The Australian Immunisation Register (AIR)

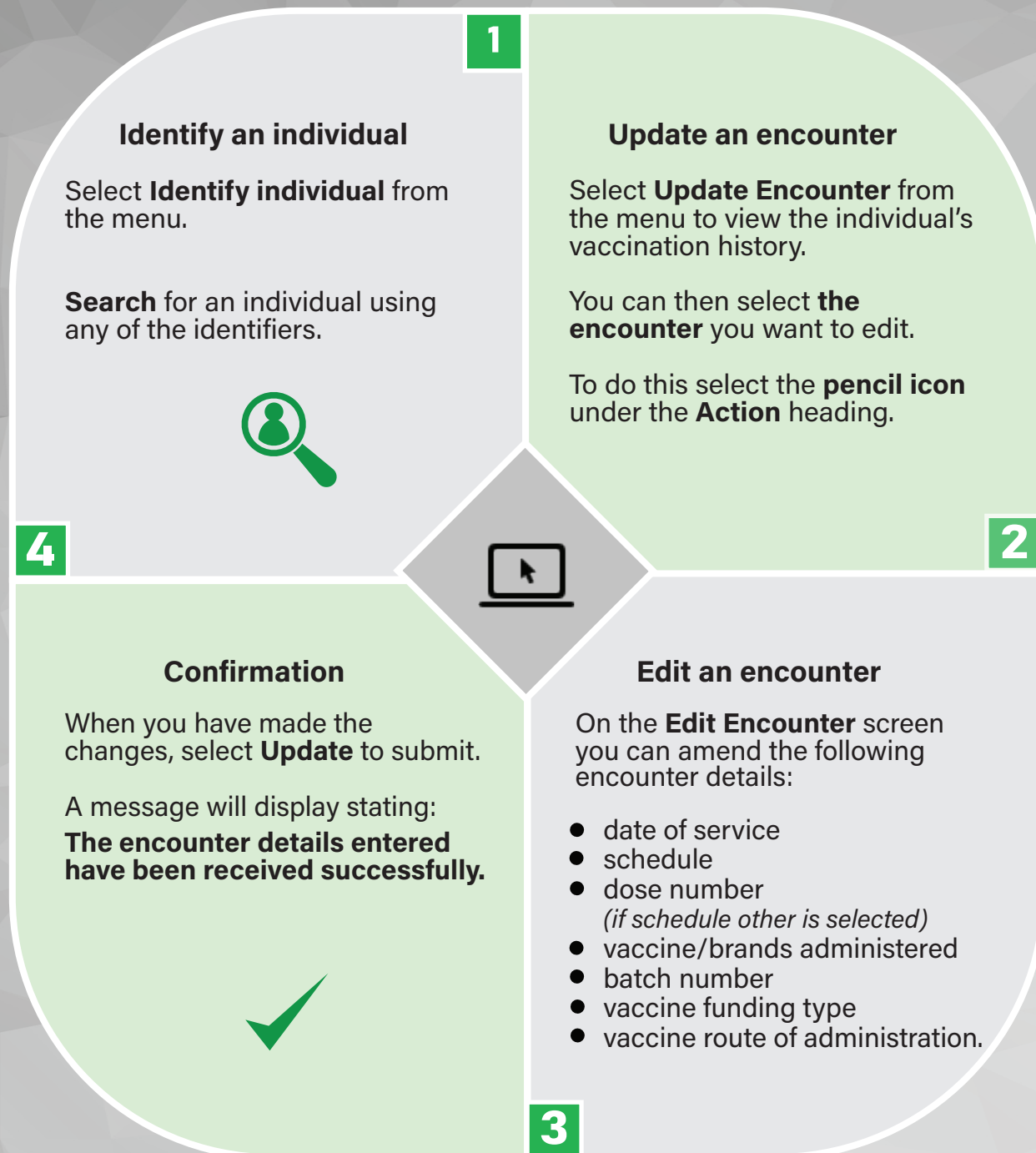## Update vaccination data already submitted to the AIR site

✔ You can update vaccination data **you've** previously submitted to the AIR.

✘ You can't update vaccination data if an information payment has already been made.

HPOS* delegates please note, you need to be acting on behalf of the provider or organisation the vaccination was reported under, to have the option to edit an encounter.

*Health Professional Online Services

1 Identify an individual

Select **Identify individual** from the menu.

Search for an individual using any of the identifiers.

2 Update an encounter

Select **Update Encounter** from the menu to view the individual's vaccination history.

You can then select **the encounter** you want to edit.

To do this select the **pencil icon** under the **Action** heading.

3 Edit an encounter

On the **Edit Encounter** screen you can amend the following encounter details:

- date of service
- schedule
- dose number
  (if schedule other is selected)
- vaccine/brands administered
- batch number
- vaccine funding type
- vaccine route of administration.

4 Confirmation

When you have made the changes, select **Update** to submit.

A message will display stating: **The encounter details entered have been received successfully.**

ⓘ For more information go to: servicesaustralia.gov.au/hpair