

Australian Immunisation Register (AIR)

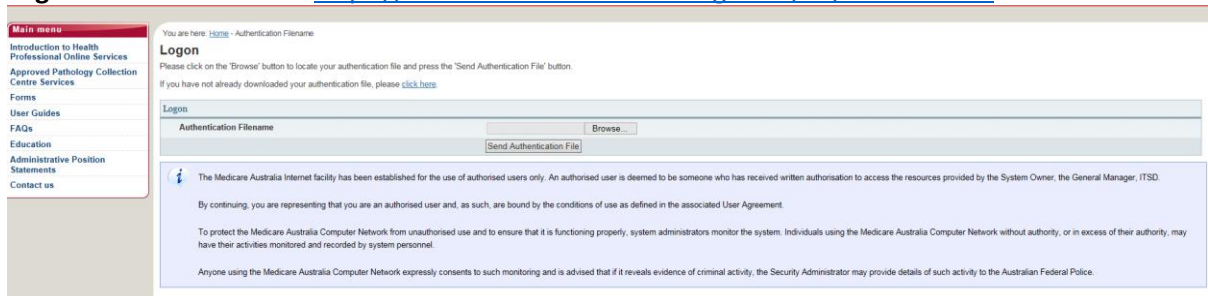
How to request AIR Due/Overdue 10A Report

What you will need: Your practices' PIP (Practice Incentive Payment) Practice ID

The 10A report identifies patients due/overdue for immunisation, by PIP practice. The information can be broken down by MBS service date range. Practices can use this report to identify and recall patients due/overdue for immunisation.

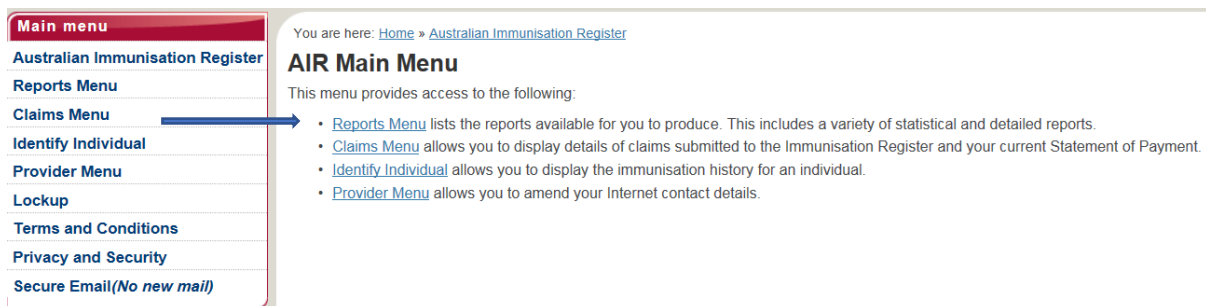
Here are the steps to request 10A report for a practice:

1. Logon to AIR secure site: <https://www1.medicareaustralia.gov.au/ssl/acircirssamn>

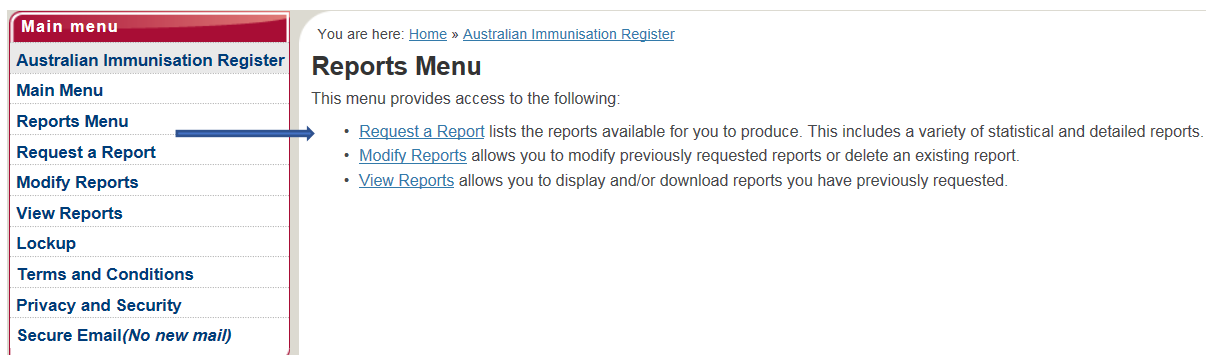


attach Authentication File name, enter user name and password

2. After logged in, select "Report Menu"



3. Under Reports Menu, select "Request a report"



4. Select AIR010A-Due/Overdue Immunisation Practice Report

Main menu

- Australian Immunisation Register
- Main Menu
- Reports Menu
- Request a Report**
- Modify Reports
- View Reports
- Lockup
- Terms and Conditions
- Privacy and Security
- Secure Email(*No new mail*)

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Request a Report

Please select which report you require

- AIR001A - Number of Individuals Registered with AIR
- AIR002A - Number (or percentage) of individuals who have received valid vaccinations
- AIR010A - Due/Overdue Immunisation Practice Report
- AIR011B - Due/Overdue Report - by Vaccination Provider
- AIR021A - Due/Overdue Report - by Medicare GP

5. Tick any of the purpose for the report


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Request New Report

Please indicate the purpose for which you intend to use the information contained in the report.

