

INFORMATION SHEET



AIR: Submitting and Updating an Encounter June 2017

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

Select 'Identify Individual'

A screenshot of the Australian Immunisation Register (AIR) website. The page title is 'Australian Immunisation Register'. On the left is a navigation menu with buttons for 'Claims', 'Identify Individual', 'Individual Details', 'Record Encounter', 'Update Encounter', 'Payment Statements', 'Provider', 'Reports', and 'Secure Email'. The 'Identify Individual' button is highlighted in green. The main content area is titled 'Identify Individual' and contains several input fields: 'Medicare Number', 'IRN', 'Surname', 'First Name', 'Date of Birth' (with a calendar icon and a placeholder 'dd/mm/yyyy'), and 'Postcode' (split into two boxes). At the bottom of the form are 'Search' and 'Clear' buttons.

Enter Medicare Number and IRN (Individual Reference Number)

Or

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

SEARCH

The following screen will appear:

The screenshot shows a form titled "Update Individual" with a dark green header. The header contains a "Current Indigenous Status" field with a dropdown menu set to "Not indigenous". Below the header is an information icon and a note: "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 form area has a light grey background and contains two sections: "Indigenous Status" with radio buttons for "Indigenous" and "Non-indigenous", and "Return Mail Indicator" with a checkbox. Below these are "Save" and "Cancel" buttons. Two callout boxes with red arrows point to the "Indigenous" radio button and the "Return Mail Indicator" checkbox. The first callout says "Update Indigenous status (at each encounter)". The second callout says "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".

Address

Current Indigenous Status Not indigenous

Update Individual

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

Indigenous Status

Indigenous

Non-indigenous

Return Mail Indicator

Notify returned mail for this individual

Save Cancel

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:

The screenshot shows a screen titled "Due Details" with a dark green header and a white body. The header has a dropdown arrow on the right. Below the header is a light blue information box with an information icon and the text: "There are no vaccinations due for this individual."

Due Details

There are no vaccinations due for this individual.

Immunisation History Screen

Immunisation Details
⤴

Immunisation History
⌵

Date ^	Vaccine/Brand ⇅	Dose	Status ⇅	Reason Code ⇅

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	

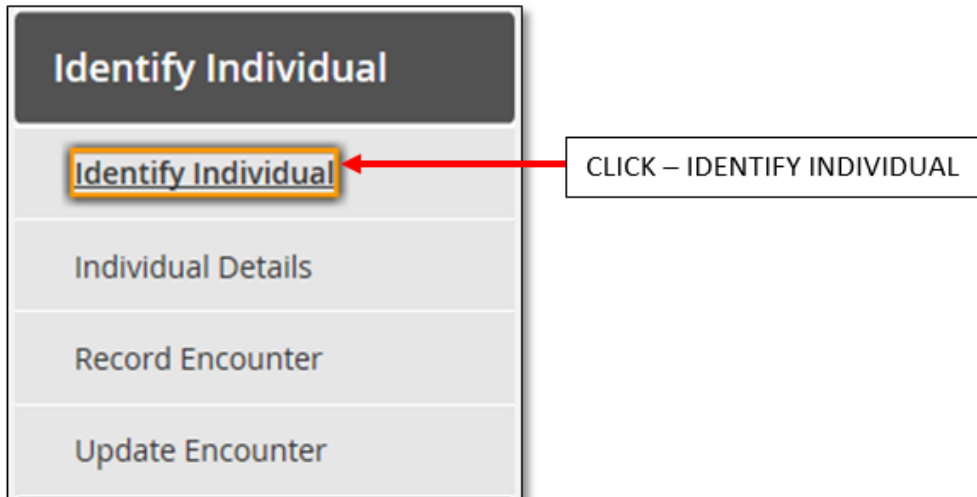
To view more of the Immunisation History, CLICK:



You can also now sort by Date/Vaccine/Brand/Status/Reason Code:

