

## Australian Immunisation Register (AIR)

### How to submit data and update an encounter

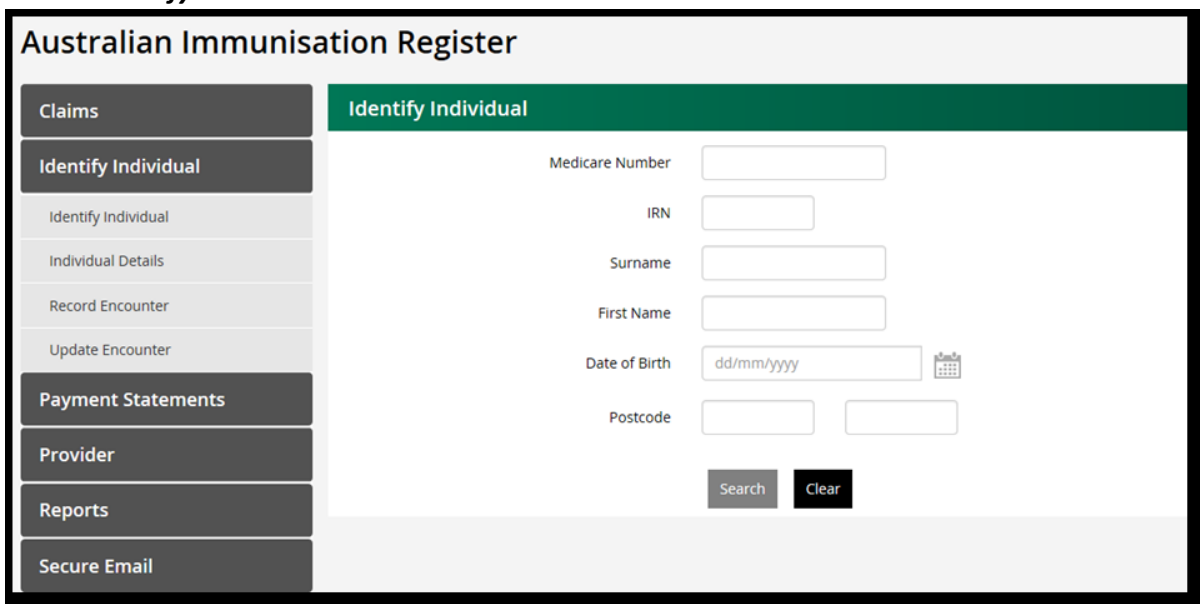
You are here: [Home](#) » [Australian Immunisation Register](#)

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

### Select 'Identify Individual'



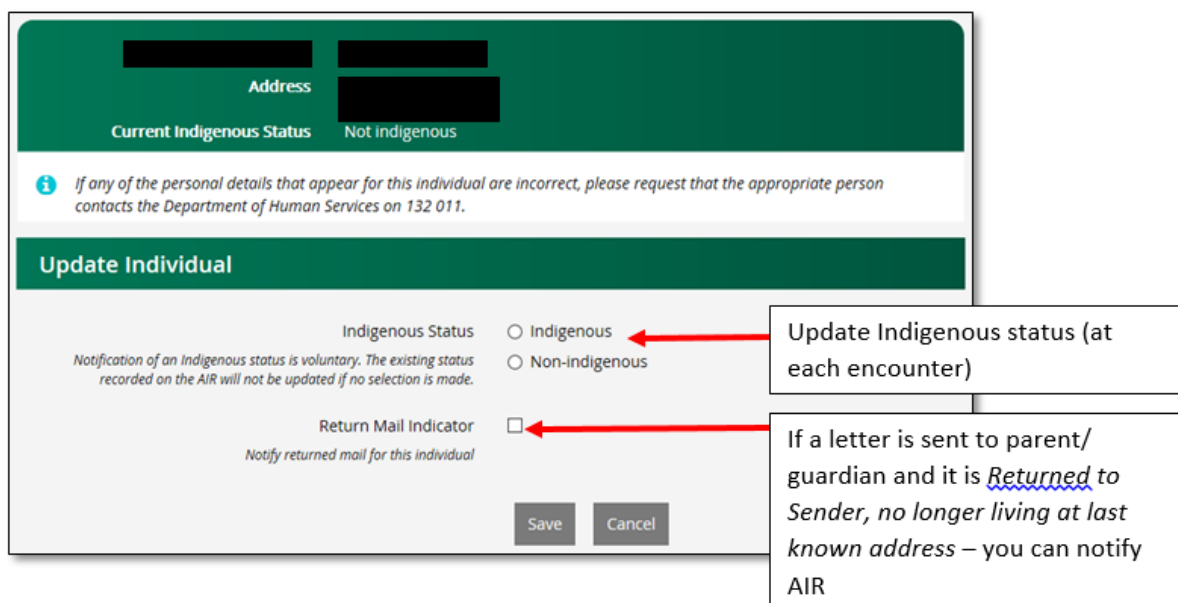
Enter Medicare Number and IRN (Individual Reference Number)

