

# INFORMATION SHEET



## How to request AIR Due/Overdue 10A Report

**What you will need:** Your practices' PIP (Practice Incentive Payment) Practice ID

The 10A report identifies patients due/overdue for immunisation, by PIP practice. The information can be broken down by MBS service date range. Practices can use this report to identify and recall patients due/overdue for immunisation.

Here are the steps to request 10A report for a practice:

1. Logon to AIR secure site: <https://www1.medicareaustralia.gov.au/ssl/acircirssamn> attach Authentication File name, enter user name and password

A screenshot of the AIR secure site login page. On the left is a 'Main menu' with links like 'Introduction to Health Professional Online Services', 'Approved Pathology Collection Centre Services', 'Forms', 'User Guides', 'FAQs', 'Education', 'Administrative Position Statements', and 'Contact us'. The main content area shows the breadcrumb 'You are here: Home - Authentication Filename', a 'Logon' heading, and instructions: '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.' Below this is a form with a 'Logon' label, an 'Authentication Filename' input field with a 'Browse...' button, and a 'Send Authentication File' button. A large blue box contains a disclaimer: 'The Medicare Australia internet facility has been established for the use of authorised users only. An authorised user is deemed to be someone who has received written authorisation to access the resources provided by the System Owner, the General Manager, 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 Medicare Australia Computer Network from unauthorised use and to ensure that it is functioning properly, system administrators monitor the system. Individuals using the Medicare Australia Computer Network without authority, or in excess of their authority, may have their activities monitored and recorded by system personnel. Anyone using the Medicare Australia Computer Network expressly consents to such monitoring and is advised that if it reveals evidence of criminal activity, the Security Administrator may provide details of such activity to the Australian Federal Police.'

2. After logged in, select "Report Menu"

A screenshot of the AIR Main Menu. The breadcrumb is 'You are here: Home » Australian Immunisation Register'. The 'Main menu' on the left includes 'Australian Immunisation Register', 'Reports Menu', 'Claims Menu', 'Identify Individual', 'Provider Menu', 'Lockup', 'Terms and Conditions', 'Privacy and Security', and 'Secure Email(No new mail)'. A blue arrow points from 'Reports Menu' to the main content area. The main content area has the heading 'AIR Main Menu' and the text 'This menu provides access to the following:'. A bulleted list follows: '• 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 and your current Statement of Payment.', '• Identify Individual allows you to display the immunisation history for an individual.', '• Provider Menu allows you to amend your Internet contact details.'

3. Under Reports Menu, select "Request a report"

A screenshot of the AIR Reports Menu. The breadcrumb is 'You are here: Home » Australian Immunisation Register'. The 'Main menu' on the left includes 'Australian Immunisation Register', 'Main Menu', 'Reports Menu', 'Request a Report', 'Modify Reports', 'View Reports', 'Lockup', 'Terms and Conditions', 'Privacy and Security', and 'Secure Email(No new mail)'. A blue arrow points from 'Reports Menu' to the main content area. The main content area has the heading 'Reports Menu' and the text 'This menu provides access to the following:'. A bulleted list follows: '• Request a Report lists the reports available for you to produce. This includes a variety of statistical and detailed reports.', '• Modify Reports allows you to modify previously requested reports or delete an existing report.', '• View Reports allows you to display and/or download reports you have previously requested.'

#### 4. Select AIR010A-Due/Overdue Immunisation Practice Report

Main menu  
Australian Immunisation Register  
Main Menu  
Reports Menu  
Request a Report  
Modify Reports  
View Reports  
Lockup  
Terms and Conditions  
Privacy and Security  
Secure Email(No new mail)

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

### Request a Report

Please select which report you require

- AIR001A - Number of Individuals Registered with AIR
- AIR002A - Number (or percentage) of individuals who have received valid vaccinations
- AIR010A - Due/Overdue Immunisation Practice Report
- AIR011B - Due/Overdue Report - by Vaccination Provider
- AIR021A - Due/Overdue Report - by Medicare GP

#### 5. Tick any of the purpose for the report

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

### Request New Report

Please indicate the purpose for which you intend to use the information contained in the report.

- To follow-up individuals who are overdue for a scheduled immunisation
- To contact individuals who are in a risk group because of an outbreak of a disease
- To maintain accurate records in order to provide an immunisation recall/reminder service
- To identify particular individuals requiring an immunisation service

If the purpose which you intend to use the information is not covered by the above, please specify the purpose below.

All messages relating to the Request Report process will appear below

#### 6. Fill in the information required on the page:

- **Name of Report** - Give a name for the report, e.g. overdue report.
- **Frequency of Report** - How often you would like to receive the report, e.g. monthly.
- **Report End Date** - If you select the report to be produced monthly or quarterly, you need to give an end date, e.g. 12 months from today's date.
- **Output of Report** – Comma Separated (the report will be produced in CSV files that can be opened using excel) or Printable Version (the report will print a page per patient overdue).
- **Practice ID** - Your Practice Incentive Payment (PIP) Number
- **MBS Service Period** – Includes patients seen for MBS service at your practice e.g. in the last 24 months
- **Immunisation Status** – Select “Not Fully Immunised”.
- **Not Fully Immunised** – Select “All Diseases”.
- **Age Breakdown** - Select the patient's age range for the report e.g. birth to 8 years

- **Include individuals where** – You can select whether to include individuals of the following three conditions (Natural Immunity, Medical Contraindication, only had 1 visit to the practice during the MBS service period) to be included in the report.

