Mar Prix Quelts 5110 had religned and private the industry and private the industry	2017) 2017) 2018 - Anno 2019 2014 - Anno 2019 2017 - Anno 2019 2019 - Anno	uest that the appr	opriote person			Figur
Lo	China School C		Curr gray of the contacts the Confirmate Confirmate Medical Co	JADE CITIZ ASS Persona d'atala th de Department of Mu Lion 25551 Intrandication defa	EN (cotto so twee rest quetto soft tal soft had realized and soft soft tal soft had realized as the JOC CITEEN had	2017) 2017) 2 destance account duct are incorrect, planse rec 7. 2 aver been recorded	uest that the oppo	орный разон		1	Figur

Using the AIR encounter screen to record natural immunity

1. Follow the steps at Appendix 4 to locate an individual's record on AIR. Once the correct individual's record is found, click on **'Natural immunity'** on the left-hand menu (Figure 1).

Ciamoscivices	JADE CITIZEN	(DOB: 02 Mar 2017)	
Identify Individual	Address Current Indigenous Status	QUEEN ST 100, BRISBANE 4000 Not indigenous	
Identify Individual	If any of the personal details that appear contacts the Department of Human Ser	ar for this individual are incorrect, please vices on 132 011.	request that the appropriate person
Individual Details	Medical Contraindication		
Record Encounter			
Update Encounter	Record Natural Immunity		
Medical Contraindication	Exemption to a combination of va	iccine(s) on the basis of natural immun	ity is only valid if immunity is confirmed
Natural Immunity	for all vaccine antigens. Advice or 3 of the <u>Immunisation Medical Ex</u>	what constitutes acceptable evidence emption Form (IM011).	of natural immunity is available on page
Payment Statements			
Provider	New Natural Immunity		
Fronder	Practice Loo	ation * Select	•
Reports	Di	sease * Select	
Secure Email		- D-1-	
becare enten			

2. Complete all fields marked with a red asterisk (Figure 2). In the drop-down box for 'Disease' only hepatitis B, varicella, or measles, mumps and rubella can be selected. These are the only diseases for which natural immunity can be recorded against. For measles, mumps and rubella, immunity must be against all three diseases (due to combination vaccine given.) The 'Notification date' will be automatically populated with the current date and cannot be changed. Insert either a 'Laboratory Testing Date' or 'Physician Based Clinical Diagnosis Date'.

Medical Contraindication Natural Immunity	Exemption to a combination of vaccine(s) o for all vaccine antigens. Advice on what con 3 of the <u>Immunisation Medical Exemption F</u>	on the basis of natural immunity is only valid if immunity is confir nstitutes acceptable evidence of natural immunity is available on Form (IM011).
Payment Statements		
Provider	New Natural Immunity	
	Practice Location *	4967784T
Reports	Disease *	Measles
Secure Email	u de la constance	incoses
	Notification Date	05/10/2017
Lockup	Laboratory Testing Date	05/09/2017
		Concernent and
	Physician Based Clinical Diagnosis Date	V101/2017
	Add	Cancel

3. Click on 'Add'.

4. The following screen will show details of the submission (Figure 3). If you wish to amend any of the details or delete the entry, in the **'Action'** column (highlighted red in Figure 3) click on the pencil symbol to edit or the rubbish bin symbol to delete the entry.

in the second second	Reco	rd Natur	al Immunity	/				
Update Encounter								
Medical Contraindication	0	Exemption for all vacci	to a combination ne antigens. Advi	of vaccine(s) on the bas ce on what constitutes a	s of natural immur cceptable evidence	ity is only valid if immu of natural immunity is	availa	confirmed
Natural Immunity		3 of the <u>Imr</u>	munisation Medic	al Exemption Form (IM0	<u>11)</u> .			
Payment Statements					Laboratory	Physician Based		
Provider	Provid	er Number	Disease	Notification Date	Testing Date	Clinical Diagnosis Date	Acti	ons
	496778	34T	Measles	05 Oct 2017	05 Sep 2017	05 Sep 2017	ø	Î
Reports	496778	84T	Mumps	05 Oct 2017	05 Sep 2017	05 Sep 2017		Û
Secure Email	496778	84T	Rubella	05 Oct 2017	05 Sep 2017	05 Sep 2017		m
Lockup								
	_				Cubrate			

- 5. If all the details are correct, click on the **'Submit'** button.
- 6. After submitting the record, the next screen will confirm the notification (Figure 4).