Or

Enter persons Surname, First Name & DOB (dd/mm/yyyy)

### SEARCH

The following screen will appear:



**Update Individual**

Indigenous Status  Indigenous  Non-indigenous

Return Mail Indicator  Notify returned mail for this individual

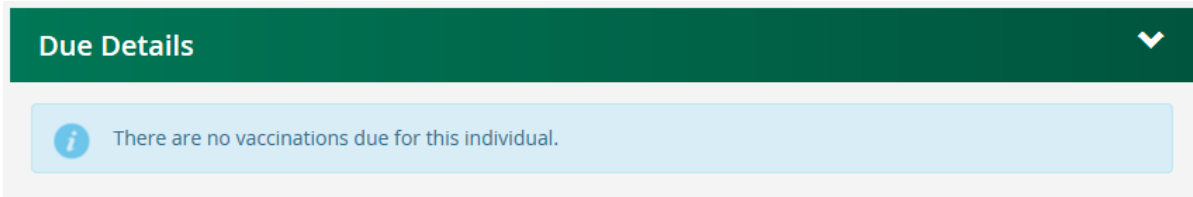
Save Cancel

**Update Indigenous status (at each encounter)**

If a letter is sent to parent/guardian and it is Returned to Sender, no longer living at last known address – you can notify AIR

## Due Details Screen

This will appear if no vaccines are overdue:



## Immunisation History Screen

Immunisation Details <span style="float: right;">⤴</span>				
Immunisation History <span style="float: right;">⌵</span>				
Date <span>⤴</span>	Vaccine/Brand <span>⤴</span>	Dose	Status <span>⤴</span>	Reason Code <span>⤴</span>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
27 Jan 2001	<a href="#">Engerix-B</a>	B	Accepted	
26 Mar 2001	<a href="#">Infanrix</a>	1	Accepted	
26 Mar 2001	<a href="#">Comvax</a>	1	Accepted	
26 Mar 2001	<a href="#">Oral Polio</a>	1	Accepted	
31 May 2001	<a href="#">Infanrix</a>	2	Accepted	
31 May 2001	<a href="#">Comvax</a>	2	Accepted	
31 May 2001	<a href="#">Oral Polio</a>	2	Accepted	
02 Aug 2001	<a href="#">Infanrix</a>	3	Accepted	
02 Aug 2001	<a href="#">Oral Polio</a>	3	Accepted	
24 Jan 2002	<a href="#">MMR II</a>	1	Accepted	
24 Jan 2002	<a href="#">Comvax</a>	3	Accepted	
05 Aug 2002	<a href="#">Infanrix</a>	4	Accepted	
27 Feb 2003	<a href="#">Menjugate</a>	1	Accepted	
17 Mar 2005	<a href="#">Priorix</a>	2	Accepted	
17 Mar 2005	<a href="#">Oral Polio</a>	4	Accepted	
17 Mar 2005	<a href="#">Infanrix</a>	5	Accepted	
13 Mar 2014	<a href="#">Gardasil</a>	1	Accepted	
13 Mar 2014	<a href="#">Boostrix</a>	5	Has been clarified by provider	<a href="#">103</a>
22 May 2014	<a href="#">Gardasil</a>	2	Accepted	
16 Sep 2014	<a href="#">Gardasil</a>	3	Accepted	

10 25 50 100

To view more of the Immunisation History, CLICK:

10 25 50 100

You can also now sort by Date/Vaccine/Brand/Status/Reason Code:

Date ^	Vaccine/Brand ^	Dose	Status ^	Reason Code ^
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To search for a new individual

Identify Individual

Identify Individual

←

CLICK – IDENTIFY INDIVIDUAL

Individual Details

Record Encounter

Update Encounter

The following screen appears:

Claims

Identify Individual

Identify Individual

Individual Details

Record Encounter

Update Encounter

Payment Statements

Provider

Reports

Identify Individual

Medicare Number

IRN

Surname

First Name

Date of Birth

Postcode

Then the following screen will appear:

[REDACTED] [REDACTED]  
**Address** [REDACTED]  
**Current Indigenous Status** Not indigenous

ⓘ If any of the personal details that appear for this individual are incorrect, please request that the appropriate person contacts the Department of Human Services on 132 011.

