

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

• Health professionals home						
► Aged care providers	HPUS					
Allied health professionals	Health Professionals Online Services (HPOS) is a fast and secure way for health					
▸ General practitioners						
• Insurers	The Australian Immunisation Register is a national register that records immunisations given to people of all ages in Australia. Please make sure your software is updated to					
• Pharmacists	support these changes.					
 Practice managers 	Log on Register Services Resources					
Software vendors						
▶ Specialists	The log on buttons on HPOS have recently changed. If you have an individual PKI or a site certificate place log on by selecting the PKI Certificate button. If you					
• Other health professionals	Accessing HPOS and eHealth Services using PRODA Provider Digital Access (PRODA) is replacing individual Medicare Public Key Infrastructure (PKI) certificates. PRODA is not a replacement for PKI site certificates.					
▶ Services						
Help subjects						
▶ Forms						
▶ News						
 Feedback and complaints 						
medicare	PKI Certificates >					
	Accessing other online services					
Create your own	AIR log on only •					
the entire guide or just	Hearing Services eClaiming log on only >					

Select: AIR log on only

ľ	You are here: <u>Home</u> - 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 Choose File No file chosen						
			Send Authentication File			
	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 wh 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 Agree					

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

Select: click here

Australian Departm	ient of Human Services [AU] htt	ps://www	1.medicareaustralia.gov.	au/ssl/hacscmqsafdl				
DoH/DHS \land News	Sydney No 🗀 Digital Health	🗀 NPS	🗅 Resources to imp	🖞 www.nslhd.health	Networking Healt	🍸 QI Web Portals -	🏶 Integra	
Health Pro Online Service:	fessional							
	You are here: <u>Home</u> - Authentication Fi	lename						
Health Professional	Health Professional Obtain Authentication File							
ology Collection	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,							
	User Name							
	Authentication File Name							
	Download File							
Position								

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)

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Health Pro Online Service	ofessional es					
	You are here: Home - Authentication Filename					
ealth Professional	Logon					
ogy Collection	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 Choose File No file chosen					
osition	Send Authentication File					
	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 has received written a 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.					
	To protect the Department of Human Services Computer Network from unauthorised use and to ensure that it is functioning properly, system administrators monitor the system. Individ excess of their authority, may have their activities monitored and recorded by system personnel.					
	Anyone using the Department of Human Services Computer Network expressly consents to such monitoring and is advised that if it reveals evidence of criminal activity, the Security Ac					

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

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alth Professional	You are here: <u>Home</u> - Authentication Filename Logon Please click on the 'Browse' button to locate your authentication file and press the 'Send Auth If you have not already downloaded your authentication file, please <u>click here</u> . Logon Authentication Filename Co		User Name: Password: Log In Cancel
sition	9	The Department of Human Services Internet facility has been established for the use ITSD. By continuing, you are representing that you are an authorised user and, as such, are To protect the Department of Human Services Computer Network from unauthorised excess of their authority, may have their activities monitored and recorded by system	of authorised users only. An authorised user is deemed to be someone who has received written authorisation to access the resc e bound by the conditions of use as defined in the associated User Agreement. use and to ensure that it is functioning properly, system administrators monitor the system. Individuals using the Department of H personnel.

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