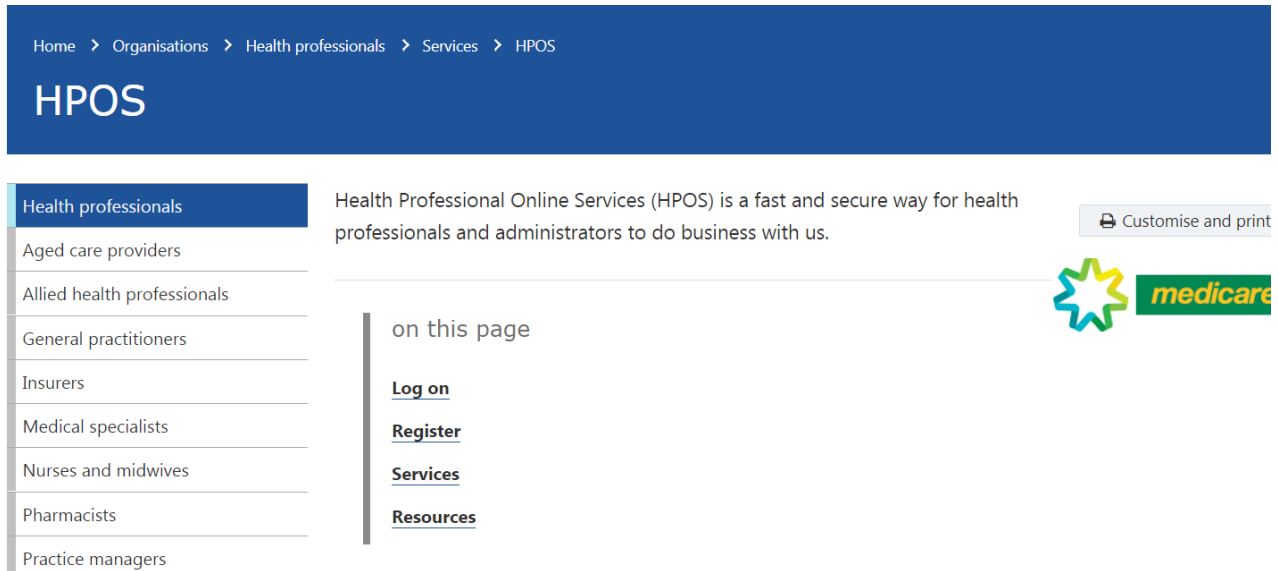


## Australian Immunisation Register (AIR)

### How to log on to the AIR internet site

Go to HPOS website: <https://www.humanservices.gov.au/health-professionals/services/medicare/hpos>



Home > Organisations > Health professionals > Services > HPOS


# HPOS

Health professionals

- Aged care providers
- Allied health professionals
- General practitioners
- Insurers
- Medical specialists
- Nurses and midwives
- Pharmacists
- Practice managers

Health Professional Online Services (HPOS) is a fast and secure way for health professionals and administrators to do business with us.

[Customise and print](#)



on this page

- [Log on](#)
- [Register](#)
- [Services](#)
- [Resources](#)

Select: Log on

## Log on

The log on buttons on HPOS recently changed. If you have an individual PKI or a site certificate select the **PKI Certificates** button to log on.

If you're accessing Digital Health using an individual PKI use the **PKI Certificates** button to log on.

## Accessing HPOS and Digital Health Services using

**PRODA**

Provider Digital Access (PRODA) is replacing individual Medicare Public Key Infrastructure (PKI) certificates. PRODA is not a replacement for organisation PKI site certificates.

**PKI Certificates**

## Accessing other online services

**AIR log on only**

**Hearing Services eClaiming log on only**

Select: AIR log on only

You are here: [Home](#) - Authentication Filename


## Logon

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 [click here](#)

**Logon**

Authentication Filename  No file chosen

 The Department of Human Services Internet facility has been established for the use of authorised users only. An authorised user is deemed to be someone who is authorised by ITSD.