### Update Individual

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

**Return Mail Indicator**   
 Notify returned mail for this individual

## Record Encounter

**Identify Individual**

Identify Individual

Individual Details

**Record Encounter**

Update Encounter

### New Encounter

Who performed this Immunisation Encounter \*  SELECT PROVIDER

Schedule \*  SELECT AGE

Date of Service \*   SELECT DATE

**Episode Details**  
 Vaccine/Brand  Dose   SELECT VACCINE & DOSE  
 Antigens

TO ADD ANOTHER VACCINE FOR THE SAME ENCOUNTER: CLICK +

The following screen will appear to add another vaccine

Episode Details

Vaccine/Brand: Boostrix    Dose: Dose 5    -

Antigens: Diphtheria Pertussis Tetanus

Vaccine/Brand: Fluarix Tetra    Dose: Dose 5    -

Antigens: Influenza

Vaccine/Brand: MMR II    Dose: Dose 2    +  
-

Antigens: Measles Mumps Rubella

**Add** **Cancel**

CLICK – ADD, when you have entered all vaccines for that Encounter

The following screen will appear – then check details

If correct CLICK - SUBMIT

**Record Encounter**

Date	Vaccine/Brand	Schedule	Dose	Who Performed the Encounter	Practice Location	Action
20 Mar 2013	<a href="#">Boostrix</a> <a href="#">H-B-Vax II (Adult)</a>	Other	Dose 3 Dose 3 Dose 3	Another provider performed this encounter in Australia	-	 

**Add Another** **Submit**

Then the following screen will appear

**Confirmation**

**Success!**

The vaccination details entered for [REDACTED] have been received successfully.  
**Claim ID - W170612!**

## Update Encounter

Correct errors in encounters online


**Identify Individual**


Identify Individual

Individual Details

Record Encounter

**Update Encounter**

The following screen will appear – you can only modify those encounters with a 

Date of Service	Vaccine/Brand	Schedule	Dose	Status	Reason Code	Action
<input type="text"/>						
16 Sep 2014	<a href="#">Gardasil</a>	Other	3	Accepted		
22 May 2014	<a href="#">Gardasil</a>	Other	2	Accepted		
13 Mar 2014	<a href="#">Gardasil</a> <a href="#">Boostrix</a>	Other Other	1 5	Accepted Has been clarified by provider	<a href="#">103</a>	
17 Mar 2005	<a href="#">Priorix</a> <a href="#">Oral Polio</a> <a href="#">Infanrix</a>	4 years Other Other	2 4 5	Accepted Accepted Accepted		

**Edit Encounter**

Submitted Date 02 May 2016

Who performed this Immunisation Encounter \* Another provider performed this encounter in Au v

Date of Service \* 13/03/2014

Episode Details

Schedule \* Other v Vaccine/Brand \* Gardasil Dose \* Dose 1 v

Antigens Human Papillomavirus

Schedule \* Other v Vaccine/Brand \* Boostrix Dose \* Dose 5 v

Antigens Diphtheria Pertussis Tetanus

Update Cancel

You can modify any Encounter with \*

Then CLICK - UPDATE

## Payment Statements

You can also choose to receive your payment statements 'Online' or 'Paper'

### Australian Immunisation Register

- Claims
- Identify Individual
- Payment Statements
- Provider
- Reports
- Secure Email
- Lockup

#### Immunisation payment statement preferences

You can stop receiving paper based statement by selecting the online option. You can change your statement preferences at any time.

Provider number	Provider address	Preferences
N90961X	PUBLIC HLTH UNIT-GREATER, MURRAY AREA HLTH SVCE, SUIT 1B -620 MACAULEY STREET, ALBURY, NSW 2640	<input type="radio"/> Online <input checked="" type="radio"/> Paper

## Update Provider Details

### Provider Menu

This menu provides access to the following:

- [Update Provider Details](#) allows you to amend your Internet contact details.



You are here: [Home](#) » [Australian Immunisation Register](#)

## Update Provider Details

If any of the details displayed below are incorrect, please provide the current details.

Your email address and fax number may be used by Department of Human Services to provide you with information or assistance in relation to the Immunisation Register and Feedback Reporting Facility Internet sites, and will not be released to any other party.

Update Provider Details Form	
Provider/Registration Number	N90961
Current Mailing Address	PO BOX 3095 ALBURY 2640
Email Address	<input type="text" value="barbara.wilson@health.nsw.gov.au"/>
Fax Number	<input type="text" value="02"/> <input type="button" value="v"/> STD code <input type="text" value="60808900"/> <i>Number</i>
Email notification	<input checked="" type="radio"/> Yes <input type="radio"/> No <i>Email me when my reports have been produced</i>
<input type="button" value="Update Details"/>	