Health Professional	
,	contacts the Department of Human Services on 132 011.
Individual Details	Medical Contraindication
Record Encounter	Confirmation
Update Encounter	Commation
Medical Contraindication	Success!
Natural Immunity	Natural Immunity details for JADE CITIZEN have been recorded.
Payment Statements	
Provider	
Reports	6
Secure Email	
Lockup	

Figure 4

Using the medical exemption form to report medical contraindication or natural immunity

- 1. Download the form (IM011.1807) at www.humanservices.gov.au/organisations/health-professionals/forms/im011.
- 2. **Read page three** (3) of the form which outlines valid medical contraindications to immunisation and information about assessing natural immunity.
- 3. Complete medical contraindication section as required, indicate if exemption is permanent or temporary (highlighted in red at Figure 5) and indicate the vaccines exempted (highlighted in yellow at Figure 5).
- 4. If the form is used to report **natural immunity**, complete the section on page two of the form (highlighted in green in Figure 6). Ensure natural immunity is confirmed for all antigens in a combination vaccine.
- 5. Before submitting to AIR, a copy should be kept on the person's medical record.
- 6. Send the form to AIR by posting or faxing to the address or fax number listed on the first page of the form. The form cannot be submitted online using HPOS.

Figure 5

孙 NOTE

AIR will return incorrectly completed forms or medical exemption forms with invalid medical reasons to the provider who submitted them.

Appendix 8—How to enter overseas immunisation information on AIR

Prefer to watch a video on this topic?

Visit Queensland Health's website at www.health.qld.gov.au/usingAIR

Overseas immunisation records can be recorded onto an individual's AIR record. There are two methods for recording this information on AIR.

Using the AIR encounter screen. Refer to Appendices 5 and 6. On the 'Record Encounter' screen, select 'This
encounter was performed overseas' or 'Another provider performed this encounter in Australia' in the drop-down box
(Figure 1).

Figure 1

2. Completing the AIR immunisation history form (IM013.1807) (Figure 2). Follow steps outlined below. (The AIR immunisation history form can also be used to report immunisation details not reported by another provider in Australia.)

Note: It is important to sight proof of immunisation. Make sure the right vaccines and right antigens are identified and reported accurately to AIR. Refer to information on page 66 for guidance about interpreting overseas immunisation histories or call your local public health unit for advice.

Completing the AIR immunisation form history:

- 1. Download the form at www.humanservices.gov.au/organisations/health-professionals/forms/imo13
- 2. Complete Part B (circled in yellow in Figure 2).
- 3. Mark an 'X' in the 'If given overseas' box (highlighted in red in Figure 2).
- 4. When recording vaccine details in Part B, if the vaccine brand name is unknown, then select 'Other (please specify)', for example, use dTpa rather than Infanrix[®]. This allows the correct antigens to be identified and recorded on the history.
- 5. If the child or adolescent is on a catch-up schedule, this can be notified by ticking the option, highlighted in green in Figure 2. This allows family assistance payments to be made; however, this notification will only remain in place for six months and can only be lodged once for a child or adolescent.

- 6. Before submitting to AIR, a copy should be kept on the person's medical record.
- 7. Submit the form by posting or faxing to the address or fax number listed on the first page of the form. The form cannot be submitted online using HPOS.