- To follow-up individuals who are overdue for a scheduled immunisation
- To contact individuals who are in a risk group because of an outbreak of a disease
- To maintain accurate records in order to provide an immunisation recall/reminder service
- To identify particular individuals requiring an immunisation service

If the purpose which you intend to use the information is not covered by the above, please specify the purpose below.

 **All messages relating to the Request Report process will appear below**

6. Fill in the information required on the page:

Report Requirements

Name of Report
Please enter a name for this report
AIR 10A report

Frequency of Report
Once Only Monthly Quarterly
Please select the frequency for this report
Monthly reports will produce on the first day of each month. Quarterly reports will produce on the first of January, April, July & October

Report End Date
DD.MM.CCYY
Please enter an end date to cease production of monthly and quarterly reports, eg. 20.08.2014

Output of Report
Comma Separated (These reports may be imported into spreadsheet and database applications.)
Printable Version
NOTE: All reports will be displayed on the View Reports page once they have been produced

Practice ID
Please enter your PIP Practice ID

MBS Service Period
Include individuals seen for a MBS service within the practice in the last
3 Months
Individuals with MBS services conducted during this period by providers at your practice will be included in the report.

Immunisation status
Please tick the immunisation status of the individuals you wish to be included in this report.
Not Fully Immunised
All Individuals

Not Fully Immunised - Overdue by Disease
Include individuals overdue for:
All Diseases

Age Breakdown
Please select the age breakdown you wish to include in the report.
Birth Date Range From To
Age Range From Birth To 10 years
NOTE: The maximum Age Breakdown Range is 10 years.

Include individuals where
A Natural Immunity has been recorded
A Medical Contraindication has been recorded
A single visit was made to the practice during the service period.

Clear OK

Any messages relating to the Request Report process will appear below

Click "OK" to complete the request.

7. Select the details you wish to appear in the report. You will need to select all the individuals' details, overdue details and vaccine details.

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Request New Report

AIR010A - Due/Overdue Immunisation Practice Report

A separate file will be produced for each section identified below. A file will only be produced when options have been selected from that file. An individual's personal details will include gender and overdue status. A unique reference number will be used to match an individual in each file. Please select the details you wish to appear in the report.

Report Details Form


INDIVIDUAL'S DETAIL FILE	<input checked="" type="checkbox"/> Individual's Medicare Number <input checked="" type="checkbox"/> Address Details
OVERDUE DETAILS FILE	<input checked="" type="checkbox"/> Due/Overdue Details
VACCINE DETAILS FILE	<input checked="" type="checkbox"/> Vaccine Details
NATURAL IMMUNITY/MEDICAL CONTRAINDICATION DETAILS FILE	<input checked="" type="checkbox"/> Natural Immunity <input checked="" type="checkbox"/> Medical Contraindication

Clear Send Report Request

Any messages relating to the Request Report process will appear below

Your request for the report has been successful. This report will be displayed on the View Reports page once it has been produced.

If your request is successful, you will see the message appear on the page as shown below:

 Any messages relating to the Request Report process will appear below

Your request for the report has been successful. This report will be displayed on the View Reports page once it has been produced.

Please press the 'Modify Sort Sequence' button if you wish to view or change the pre-defined sort parameters for this report.

Your report will be available on AIR secure site the next day.

8. To view the report, logon to AIR, go to “Reports Menu” > “View Reports”.

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Reports Menu

This menu provides access to the following:

- [Request a Report](#) lists the reports available for you to produce. This includes a variety of statistical and detailed reports.
- [Modify Reports](#) allows you to modify previously requested reports or delete an existing report.
- [View Reports](#) allows you to display and/or download reports you have previously requested.

9. Select the report you wish to view and click “View/Download Report”.

10. A) If you chose “comma separated” in Step 6 as output of the report:

i. Once the report is downloaded, click “open” to see all files in a new window



ii. The zip file contains the following files:

BP170106	Text Document
DO170106	Microsoft Excel Comma S...
IH170106	Microsoft Excel Comma S...
NM170106	Microsoft Excel Comma S...
VC170106	Microsoft Excel Comma S...

BP file: An explanatory document of the report;

DO file: Details of overdue diseases of the immunisation overdue individuals;

IH file: Details of individuals;

NM file: Natural Immunity of individuals (if recorded);

VC file: Immunisation history of the immunisation overdue individuals.