By continuing, you are representing that you are an authorised user and, as such, are bound by the conditions of use as defined in the associated User Agreement.

When accessing the AIR secure site for the first time you need to download your authentication file.

**Select: [click here](#)**

Australian Department of Human Services [AU] | <https://www1.medicareaustralia.gov.au/ssl/hacscmqsafdl>

DoH/DHS News | Sydney News Digital Health NPS Resources to improve health www.nslhd.health.gov.au Networking Health QI Web Portals Integration

## Health Professional

Online Services

You are here: [Home](#) - Authentication Filename

### Obtain Authentication File

To obtain your authentication file, enter your details in the boxes below and click on the Download File button. Once you have downloaded your authentication file, you will be able to log on to the system.

|                                              |                                    |
|----------------------------------------------|------------------------------------|
| User Name                                    | <input type="text" value="....."/> |
| Authentication File Name                     | <input type="text"/>               |
| <input type="button" value="Download File"/> |                                    |

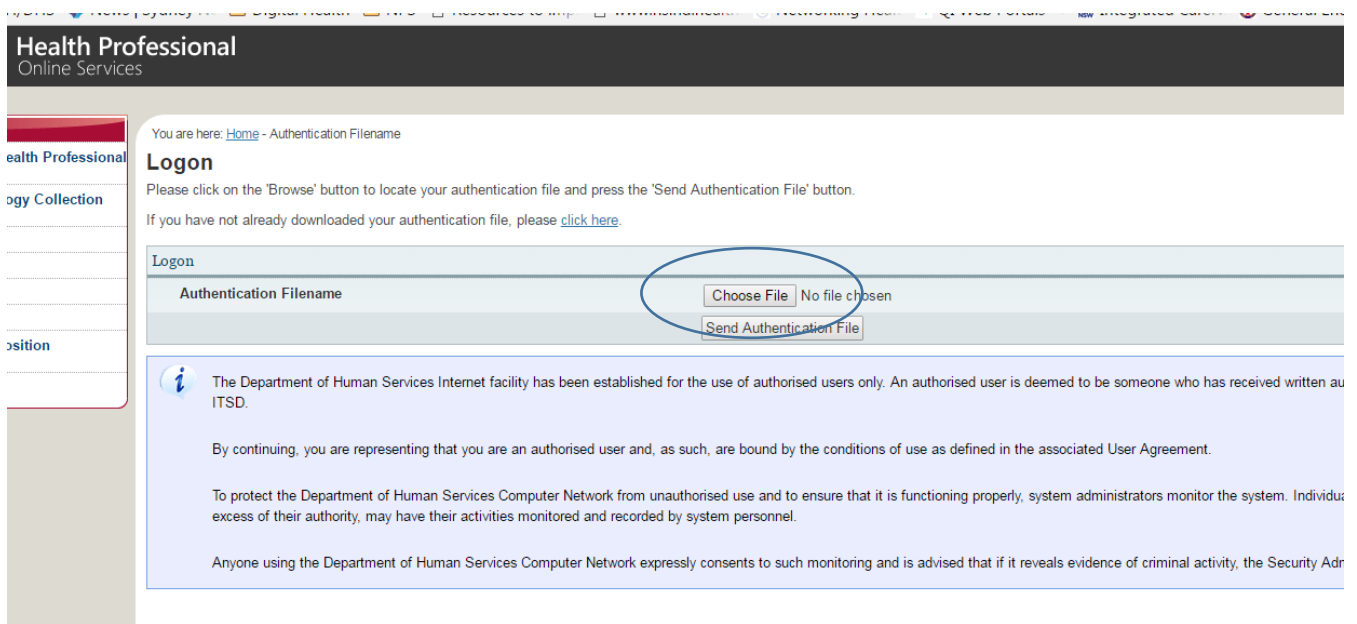
Enter your provider number as your user name and your authentication file name (which is in the welcome letter you received from Medicare Australia) then click download file

*(If you have lost your user name or authentication file name contact the AIR internet help desk **1300 650 039**)*

Follow the prompts to download and save the authentication file to a convenient location. You will need to access it each time you log on