Amstralian Government Department of Hamas Services	ation you need to know about the	Australian Immunisation Register immunisation history form	CLAIM ID
medicare	immunisation history form	Medicare number P Ref no Date of birth _/ / Med Family name First given name	Female
When to use this form Use this form when the Australian Immunisation Register (AIR) does not have the complete immunisation history for an individual and another vaccination moving for proformal the service.	Provider declaration A recognised vaccination provider must complete Part C (e.g. GP, council, health service, etc.).	Advess Pr Part B - Immunisation details - Only immunisations that are not already recorded on the AIR need to be included Proceedings of the AIR need to be included Proceedings of the AIR need to be included Proceedings of the AIR need to be included	stcode on this form. te of If given
You can record an individual's immunisation history online through the AIR site or through your Practice Management Software (PMS). Proof of immunisation	coupy you mean a power runned on medical practitioners of AIR registriation number (for other vaccination providers) in the space provided. For more information	Jage (mink which is not) (mi	
Obtain proof of immunisation before completing Part B of this form and signing the declaration at Part C (i.e. written documentation or confirmation from the last vaccination provider).	Go to humanservices.gov.au/hpair Filling in this form • Please use black or blue pen	2 months Preventar 13 Preventar 7 / Rotarix RotaTion / / Other (peeching) / / / Ubdarvic Indunri/HucR Indunrivi Hexa /	
Immunisation details Orly include immunisations on this form that are not already recorded on the AIR. You can check an individual's Theresenanthe AIR Information HPOS, the AIR site, or hypertriking the enguiry line on 1900 653 899. Mole: Call characes may	Print in BLOCK LETTERS Returning your form Check that all required questions are answered and that the form is signed and datad.	4 months Polo Oral Polici / 7 Commax Producit@ / 9 Present 17 / / Refair Refairs / / Present 13 Present 14 / /	
The AIR only records immunisations given on or after January 1996. Immunisation history details at Part B Huw do not know the specific brand name, whi can write	You can return this form: by post to: Department of Human Services Australian Immunisation Register	Construction Infrarrisk Hora Infrarrisk Hora / Filter Kit Infrarrisk Hora Infrarrisk Hora / FOR. Oral Polio / / Robal Neg Oral Polio / / Other (specify) / / /	
 the generic term in the Other (specify) section (e.g. UTPa instead of infantix). If the individual has received a vaccination for an antigen not shown on the form, write the vaccine brand name or 	P0 Box 7852 CANBERRA BC ACT 2610 or Fax to: 08 9254 4810	M.M.R II Priorix // 12 mooths Miningibe Neirkurs C Manipugata Meritorix / Prevenus 12 Prevenus 7	
antigen in the Other (specify) section. Immunisations given overseas • If the immunisations were given to the individual while overseas, note this in the if given overseas column.	Privacy notice Your personal information is protected by law (including the Privacy Let 1989) and is collected by the Australian Government Denarthment of Human Services for the assessment and	Variitx Variitx / Prioriz-Tehra Pre0ad / 18 months Tripacel Infanrix / Artifita Conveax Hiberix / Other (seach) / /	
 write the generic vaccent etrim in the Uther (spectry) section if you do not know the vaccine brand name, or if it has not been in use in Australia (e.g. DTP will suffice for a diphtheria, totature and perfussis vaccine, as the vaccine term is well known). 	administration of payments and services. This information is required to process your application or claim. Your information may be used by the department, or given to other parties where you have agreed to that, or where it is required	Infanrix Infanrix PV Quadracel Tripacel / 4 years POL Oral Polo / / M-M.R.II Protox / / Other (specify) / / /	
Planned catch up for overdue vaccine If you now repeated to compare the translation on a catch up schedule for any overdue vaccines you were unable to administer today, tick the last too in Part B. A follow up is required to make sure they return for the planned	or adultate of the full count of the purpose of research of conducting investigations). You can get more information about the way in which the department will manage your personal information, including our privacy policy, at humanservices.gov.au/privacy	Other separation of the second s	r today, be accines.
vaccimation as only one catch up schedule can ever be recorded per individual. This section may be used to support testing of natural immunity or when ordering in additional required vaccines. You should not tick the bio it: • you have vaccinated the individual and they are no longer overchae for any vaccines, or		Part C – Vaccination provider's details and declaration Note: A recognised vaccination provider must complete and sign this section (e.g. GP, Caunel, etc.). Medicase provider All registration number Learly that be information provided on this form is tree and correct and that Learly the information is associated on given. Brains these mideadmain information is associated former.	
 you feel the parent/guardian does not intend to vaccinate the individual. M013.1807 		Provider's Dele CARSMAN 3 Mor signature / / M013.1007 1 of 1 Reset form Print form	

Figure 2

Resources to help interpret overseas immunisation histories

The World Health Organization provides an online tool (available at http://apps.who.int/immunization_monitoring/ globalsummary/schedules) which lists international vaccination schedules including antigens and their description (Figure 3).

