

Australian Immunisation Register (AIR)

How to obtain a practice login

This is a 2 step process, apply for a practice provider number, then use this to request access to AIR.

Complete the [application to register as a vaccination provider form \(IM004\)](#) which is the first step in getting a practice provider number. On the first page, select the option Medical practice with 2 or more medical practitioners.

The form does ask you to include bank details. This will be used to pay the \$6 admin fee if you record an immunisation encounter that was delivered at your practice. (For GPS to be paid directly, immunisations they administer need to be entered via their login which is automatic if done through their clinical software) The practice does not receive a payment for recording encounters given overseas or by another provider, so you can still use the practice login when updating these records and no payments will be affected.

Once you have completed the form and received the practice 'provider number' in the mail, click on the following link to request access <https://www1.medicareaustralia.gov.au/ssl/acirCIRGRACC>

Use the provider number given and select a password. The password needs to be 8 digits and include numbers. **Please keep a note of the password as you will need it to login.**

Once you have requested access you will receive details in the mail which will include your authentication filename. You use this to login.

If required we can provide support once you have these details.