Click “Ok” to complete the request.

**Report Requirements**

**Name of Report**  
Please enter a name for this report: AIR 10A report

**Frequency of Report**  
 Once Only  Monthly  Quarterly  
 Please select the frequency for this report  
 Monthly reports will produce on the first day of each month. Quarterly reports will produce on the first of January, April, July & October

**Report End Date**  
Please enter an end date to cease production of monthly and quarterly reports, eg. 20.08.2014: DD.MM.CCYY

**Output of Report**  
 Comma Separated (These reports may be imported into spreadsheet and database applications.)  
 Printable Version  
 NOTE: All reports will be displayed on the View Reports page once they have been produced.

**Practice ID**  
Please enter your PIP Practice ID

**MBS Service Period**  
Include individuals seen for a MBS service within the practice in the last: 3 Months  
 Individuals with MBS services conducted during this period by providers at your practice will be included in the report.

**Immunisation status**  
Please tick the immunisation status of the individuals you wish to be included in this report.  
 Not Fully Immunised  
 All Individuals

**Not Fully Immunised - Overdue by Disease**  
Include individuals overdue for:  
All Diseases

**Age Breakdown**  
Please select the age breakdown you wish to include:  
 Birth Date Range From To  
 Age Range From Birth To 10 years  
 NOTE: The maximum Age Breakdown Range is 10 years.

**Include individuals where**  
 A Natural Immunity has been recorded  
 A Medical Contraindication has been recorded  
 A single visit was made to the practice during the MBS service period.

Clear OK

**Any messages relating to the Request Report process will appear below**

**7. Select the details you wish to appear in the report. You will need to select all the individuals’ details, overdue details and vaccine details.**

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

### Request New Report

AIR010A - Due/Overdue Immunisation Practice Report

A separate file will be produced for each section identified below. A file will only be produced when options have been selected from that file. An individual’s personal details will include gender and overdue status. A unique reference number will be used to match an individual in each file. Please select the details you wish to appear in the report.

**Report Details Form**

<b>INDIVIDUAL'S DETAIL FILE</b>	<input checked="" type="checkbox"/> Individual's Medicare Number <input checked="" type="checkbox"/> Address Details
<b>OVERDUE DETAILS FILE</b>	<input checked="" type="checkbox"/> Due/Overdue Details
<b>VACCINE DETAILS FILE</b>	<input checked="" type="checkbox"/> Vaccine Details
<b>NATURAL IMMUNITY/MEDICAL CONTRAINDICATION DETAILS FILE</b>	<input checked="" type="checkbox"/> Natural Immunity <input checked="" type="checkbox"/> Medical Contraindication

Clear Send Report Request

**Any messages relating to the Request Report process will appear below**

Your request for the report has been successful. This report will be displayed on the View Reports page once it has been produced.



If your request is successful, you will see the message appear on the page as shown below:

 **Any messages relating to the Request Report process will appear below**

Your request for the report has been successful. This report will be displayed on the View Reports page once it has been produced.

Please press the 'Modify Sort Sequence' button if you wish to view or change the pre-defined sort parameters for this report.

Your report will be available on AIR secure site the next day.

**8. To view the report, logon to AIR, go to “Reports Menu” > “View Reports”.**

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

## Reports Menu

This menu provides access to the following:

- [Request a Report](#) lists the reports available for you to produce. This includes a variety of statistical and detailed reports.
- [Modify Reports](#) allows you to modify previously requested reports or delete an existing report.
- [View Reports](#) allows you to display and/or download reports you have previously requested.

**9. Select the report you wish to view and click “View/Download Report”.**

**10. A) If you chose “comma separated” in Step 6 as output of the report:**

- i. Once the report is downloaded, click “open” to see all files in a new window.



- ii. The zip file contains the following files:

 BP170106	Text Document
 DO170106	Microsoft Excel Comma S...
 IH170106	Microsoft Excel Comma S...
 NM170106	Microsoft Excel Comma S...
 VC170106	Microsoft Excel Comma S...

