## The Australian Immunisation Register (AIR)

## Add and link HPOS in PRODA to access the AIR

You will need to add Health Professional Online Services (HPOS) as a service provider to your organisation in Provider Digital access (PRODA).

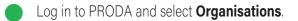


Only the Director of the organisation or an authorised person with Service-Link-Management or Owner-Access attributes in PRODA can add services.



## **Identify your organisation**

1 Log in





- Select the organisation **name** you want to add HPOS to.
- To add it to a subsidiary organisation, expand **Subsidiary Organisations** and select the subsidiary organisation name.
- Add HPOS as a service provider
  - Select Service Provider, and then Add Service Provider.
    - Select **Health Professional Online Services** and then select **Add Service Provider.**
- Read and accept the HPOS
  Linking Terms and Conditions
  - Agree by ticking all 3 boxes and select Next.



Select AIR provider number from the Identifier type drop down menu, enter the organisation's or sub-organisation's AIR Provider number and select Next.



- Verification of relationship
  - You must answer the **AIR Proof of Record Ownership** (**PORO**) questions to verify your relationship. Have your AIR provider number, AIR linking code and organisation details registered with the AIR available. Select **Next.**



- You'll receive confirmation that you can access AIR in HPOS based on the identifiers you've linked. Select **Finish.**
- 6 Log out
  - You'll now have the **Health Professionals Online Services** tile as a linked service provider under **My Linked Services.**
  - Select Log out.



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For help linking PRODA to the AIR go to servicesaustralia.gov.au/hpair



For more information go to: servicesaustralia.gov.au/hpos servicesaustralia.gov.au/proda





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