

Information Guide

How to register as a vaccination provider and obtain access to the AIR

The Australian Immunisation Register (AIR) is a national register that records details of vaccinations given to individuals. 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 that vaccination providers review individuals immunisation histories prior to administering vaccines.

Step 1) Register as a vaccination provider with the AIR

- *An Application to register as a vaccination provider form (IM004) needs to be completed. The form is available on the Department of Human Services website:*
<https://www.humanservices.gov.au/organisations/health-professionals/forms/im004>
- Once completed, the application form needs to be emailed to the Immunisation Section, Communicable Disease Control Branch Department of Health, for endorsement of the application. Email to: HealthImmunisationAdministration@sa.gov.au
- Following endorsement of the application, the form is forwarded to the Department of Human Services, Australian Immunisation Registers section for processing.
- After the application has been approved by the Department of Human Services, a letter will be sent to the applicant indicating the application has been approved and advising of the applicant's AIR registration number and authentication filename. Separate notification of a temporary password will be sent.

Step 2) Download AIR Authentication file

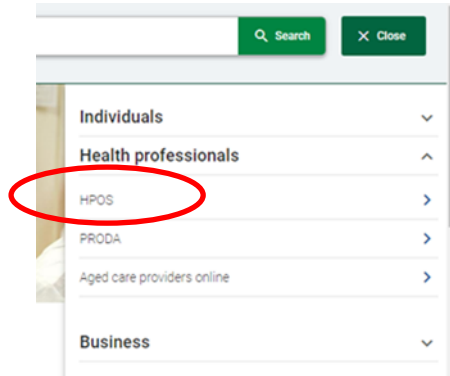
Once you have received your AIR registration number, authentication file name and temporary password you can download the AIR authentication file.

To start using the AIR, download your AIR authentication file by going to:

www.humanservices.gov.au

- Under the 'Organisations' title select *Health professionals*
- Select *Log on* located at top R) corner
- Select *Health professionals*, then *HPOS*

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- Select '*Log on*', Log on to HPOS
- Select '*AIR log on only*'

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

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

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Health Professional Online Services

LOG OUT

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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](#).

Logon

Authentication Filename

i 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, (TSD).

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, 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](#)'.

- Select the [click here](#) text
- Enter the User Name supplied in the first letter received (AIR registration number)
- Enter the Authentication File Name supplied in the first letter
- Select **Download File**

Note:

The authentication file name may automatically download into a download file on your computer.

Save the authentication file to a central location/folder on your computer, so that if other practice members need to access it, they can locate the file. 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, as 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 on the Department of Human Services website to assist you with using the AIR.