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**

2. **After logged in, select "Report Menu"**

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

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4. Select AIR010A-Due/Overdue Immunisation Practice Report

5. Tick any of the purpose for the report

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	AIR 10A report
Please enter a name for this 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   DD.MM.CCYY 📅
Please enter an end date to cease production of monthly and quarterly reports, eg. 20.08.2014

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.

3 months
6 months
9 months
12 months
18 months
2 years
3 years
4 years
5 years
6 years
7 years
8 years
9 years
10 years
15 years
20 years
25 years
30 years
35 years
40 years
45 years
50 years
55 years
60 years
65 years
70 years
75 years
80 years
80+ years

Immunisation status   *Please tick the immunisation status of th... 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 wi... ...ded.*
○ Birth Date Range From
● Age Range From Birth ▼ To
NOTE: The maximum Age Breakdown Ra... ...s 10 years.

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

[Clear] [OK]

ℹ️ 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 a... 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

INDIVIDUAL'S DETAIL FILE	☑ Individual's Medicare Number ☑ Address Details
OVERDUE DETAILS FILE	☑ Due/Overdue Details
VACCINE DETAILS FILE	☑ Vaccine Details
NATURAL IMMUNITY/MEDICAL CONTRAINDICATION DETAILS FILE	☑ Natural Immunity ☑ Medical Contraindication

[Clear] [Send Report Request]

ℹ️ 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:

> **ℹ** 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.

Internet Explorer

What do you want to do with acircirsvrep.zip?

Size: 8.36 KB
From: www1.medicareaustralia.gov.au

➜ Open
The file won't be saved automatically.

➜ Save

➜ Save as

Cancel

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"**
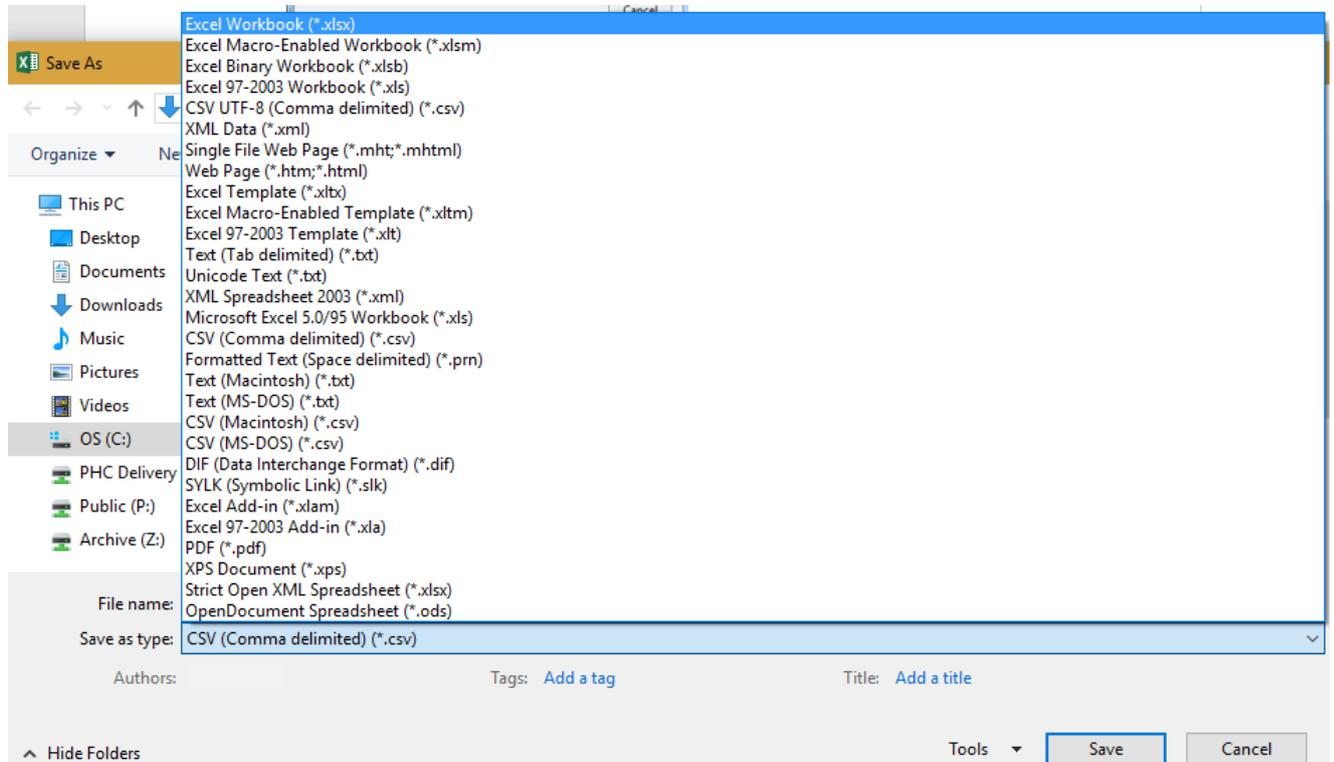
v. Open the saved copy, and right click on the first date in the column titled 'Date due', select 'Sort by Newest to Oldest'

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]

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DUE/OVERDUE IMMUNISATION PRACTICE REPORT (AIR010A)
Phone :              1800 653 809
(Call charges apply from
mobiles or pay phones only)
PIP Practice:
Requesting Provider:
MBS Service period date range:
Report produced on:
Report current as at:

Report Requested by
Provider Number
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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.