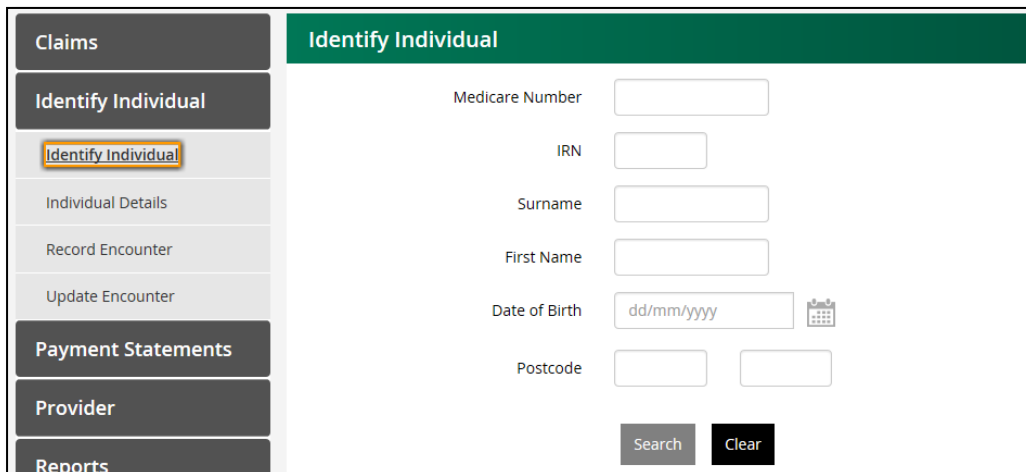
Date ^	Vaccine/Brand ⇅	Dose	Status ⇅	Reason Code ⇅
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To search for a new individual



The image shows a vertical dropdown menu with a dark grey header containing the text "Identify Individual". Below the header are four menu items: "Identify Individual", "Individual Details", "Record Encounter", and "Update Encounter". The "Identify Individual" item is highlighted with a yellow border. A red arrow points from a white callout box on the right, containing the text "CLICK – IDENTIFY INDIVIDUAL", to the highlighted menu item.

The following screen appears:



The image shows a web application interface. On the left is a sidebar menu with items: "Claims", "Identify Individual", "Identify Individual" (highlighted with a yellow border), "Individual Details", "Record Encounter", "Update Encounter", "Payment Statements", "Provider", and "Reports". The main content area has a dark green header "Identify Individual" and contains the following form fields: "Medicare Number" (text input), "IRN" (text input), "Surname" (text input), "First Name" (text input), "Date of Birth" (calendar icon and "dd/mm/yyyy" text input), and "Postcode" (two text input fields). At the bottom right of the form are "Search" and "Clear" buttons.

Then the following screen will appear:

[Redacted] [Redacted]
Address [Redacted]
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

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: Boostrix Dose: Dose 5 -

Antigens: Diphtheria, Pertussis, Tetanus

Vaccine/Brand: Fluarix Tetra Dose: Dose 5 -

Antigens: Influenza

Vaccine/Brand: MMR II Dose: Dose 2 +
-

Antigens: Measles, Mumps, Rubella

Add Cancel

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	-	

Add Another Submit

Then the following screen will appear

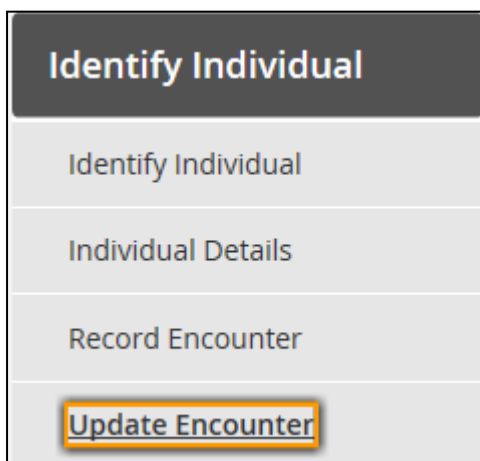
Confirmation

✓ **Success!**

The vaccination details entered for [REDACTED] have been received successfully.
Claim ID - W170612!

Update Encounter

Correct errors in encounters online



The following screen will appear – you can only modify those encounters with a



Date of Service	Vaccine/Brand	Schedule	Dose	Status	Reason Code	Action
16 Sep 2014	Gardasil	Other	3	Accepted		
22 May 2014	Gardasil	Other	2	Accepted		
13 Mar 2014	Gardasil	Other	1	Accepted		
	Boostrix	Other	5	Has been clarified by provider	103	
17 Mar 2005	Priorix	4 years	2	Accepted		
	Oral Polio	Other	4	Accepted		
	Infanrix	Other	5	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
		<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	
Current Mailing Address	
Email Address	
Fax Number	
Email notification	<input checked="" type="radio"/> Yes <input type="radio"/> No <i>Email me when my reports have been produced</i>

This resource was adapted from a reference guide developed by Murrumbidgee Local Health District.