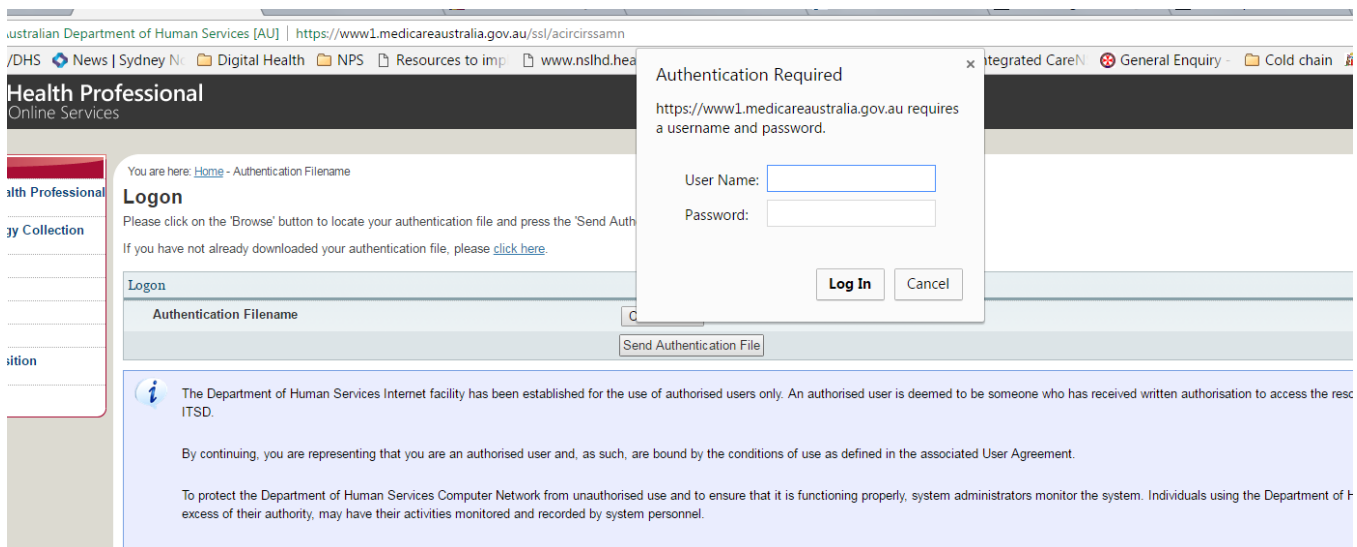
# Accessing the secure site when you have your authentication file

Select AIR logon only from the HPOS website (see above)



Select: Choose file to locate the saved authentication file (In the browser window click on the authentication file then click open)

Select: send authentication file



Enter your provider number as your user name, enter the password you chose when requesting access, select log in

You will be asked to set a new password every 6 months from your initial request for access.

Australian Department of Human Services [AU] | <https://www1.medicareaustralia.gov.au/ssl/acircirssamn#signon>

Apps DoH/DHS News | Sydney N Digital Health NPS Resources to imp www.nslhd.health Networking Health QI Web P

**Health Professional**  
Online Services

**Main menu**

- [Australian Immunisation Register](#)
- [Reports Menu](#)
- [Claims Menu](#)
- [Identify Individual](#)
- [Provider Menu](#)
- [Lockup](#)
- [Terms and Conditions](#)
- [Privacy and Security](#)
- [Secure Email \(No new mail\)](#)

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 and your current Statement of Payment.
- [Identify Individual](#) allows you to display the immunisation history for an individual.
- [Provider Menu](#) allows you to amend your Internet contact details.

**The main menu page** enables you to check the immunisation history of a child, request immunisation reports and send immunisation data

**Reports menu:** allows you to request, view or modify a report

**Claims menu:** allows you to view a summary of claims you have submitted to AIR, view or request your current AIR statement of payment

**Identify child:** allows you to view a child's immunisation history and to record immunisation encounters

**Provider menu:** allows you to amend your internet contact details