

Australian Immunisation Register (AIR)

How to register for an AIR logon (only available for general practitioners)

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

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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.

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Services

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Accessing Medicare Easyclaim reports using HPOS	▼
Accessing AIR using HPOS	▲
<p>You can use the AIR through HPOS to submit immunisation records, view an immunisation history, request reports and update provider contact details.</p> <p>Read more about accessing AIR using HPOS</p>	
Accessing CDBS information using HPOS	▼

Select: Accessing AIR using HPOS

Select: Read more about accessing AIR using HPOS

Select: Register and request access

Register and request access

General practitioners (GPs)

If you're a GP, you're automatically recognised as a vaccination provider

You must request access to the AIR using HPOS.

To request access, complete the online request access form. Your access will be granted overnight.

You can log on to HPOS using PRODA the next day.

Other vaccination providers

If you're not a GP, you can apply to become a recognised vaccination provider.

Fill in the Australian Immunisation Register - Application to Register as a Vaccination Provider form and send it to your state or territory health department for approval. When we get the approved form, we'll give you a unique AIR registration number. This will identify you as a vaccination provider.

You must request access to the AIR using HPOS.

To request access, complete the online request access form. Your access will be granted overnight. You can log on to HPOS using PRODA the next day.

Select: **Online request access form**

services

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Request Access

Immunisation providers who have already registered with the AIR may request access to the AIR secure site.

Filling the form out below:

- Provider/Registration Number
 - Public Sector Providers - enter your number allocated for use with the AIR
 - Medicare general practitioners - enter your full provider number of your principal practice.
- Password
 - retain for use when initially accessing the AIR secure site
 - for security purposes you will be asked to change your password after initial logon and every six months thereafter.
- Email Address and Fax Number
 - may be used by Department of Human Services to provide you with information or assistance in relation to the AIR and Feedback Reporting Facility Internet sites
 - will not be released to any other party.
- After Validation
 - an authentication file name will be posted to your current mailing address (recorded on the AIR).

Call the AIR Internet Helpdesk on 1300 650 039 if you need further assistance.

Provider/Registration Number	<input type="text"/>
Password	<input type="password"/> Password must consist of 8 alpha/numeric characters
Verify Password	<input type="password"/>
Email Address	<input type="text"/>
Fax Number	<input type="text"/> STD code <input type="text"/> number
Email Notification	<input type="radio"/> Yes <input checked="" type="radio"/> No Email me when my reports have been produced
<input type="button" value="Request Access"/> <input type="button" value="Reset"/>	

Any messages relating to the access request process will appear below

Complete all details, **retain the password** you choose.

You will be asked for this password when you logon to the AIR secure internet site

In approximately 2-3 weeks, each provider will receive two letters from AIR, you will need both, one is a **username**, the other is the **authentication file name**, this is used to download the access file to your system.

This process needs to be repeated for each provider in the practice.