This can assist with identifying catch-up schedules for children from overseas where no health record is available.

To use the tool:

- 1. Select the country of interest from the 'Countries list'
- 2. Click on 'Select all vaccines'
- 3. Click **'OK'**; a vaccination schedule for the chosen country will be provided.

World Health Organization
WHO vaccine-preventable diseases: monitoring system. 2016 global summary
Immunization schedule selection centre:
The Regions, Countries, Vaccines lists are multiselect-enabled; You are free to select any amount of any combination of items.
Regions list; Countries list AFR Afghanistan AFR Albania EMR Algeria EUR Andorra SEAR Angola WPR Antigua and Barbuda
Vaccines list
aPAcellular pertussis vaccine BCGBacille Calmette Guérie vaccine DipDiphtheria vaccine DTTetanus and diphtheria toxoid childrens' dose DTaPHepEIPVDiphtheria and tetanus toxoid with acellular pertussis vaccine DTaPHepEIPVDiphtheria and tetanus toxoid with acellular pertussis and HepB vaccine DTaPHepEIPVDiphtheria and tetanus toxoid with acellular pertussis B and Polico DTaPHepEIPVDiphtheria and tetanus toxoid with acellular pertussis and HepB vaccine DTaPHepEIPVDiphtheria and tetanus toxoid with acellular pertussis and HepB vaccine DTaPHepEIPVDiphtheria and tetanus toxoid with acellular pertussis and Hb vaccine DTaPHibDiphtheria and tetanus toxoid with acellular pertussis, Hb and IPV vaccine DTaPHibDiphtheria and tetanus toxoid with acellular pertussis, Hb and HepB vaccine DTaPHibHepIPVHexavalent diphtheria, tetanus toxoid with acellular pertussis, Hb and HepB vaccine DTaPHibHepIPVHexavalent diphtheria. Uncertain there are to the toxoid with acellular pertussis, Hb and HepB vaccine DTaPHibHepIPVHexavalent diphtheria. Uncertainteria and tetanus toxoid with acellular pertussis, Hb and HepB vaccine DTaPHibHepIPVHexavalent diphtheria. Uncertainteria and tetanus toxoid with acellular pertussis, Hb and HepB vaccine DTaPHibHepIPVHexavalent diphtheria. Uncertainteria and tetanus toxoid with acellular pertussis, Hb and HepB vaccine DTaPHibHepIPV
Click on the link for: Immunization schedules by disease covered by antigens within age range
Employment Other UN Sites Search Suggestions RSS Privacy © World Health Organization 2016. All rights reserved

Figure 3

The **US Centers for Disease Control (CDC)** provides a guide to foreign immunisation language terms (available at https://www.cdc.gov/vaccines/pubs/pinkbook/downloads/appendices/b/foreign-products-tables.pdf)

It includes tables listing:

- terms for vaccine-preventable diseases, vaccines and other items that might be found on an immunisation record (by language)
- names of specific vaccines that are used or have been used internationally, along with the manufacturer and country or region (where known).

This information can help with translating immunisation documents from other countries.

Appendix 9—How to request reports from AIR

Prefer to watch a video on this topic?

Visit Queensland Health's website at www.health.qld.gov.au/usingAIR

For more information about AIR reports, refer to 3.4.2 or call the AIR internet help desk on 1300 650 0809.

