

HOW TO MANUALLY ENTER THE AUSTRALIAN IMMUNISATION REGISTER (AIR)

A HELPFUL GUIDE



STEP 1

Log on to **AIR** using **Proda login**

Once you log in you'll see the following page

Click **Go to service** below Health Professional Online Services:

Privacy Notice

By linking to any of the online services below, you agree that your personal and / or your organisation's information (including your organisations' personnel details) may be shared with the relevant department or agency to determine appropriate access to their online system.

My linked services

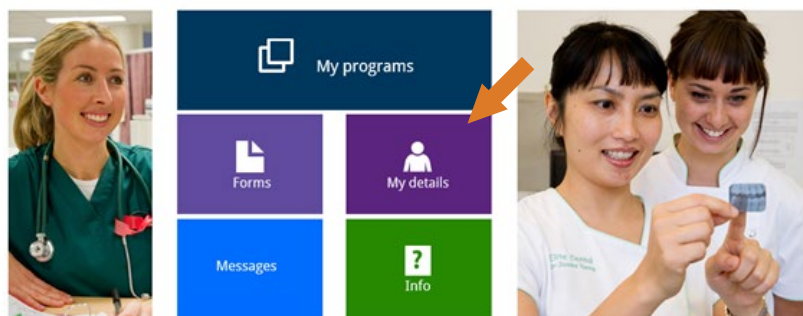


STEP 2

You will see the following page

Click **My programs**:

Hello



STEP 3

Select your **organisation** or **personal identification account**

You will get to the next page with a link to the Australian Immunisation Register (AIR) program.

Click on this **AIR link**:

My programs



STEP 4

You will see the following page

You can either **type your HPI-I** or **HPI-O** number or skip to **next**:

Enter HPI numbers

The recording of the new Healthcare Provider Identifier fields is not a mandatory requirement. However the recording of this information will assist in the track and tracing of individuals who receive an immunisation.

HPI-O

Next Back

STEP 5

You will get to the following page:

Welcome

The AIR is a national register that records all vaccinations given to individuals of all ages, including National Immunisation Program (NIP) schedule vaccines, flu, shingles, travel, and COVID-19 vaccines. The AIR is administered under the *Australian Immunisation Register Act 2015* and AIR data is protected under the *Privacy Act 1988*.

Please ensure you are aware of the [Terms and conditions](#) of accessing this site.

The AIR site provides access to the following functions and information:

- **Identify Individual** - search for an individual
- **Individual Details** -
 - view an individual's immunisation history and/or evidence of immunisation
 - record immunisation encounters
 - view and/or print an immunisation history statement
 - record a catch up schedule
 - edit an immunisation encounter where incorrect details were previously submitted (if you submitted the original record to the AIR)
- **Provider Menu** - review location, email and address details

STEP 6

Click **Identify individual** in the side menu and click again on **identify individual** below it:

Welcome

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 - edit an immunisation encounter where incorrect details were previously submitted (if you submitted the original record to the AIR)
- **Provider Menu** - review location, email and address details

STEP 7

You will get to the following page

If the person has **IHI number**, please type it into the box below:

Identify Individual

An individual can be searched for using any of the identifiers - Medicare card number or IHI or a combination of an identifier and personal information. When a Medicare card number or IHI are unavailable, you can enter personal information only to identify individual.

This form has required and optional fields based on your search query, all required fields are marked with an asterisk *.

Medicare

Medicare Number : IRN:

Individual Healthcare Identifier (IHI)

IHI:

STEP 8

If the person hasn't created an IHI number, **type in surname, first name and DOB**
Then click **search**:

Personal Information

The individual has only one name ⓘ

→ Surname:

→ First Name:

→ Date of Birth: ⓘ

Gender:

Postcode from: to:

Clear Search ←

STEP 9

If your search came back with the following note, you can still **record encounter**:

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

Identify Individual

ⓘ An individual can be searched for using any of the identifiers - Medicare card number or IHI or a combination of an identifier and personal information. When a Medicare card number or IHI are unavailable, you can enter personal information only to identify individual.

This form has required and optional fields based on your search query, all required fields are marked with an asterisk *.

Medicare

Medicare Number : × IRN: ⓘ

Individual Healthcare Identifier (IHI)

IHI: ⓘ

Personal Information

The individual has only one name ⓘ

Surname: * ×

First Name: * ×

Date of Birth: * ⓘ

Gender:

Postcode from: to:

Clear Search Record Encounter ←

STEP 10

Next you will get to the following page

Type in address. Then click **Next**:

Create Individual

Indigenous Status
Notification of an Indigenous status is voluntary. The existing status recorded on the AIR will not be updated if no selection is made.

Indigenous
 Non-Indigenous

Gender: Please Select

Street 1 *

Street 2

Suburb *

Postcode *

STEP 11

Once you have done all the steps above, you will be able to record AIR

Select **record encounter** from the side menu:

Record Encounter

Record Encounter
Update Encounter
Provider Menu

New Encounter

Who performed this Immunisation Encounter *
Please Select

Date of Service *
dd/mm/yyyy

This date of service applies for all episodes

Episode Details

Vaccine/Brand *
Type vaccine or antigen..

Batch Number
Please enter...

Serial Number
Please enter... +

Add Cancel

STEP 12

Type in the following:

- **Who** performed this immunisation encounter
- **Date of service**
- **Vaccine brand** (COVID-19 vaccine AstraZeneca or Comirnaty Pfizer)
- **Enter Serial number**
- Click **Add**
- Then click **Confirm**

You are now done.