

Australian Immunisation Register (AIR)

How to submit data and update an encounter

Main menu

- [Australian Immunisation Register](#)
- [Reports Menu](#)
- [Claims Menu](#)
- [Identify Individual](#)
- [Payment Statements Menu](#)
- [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 stat
- [Claims Menu](#) allows you to display details of claims submitted to the Immunisation Regis
- [Identify Individual](#) allows you to display the immunisation history for an individual.
- [Payment Statements Menu](#) Financial and Payment Statements. Statement Preference U
- [Provider Menu](#) allows you to amend your Internet contact details.

Select: Identify Individual

Australian Immunisation Register

- Claims
- Identify Individual**
- Identify Individual
- Individual Details
- Record Encounter
- Update Encounter
- Payment Statements
- Provider
- Reports
- Secure Email

Identify Individual

Medicare Number

IRN

Surname

First Name

Date of Birth

Postcode

Enter Medicare Number and IRN (Individual Reference Number)

Or

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

SEARCH

The following screen will appear:

Address

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 Non-indigenous

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

Return Mail Indicator

Notify returned mail for this individual

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:

Due Details ▼

There are no vaccinations due for this individual.

Immunisation History Screen

Immunisation Details
⤴

Immunisation History
⌵

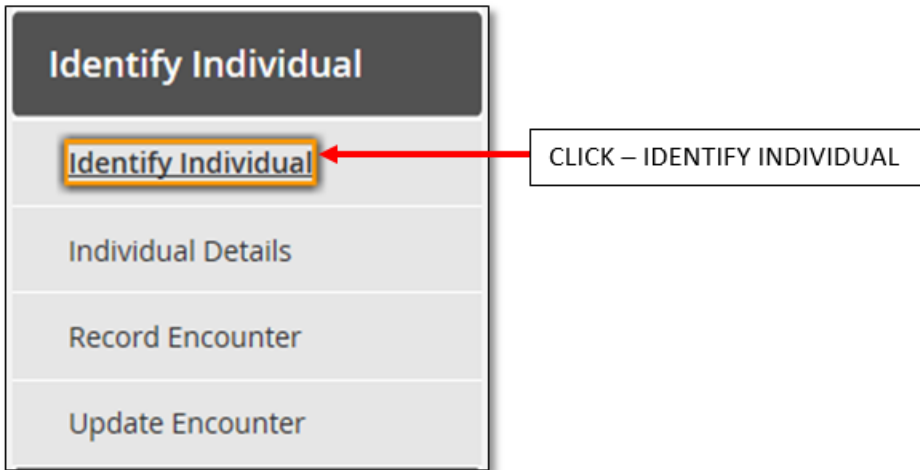
Date ⤴	Vaccine/Brand ⤴	Dose	Status ⤴	Reason Code ⤴
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
27 Jan 2001	Engerix-B	B	Accepted	
26 Mar 2001	Infanrix	1	Accepted	
26 Mar 2001	Comvax	1	Accepted	
26 Mar 2001	Oral Polio	1	Accepted	
31 May 2001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

To view more of the Immunisation History, CLICK:

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



The following screen appears:

The 'Identify Individual' search form. On the left is a sidebar menu with items: Claims, Identify Individual (highlighted), Identify Individual (highlighted), Individual Details, Record Encounter, Update Encounter, Payment Statements, Provider, and Reports. The main area has a dark green header 'Identify Individual' and the following fields: Medicare Number, IRN, Surname, First Name, Date of Birth (with a calendar icon and 'dd/mm/yyyy' placeholder), and Postcode (split into two boxes). At the bottom are 'Search' and 'Clear' buttons.

Then the following screen will appear:

The 'Update Individual' form. At the top, a dark green header shows 'Address' and 'Current Indigenous Status Not indigenous'. Below this is an information icon and text: '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.' The main section is titled 'Update Individual' and contains: 'Indigenous Status' with radio buttons for 'Indigenous' and 'Non-indigenous', and 'Return Mail Indicator' with a checkbox. A note states: 'Notification of an Indigenous status is voluntary. The existing status recorded on the AIR will not be updated if no selection is made.' At the bottom are 'Save' and 'Cancel' buttons.

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 Dose -

Antigens

Vaccine/Brand Dose -

Antigens

Vaccine/Brand Dose +

Antigens

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	Boostrix H-B-Vax II (Adult)	Other	Dose 3 Dose 3	Another provider performed this encounter in Australia	-	

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	Gardasil	Other	3	Accepted		
22 May 2014	Gardasil	Other	2	Accepted		
13 Mar 2014	Gardasil Boostrix	Other Other	1 5	Accepted Has been clarified by provider	103	
17 Mar 2005	Priorix Oral Polio Infanrix	4 years Other Other	2 4 5	Accepted Accepted Accepted		

Edit Encounter

Submitted Date 02 May 2016

Who performed this Immunisation Encounter *

Date of Service * 

Episode Details

Schedule * Vaccine/Brand Dose *

Antigens

Schedule * Vaccine/Brand Dose *

Antigens

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"/> Number
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"/>	