1. At the 'AIR Main Menu' screen, select 'Reports Menu', then 'Request a Report' (Figure 1).

Main menu Australian Immunisation Register Reports Menu Claims Menu Identify Individual Provider Menu Lockup Terms and Conditions Privacy and Security	You are here: <u>Home</u> » <u>Australian Immunisation Register</u> AIR Main Menu This menu provides access to the following: • <u>Reports Menu</u> lists the reports available for you to prod • <u>Claims Menu</u> allows you to display details of claims su • <u>Identify Individual</u> allows you to display the immunisatic • <u>Provider Menu</u> allows you to amend your Internet conta	Menu Australian Immunisation Register Main Menu Reports Menu Request a Report	Pfessional You are here: <u>Home</u> » <u>Australian I</u> Reports Menu This menu provides access to th • <u>Request a Report</u> lists the • <u>Modify Reports</u> allows you
Secure Email(No new mail)		Modify Reports View Reports Lockup Terms and Conditions Privacy and Security	• <u>View Reports</u> allows you t
		Secure Email(No new mail)	

- At the 'Request a Report' screen, a list of reports will be available for selection. Once a selection is made, such as the 'AIR010A AIR Due/Overdue practice report' or the 'AIR021A Due/Overdue report by Medicare GP', click 'Request Report'.
- 3. At the screen **'Request New Report'** select the purpose for which the information is intended. Choose the appropriate response and click **'OK'**.
- 4. At the second **'Request New Report'** screen, complete the details for each of the report fields. This information sets the parameters for the report request.
 - a. Name of report will identify the report in the list of reports available for download
 - b. Frequency of report
 - c. Report end date not required if 'once only' frequency is chosen
 - d. Output of report csv (spreadsheet) or text file
 - e. Options 1, 2 or 3 make a selection
 - f. Age breakdown select from either a birth date range or age range
 - g. Due/overdue by disease select 'all diseases'
 - h. Include individuals where select 'natural immunity' and 'medical contraindication' has been recorded Click **'OK'**.

- 5. At the next screen 'Request New Report' (Figure 2) select details to be included in the report.
- 6. A message relating to the report request will appear on the screen (highlighted in red in Figure 2 below). An email will be sent to the email address registered with AIR to notify when the report is ready to download.

Main menu	You are here: Home » Australian Immunisation Regis	ter	
Australian Immunisation Register	Request New Report		
Main Menu	AIR011A - Due/Overdue Report - by Locality		
Reports Menu			
Request a Report	A separate file will be produced for each section ide	ntified below. A file will only be produced when options have been selected from that file. An	
Modify Reports	match an individual in each file. Please select the d	etails you wish to appear in the report.	
View Reports			
Lockup	Report Details Form		
Terms and Conditions	INDIVIDUAL'S DETAIL FILE	Info Prov Individual Id	
Privacy and Security		Address Details	
Secure Email(No new mail)		☑ Aboriginality	
	OVERDUE DETAILS FILE	Due/Overdue Details	
	VACCINE DETAILS FILE	Vaccine Defails	
	PROVIDER DETAILS FILE	Vaccination Provider Details	
	NATURAL IMMUNITY/MEDICAL CONTRAINDICATION DETAILS FILE	☑ Natural Immunity ☑ Medical Contraindication	
	Clear Modify Sort Sequence		
•	Any messages relating to the Reques Your request for the report has been such Please press the Modify Sort Sequence	t Report process will appear below cessful. This report will be displayed or me View Reports page once it has been produced. button if you wish to view or change the pre-defined sort parameters for this report.	

7. To download the report, go to 'Reports Menu' and select 'View Reports' (Figure 3).

8. On the **'View Report'** screen, a list of requested reports will appear. Tick the appropriate report and select **'View/ Download Report'**. A pop-up box will appear asking for the file to be saved, follow the on-screen prompts.

Appendix 10—Instructions for individuals wishing to obtain an immunisation history statement from AIR

Prefer to watch a video on this topic?

Visit Queensland Health's website at www.health.qld.gov.au/usingAIR

This 2-page guide can be copied and given to anyone who wishes to obtain an immunisation history statement from AIR by using myGov.au.

For information about myGov go to www.humanservices.gov.au/individuals/online-help/mygov

Note: Children aged 14 years and over will need to have their own myGov account to obtain their immunisation history statement.

