

Information Guide

How to register as a provider and request access to the AIR

The Australian Immunisation Register (AIR) is a national register that records details of vaccinations given to an individual. All individuals eligible for a Medicare card are automatically listed on the AIR. The AIR captures all National Immunisation Program (NIP) and most privately purchased vaccines, given to people of all ages.

It is important that all vaccines administered are now reported to the AIR and practitioners review each individual's immunisation histories prior to administering vaccines.

Individuals or organisations must 1) register as a vaccination provider with the AIR, 2) request access to the AIR and 3) download the AIR authentication file, for the purposes of sending immunisation data to the AIR and accessing patients' immunisation histories.

General Practitioners with a registered Medicare provider number do not need to complete the registration form as they can use their Medicare provider number to submit data to the AIR.

Step 1) Register as a provider with the AIR

- Complete *The Australian Immunisation Register – Application to register as a vaccination provider* form (IM004) available on the Department of Human Services website: www.humanservices.gov.au.
- Email the completed application form to the Immunisation Section, Communicable Disease Control Branch Department of Health for endorsement. Email to: HealthImmunisationAdministration@sa.gov.au
- Once the application has been endorsed, the form is forwarded by the Immunisation Section to the Department of Human Services, Australian Immunisation Registers section for processing.
- Once the application has been approved by the Department of Human Services, Australian Immunisation Registers section, a letter will be sent to you indicating your application has been approved and advising you of your AIR registration number. The process usually takes about 2 weeks.

Information Guide

Step 2) Request access to the AIR

Once you receive the letter indicating your application has been approved and advising you of your AIR registration number, you must request access to the AIR online at:

<https://www1.medicareaustralia.gov.au/ssl/acirCIRGRACC>

OR

via the Department of Human Services website www.humanservices.gov.au

- Use the *Search* function and search for *AIR online access*
- The Accessing AIR using HPOS page will be displayed
- Go to the *Register and request access* section
- Use the “online request access form” link

The screenshot shows the 'Request Access' page on the Health Professional Online Services website. The page has a dark header with the logo and 'Health Professional Online Services'. A left-hand navigation menu lists various service categories. The main content area is titled 'Request Access' and includes instructions for providers who have already registered. It lists the fields to be filled out: Provider/Registration Number, Password, Verify Password, Email Address, Fax Number, and Email Notification. A 'Request Access' button is visible at the bottom of the form. A blue information banner at the bottom states: 'Any messages relating to the access request process will appear below'.

- Enter your AIR Registration Number provided
- Create your account by completing the remaining fields
- Click on “Request Access” to finish

After you have requested access to the AIR, you will receive another letter advising the request for access has been approved. This process usually takes about 2 weeks.

Information Guide

Step 3) Download AIR Authentication file

Once you have received the letter advising the request for access to the AIR has been approved, download your AIR authentication file name online at www.humanservices.gov.au.

- Under the **Organisations** heading select *Health professionals*
- The Health professionals *Health professionals payments and services* page will be displayed
- Select *Services*
- Under “H” select HPOS
- Scroll down to *Log on*,
- Select *AIR log on only* listed under *Accessing other online services*

Log on

The log on buttons on HPOS recently changed. If you have an individual PKI or a site certificate select the **PKI Certificates** button to log on.

If you're accessing Digital Health using an individual PKI use the **PKI Certificates** button to log on.

Accessing HPOS and Digital Health Services using

PRODA

Provider Digital Access (PRODA) is replacing individual Medicare Public Key Infrastructure (PKI) certificates. PRODA is not a replacement for organisation PKI site certificates.

PKI Certificates

Accessing other online services

AIR log on only

Hearing Services eClaiming log on only

How to log on to HPOS using PRODA
How to log on to HPOS using a PKI site certificate
HPOS interface and navigation changes
Additional help for HPOS

Information Guide

The Logon screen will be displayed
(<https://www1.medicareaustralia.gov.au/ssl/acircirssamn>)

The screenshot shows the 'Logon' page of the Health Professional Online Services. The page includes a navigation menu on the left with items 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 is titled 'Logon' and contains the following text: 'You are here: Home - Authentication Filename', 'Logon', '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 an input field for 'Authentication Filename', a 'Browse...' button, and a 'Send Authentication File' button. At the bottom, there is a disclaimer: 'The Department of Human Services 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 Department of Human Services Computer Network from unauthorised use and to ensure that it is functioning properly, system administrators monitor the system. Individuals using the Department of Human Services Computer Network without authority, or in excess of their authority, may have their activities monitored and recorded by system personnel. Anyone using the Department of Human Services 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.'

Under the **Logon** title on the screen image above, the information displayed is:

“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](#).”

To download your authentication file:

- Select the [Click here](#).
- Enter your AIR registration number supplied in the 1st letter as the User Name
- Enter your Authentication File Name supplied in the 2nd letter
- Select **Down load File**

Note: The authentication file name may automatically download into a download file on your computer. You should cut and paste the authentication file name into an appropriate place on your computer. It is recommended that you store the authentication file name in a new folder named AIR Logon.

When saving or storing the authentication file name you cannot change the file name, this will corrupt the file and you will not be able to access AIR. The AIR Internet Helpdesk can be contacted on 1300 650 039 if you need assistance with downloading your authentication file name.

You are now able to access and use the AIR.

FAQs and User guides are available to assist you with using the AIR.