

Australian Immunisation Register (AIR)

How to log on to the AIR internet site

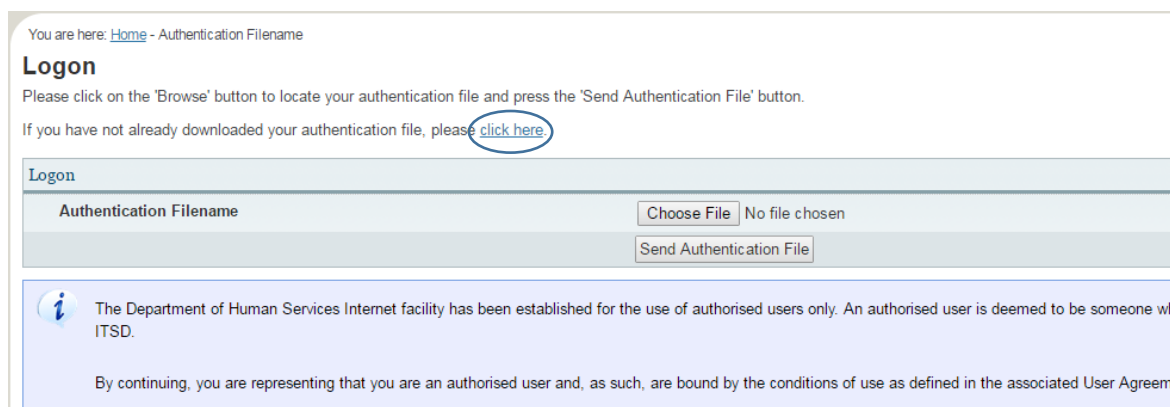
Go to HPOS website:

<https://www.humanservices.gov.au/healthprofessionals/services/medicare/hpos>



The screenshot shows the HPOS (Health Professionals Online Services) website. On the left is a navigation menu with categories like 'Health professionals home', 'Aged care providers', 'Allied health professionals', 'General practitioners', 'Insurers', 'Pharmacists', 'Practice managers', 'Software vendors', 'Specialists', and 'Other health professionals'. Below this is a 'Services' section with links for 'Help subjects', 'Forms', 'News', and 'Feedback and complaints'. A Medicare logo is also present. The main content area features a 'Log on' button, a 'Register' button, and 'Services' and 'Resources' tabs. A text box explains that the Australian Immunisation Register is a national register. Below this, a message states that log on buttons have recently changed, advising users with individual PKI or site certificates to use the 'PKI Certificates' button. There are three orange buttons: 'PRODA', 'PKI Certificates', and 'AIR log on only'. A section titled 'Accessing other online services' includes a 'Hearing Services eClaiming log on only' button. At the bottom left, there is a section for creating a brochure.

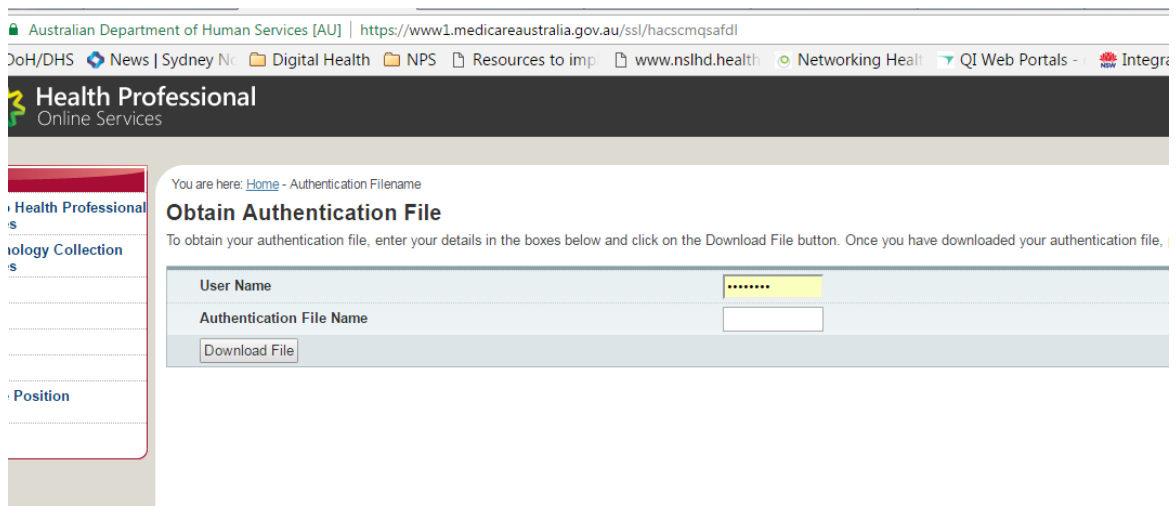
Select: AIR log on only



The screenshot shows the 'Logon' page. At the top, it says 'You are here: Home - Authentication Filename'. The heading is 'Logon'. Below the heading, it says 'Please click on the 'Browse' button to locate your authentication file and press the 'Send Authentication File' button.' It also says 'If you have not already downloaded your authentication file, please [click here](#).' There is a 'Logon' form with an 'Authentication Filename' field, a 'Choose File' button, and a 'Send Authentication File' button. At the bottom, there is an information icon and text: '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 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