 Follow the steps at https://my.gov.au/LoginServices/main/login?execution=e2s1 to create a myGov account or log in (Figure 1)

- 2. Select Medicare in the 'Your services' screen (Figure 2)
- 3. Once a myGov account is set up, link your Medicare account. After linking the accounts, there are two options for accessing an AIR immunisation statement.

4. On the Medicare online accounts screen, the individual's immunisation history statement on the Australian Immunisation Register can be viewed, downloaded and printed. Click on one of the 'immunisation history statement' links highlighted in red (Figure 3).

		Welcomet
Australian Government Department of Hamas Services	Medicare online accounts	Help Contact Us Return to myGov 🛃
medicare	Welcome to Medicare online accou	unts
show all hide all Home Lodge a Medicare Claim History and statements	Medicare cheques have stopped Your Medicare benefits can only be paid directly i update your bank account details today through th option.	nto your nominated bank account. Register or he 'Personal details' and then 'Banking details' menu
 Personal details Immunisation history statement Organ donor details 	Australian Immunisation Register We encourage all Australians to ensure their vacc Immunisation Register. When you have a vacher register. You and heck your <u>Immunisation Histor</u> recorded. You may be required to provide your im part of your employment in health, aged or child o	inations are recorded on the Australian ask your immunisation provider to update it on the <u>Statement</u> to ensure your vaccinations have been munisation history when traveiling overseas or as are industries.
+ Support Contact Us	Select an online service from the list below:	
 Submit a complaint or provide feedback 	Medicare Lodge a Medicare Claim Medicare Claims History Medicare Staffs Net Balance Medicare Universited Payments Chill Dental Bends Schedule	Australian Immunikation Register Immunistion history statement Individual Heatthcare Mentifier (HII) Altenative Names Individual Heatthcare Mentifier History
		Figure 3

5. At the next screen (Figure 4), select the individuals name, tick the box stating you understand the declaration and click on **'view statement'**. The 'Immunisation History Statement' will open on the next screen.

Immunisation history statement	Immunisation requirements apply for some family assistance payments. You may need to provide your child's Medicare details, so that we can link your child's Centrelink record to their Australian Immunisation Register record. To do this, and other Centrelink business, go through myGov to your Centrelink engine accound or to union the Tameer Plan Centrelink end.
Organ donor details	
Support	Immunisation History Statements you can view
Contact Us	You can view the immunisation history for the people listed below
Submit a complaint or	People aged 14 years of age or older will need to create their own Medicare online account to view their statement.
provide feedback	Note: The Australian Immunisation Register will only disclose the immunisation history statement of a child under the age of 14 to a parent (who has parental responsibility) of the child or a legal guardian of that child.
	Select the person whose Immunisation History Statement you wish to view and confirm the declaration prior to selecting 'View statement'.
	 I declare that for the person selected above I am either, a. the person to where this immunication history statement relates,
	I declare that for the person selected above I am either;
	a the person to whom this immuneation resony statement realies, b, a parent who has parental responsibility for the child, or
	c. a legal guardian who has parental responsibility for the child.
	I understand that giving false or misleading information is a serious offence.
1	Indensited that group baloe or makes drag alternation is a sonose offlerce Veterr STATEMENT

6. The individual's immunisation history statement can be viewed and printed from this screen (Figure 5). A record of the individual's immunisation history is shown by the diseases vaccinated against and the vaccine brand name given. For individuals under 20 years the history also states if any immunisations are 'due'. Click on the pdf version (indicated by green arrow) to print a copy as required. This history statement will meet requirements for child care enrolment.

Australian Government Department of Hanan Services	Medicar	e online acco	ounts	Welcomel (tast visit 05:02 PM AEDT 22 January 2018 felp Contact Us Return to myGov
medicare stora il - hola al lodge a Mocare Clam + listory and statements + Personal dotals minumestation holdby atterment • Organ dono detals + Siloppot > Contet US > Sutanti a Compant or provide feetback		Sation Histor 67 was of Helmony 19 was need 486 was held 19 was need 486 was 14 Jan 2016 14 Jan 2016 14 Jan 2016 25 sp 2017 28 sp 2017	The second secon	A and funce larget as Fill & Sign Comment Mention Comment Mention Comment Commen
	Rec	uest New Statement	correct. The data is based on information provided by vacci dependent on the quality and timeliness of information prov RETURN TO ONLINE ACCOUNT	nation providers and the accuracy of data is wided.