**BP file:** An explanatory document of the report;

**DO file:** Details of overdue diseases of the immunisation overdue individuals;

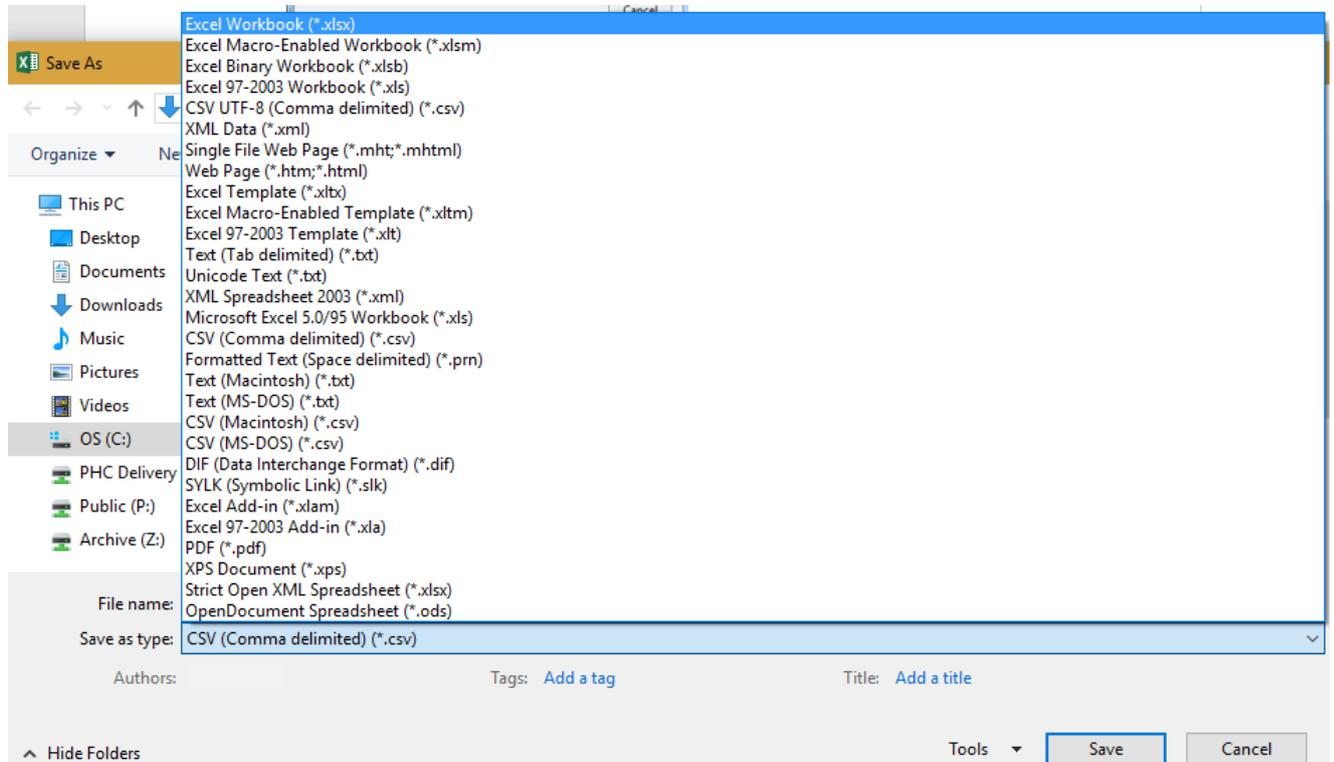
**IH file:** Details of individuals;

**NM file:** Natural Immunity of individuals (if recorded);

**VC file:** Immunisation history of the immunisation overdue individuals.



- iii. Open the **DO file** and select **'File' > 'Save As'** and save in a folder on your pc (Suggest creating a new folder titled 'AIR Overdue Lists')
- iv. Rename the file:
  - a. **File name:** the current year, month
  - b. **Save as type:** select Excel Workbook(\*.xlsx)  
e.g. **"201701January.xlsx"**



- v. Open the saved copy, and right click on the first date in the column titled 'Date due', select 'Sort by Newest to Oldest'
- vi. Your overdue list is now sorted by the most recently overdue at your practice
- vii. Work through your list, comparing with your practice software patient information.
  - a. If patient **has** had the immunisation/s they are listed as overdue for, notify AIR via regular means
  - b. If patient **has not** had the immunisation/s they are listed as overdue for, use recall/reminder system



## B) If you chose "Printable Version" in Step 6 as output of the report:

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

### View Reports

You have selected report AIR010A Due/Overdue Immunisation Practice Report. You have chosen the option to view the report, however, if your report is in excess of 30 pages in length, only the first 3 the Download button and you will be prompted through the download function.

Downloaded reports are in zip format and you will need a decompression utility on your computer to view the file. Aladdin Expander and Stuffit Expander are free from the [Aladdin Systems web site](#).

[Download](#)

DUE/OVERDUE IMMUNISATION PRACTICE REPORT (AIR010A)

Phone : 1800 653 809

(Call charges apply from  
mobiles or pay phones only)

FIP Practice:

Requesting Provider:

MBS Service period date range:

Report produced on:

Report current as at:

Report Requested by

Provider Number

**AIR010A Due/Overdue Immunisation Practice Report**

You can view the report online or download the report. The report displays each individual's information separately.

### Providers registered at Practice location/s

The 10A report lists the vaccination providers who were registered within your practice during MBS services period. If you have any enquiries regarding the providers' information, please contact the Practice Incentives Program (PIP) on 1800 222 032.

### Further support:

If you are having difficulty with AIR online access or these reports, please call the AIR online helpdesk on 1300 650 039.