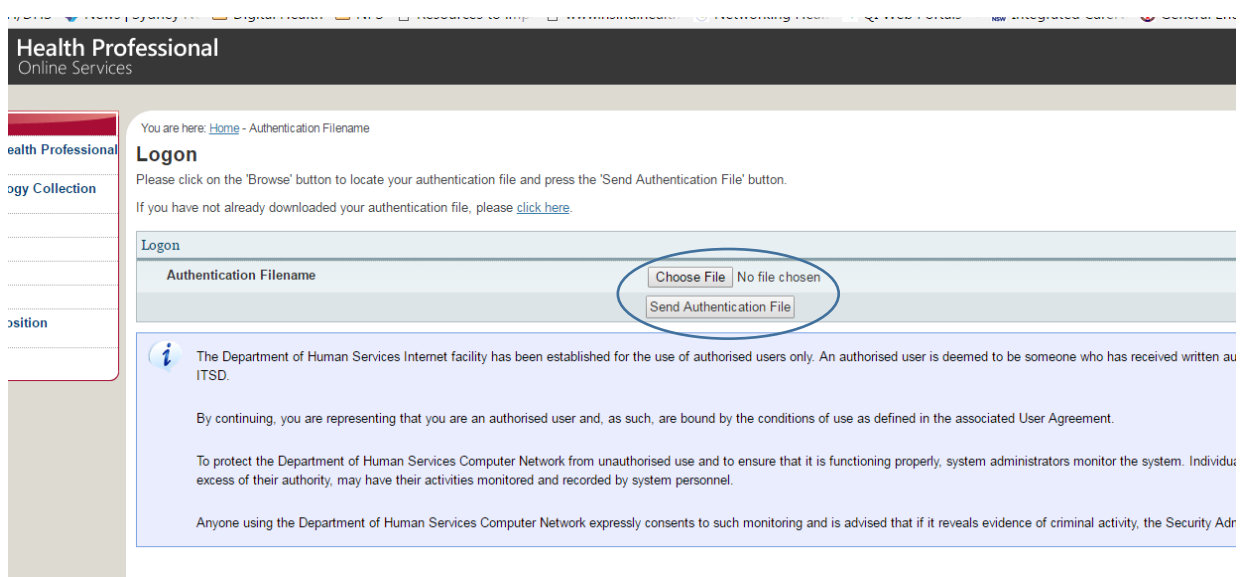
Enter your provider number as your user name and your authentication file name (which is in the welcome letter you received from Medicare Australia) then click download file

*(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

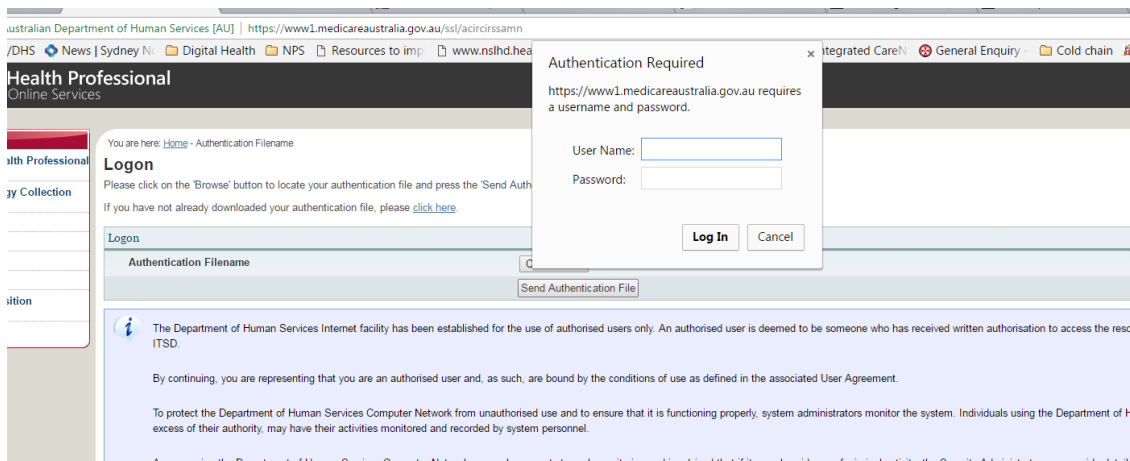
Accessing the secure site when you have your authentication file

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



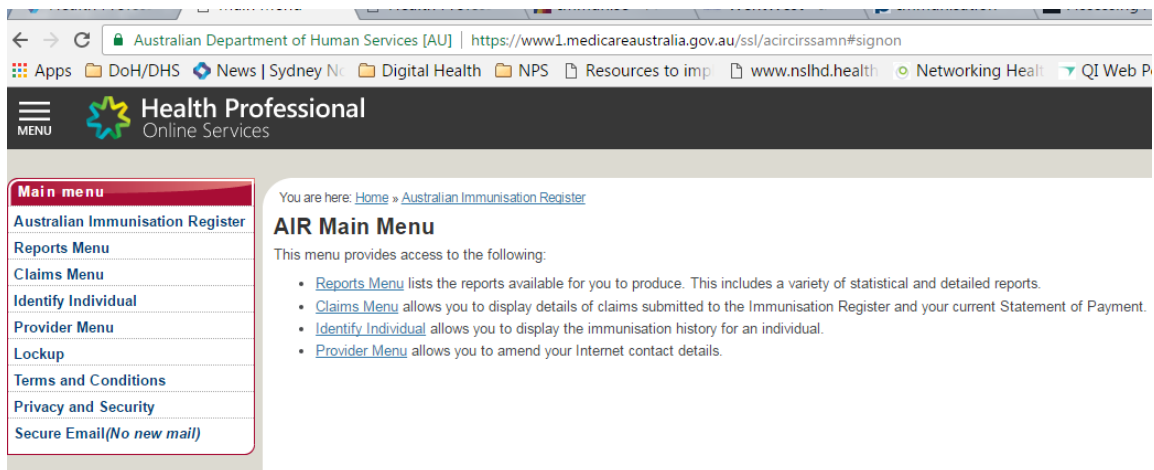
Select: Choose file to locate the saved authentication file (In the browser window click on the authentication file then click open)

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.



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