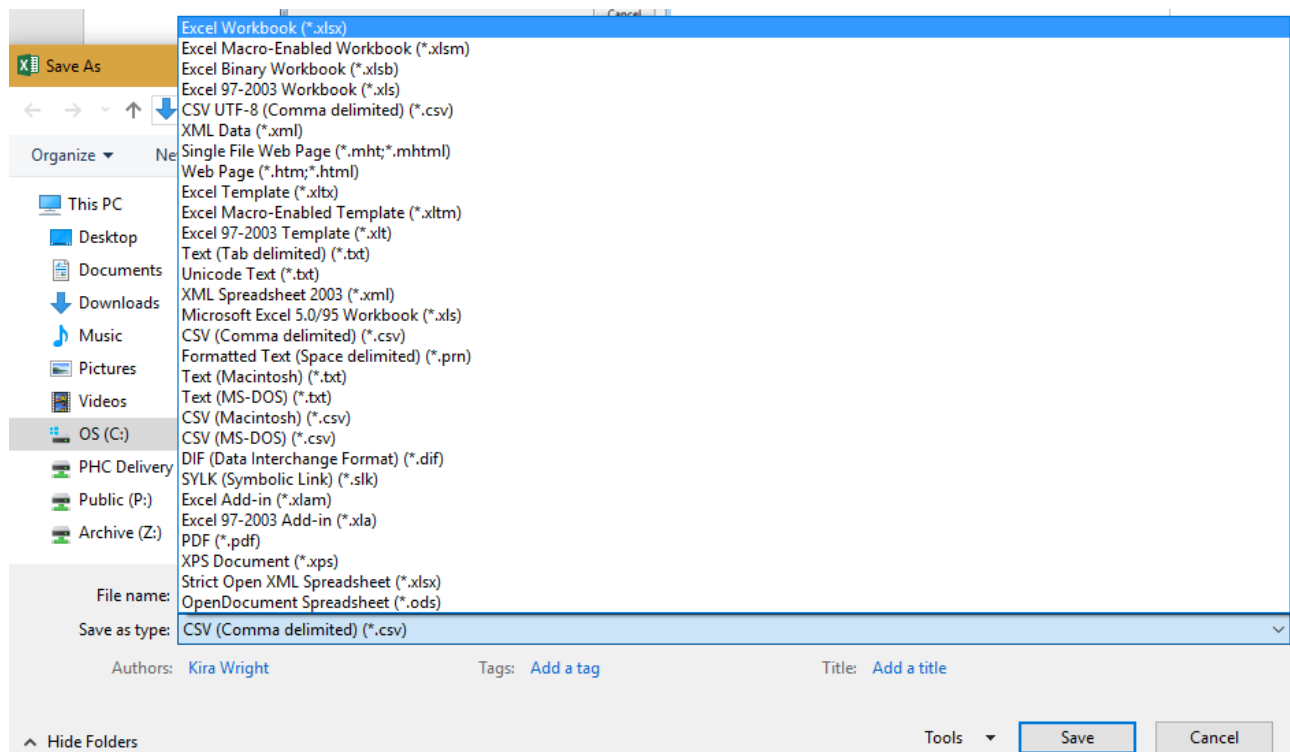
iii. Open the **DO file** and select '**File**' > '**Save As**' and save in a folder on your pc (Suggest creating a new folder titled 'AIR Overdue Lists')

iv. Rename the file:

a. **File name:** the current year, month

b. **Save as type:** select Excel Workbook(*.xlsx)

e.g. “201701January.xlsx”



v. Open the saved copy, and right click on the first date in the column titled ‘Date due’, select ‘Sort by Newest to Oldest’

vi. Your overdue list is now sorted by the most recently overdue at your practice

vii. Work through your list, comparing with your practice software patient information.

a. If patient **has** had the immunisation/s they are listed as overdue for, notify AIR via regular means

b. If patient **has not** had the immunisation/s they are listed as overdue for, use recall/reminder system

B) If you chose “Printable Version” in Step 6 as output of the report:

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View Reports

You have selected report AIR010A Due/Overdue Immunisation Practice Report. You have chosen the option to view the report, however, if your report is in excess of 30 pages in length, only the first 3 the Download button and you will be prompted through the download function.

Downloaded reports are in zip format and you will need a decompression utility on your computer to view the file. Aladdin Expander and Stuffit Expander are free from the [Aladdin Systems web site](#).

[Download](#)

DUE/OVERDUE IMMUNISATION PRACTICE REPORT (AIR010A)
Phone : 1800 653 809
(Call charges apply from
mobiles or pay phones only)
FIF Practice:
Requesting Provider:
MBS Service period date range:
Report produced on:
Report current as at:

Report Requested by
Provider Number

AIR010A Due/Overdue Immunisation Practice Report

You can view the report online or download the report. The report displays each individual's information separately.

Providers registered at Practice location/s

The 10A report lists the vaccination providers who were registered within your practice during MBS services period. If you have any enquiries regarding the providers' information, please contact the Practice Incentives Program (PIP) on 1800 222 032.

Further support:

If you are having difficulty with AIR online access or these reports, please call the AIR online helpdesk on 1300 650 039