5. Acronyms and Glossary

Abbreviation	Name	Explanation
AIR	Australian Immunisation Register (formerly Australian Childhood Immunisation Register – ACIR)	A national register administered by Medicare Australia that records details of immunisations given to all individuals in Australia. Information for health professionals at www.humanservices.gov.au/ organisations/health-professionals/services/medicare/australian- immunisation-register-health-professionals Information for consumers at www.humanservices.gov.au/ individuals/services/medicare/australian-immunisation-register
AEFI	Adverse event following immunisation (AEFI)	'Any untoward medical occurrence that follows immunisation and does not necessarily have a causal relationship to the usage of the vaccine'. For information on reporting adverse events go to www.health.qld. gov.au/cdcg/index/adverse.asp
AIH	The Australian Immunisation Handbook	Go to www.health.gov.au/internet/immunise/publishing.nsf/ Content/Handbook10-home
	Child Care Subsidy	Paid by the Australian Government Department of Human Services to help with costs of approved child care. Parents will need to have had their children fully immunised, be on a recognised immunisation catch-up schedule, or have an approved exemption to receive the payment.
	Due & overdue rules	Used by AIR to determine an individual's immunisation status as either due or overdue for immunisation. Centrelink payments may be suspended for children or adolescents (not individuals over 20 years) determined to be overdue for immunisation.
		To download a copy go to www.humanservices.gov.au/health- professionals/services/australian-childhood-immunisation-register/
	Family Tax Benefit (Part A Supplement)	Paid by the Australian Government. Parents of children aged less than 20 years will need to have their child or adolescent fully immunised, be on a recognised immunisation catch-up schedule, or have an approved exemption in place in order to receive this payment.
	Fully immunised	A child or adolescent who has received all vaccines as per the National Immunisation Program schedule at https://beta.health. gov.au/health-topics/immunisation/immunisation-throughout-life/ immunisation-for-children
HHS	Hospital and Health Service	Statutory body with responsibility for providing public sector health services in Queensland
HPOS	Health Professional Online Services	A secure method for health professionals and administrators to do business with the Australian Government Department of Human Services
	HPV Register	The HPV Register will cease collecting HPV vaccination records after 31 October 2018. All records will be transferred to AIR.
		AIR will record all HPV vaccinations from 1 November 2018.

IP	Immunisation Program (Queensland Health)	Responsible for implementing the National Immunisation Program in Queensland
NHMRC	National Health & Medical Research Council	Promotes the development and maintenance of public and individual health standards.
NCIRS	National Centre for Immunisation Research & Surveillance	Provides information for vaccine service providers, based at The Children's Hospital at Westmead in Sydney. Go to www.ncirs.edu.au/
NIP	National Immunisation Program	A federal government initiative that provides free vaccines to the Australian community through state and territory governments. For the current immunisation schedule go to www.health.qld.gov.au/ publications/clinical-practice/guidelines-procedures/immunisation- schedule.pdf
PHR	Personal health record	May also be referred to as the 'red book'—a child health record provided by Queensland Health
PHU	Public health unit	Part of Queensland Health with responsibility for protecting health at a population/community level
PRODA	Provider Digital Access	Is an online authentication system used to securely access government online services, such as HPOS.
RACGP	Royal Australian College of General Practitioners	Peak body for GPs, GP registrars and medical students, develops the <i>Standards for General Practice</i> and provides education and training for general practice
SIP	School Immunisation Program	A Queensland Health initiative that delivers free vaccinations for children in secondary school
VIVAS	Vaccination Information and Vaccination	A Queensland Health database used to support vaccine supply, ordering and distribution in Queensland.
	Administration System	Details of immunisations given in Queensland should be reported to AIR. Queensland immunisation providers are not required to report immunisations to VIVAS.
VSP	Vaccine service provider	Any healthcare service or provider that provides an immunisation service
WHO	World Health Organization	The directing and coordinating authority for health within the United Nations system

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