

How to report to the Australian Immunisation Register (AIR) via PRODA



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How to sign up to PRODA

The Australian Immunisation Register (AIR) is a national register that records vaccinations given to people living in Australia. The AIR only accepts immunisation information from recognised vaccination providers as per the Australian Immunisation Register Act 2015.

Some practice management and record keeping software transmit records directly into AIR, such as WINVACC and CHIS. If your organisation does not have a system in place to transfer records to AIR, your organisation will need to register in PRODA (Provider Digital Access). Immunisation providers will also need to register for an individual PRODA account and enter data directly into AIR through HPOS (Health Professionals Online Service) via PRODA.

Mandatory requirement

According to the Australian Immunisation Register Act 2015, it is **mandatory** to report the below vaccines:

- COVID-19 vaccines given on or after 20 February 2021
- Influenza vaccines given on or after 1 March 2021
- National Immunisation Program (NIP) vaccines given on or after 1 July 2021
- Japanese encephalitis virus (JEV) vaccines given on or after 21 December 2022

The Australian Immunisation Register Act 2015 lists specific vaccines, data elements to report as well as how and when to report these. These include:

- Relevant vaccines as mentioned above
- How to report: electronic. If not practical, then in written form
- When to report: within 24 hours and no more than 10 days after the vaccination
- Personal information: Medicare number if applicable, name, contact details, date of birth, gender
- Vaccine information: brand name, dose number, batch number and date given
- Provider information: provider number, name and contact details.

Registering for a new Individual PRODA account

Note that you can only register one PRODA account in your name and you cannot create an account for someone else. We recommend you use your personal email address and not your work or group email address. Because your PRODA account does not expire, when you change employers, you will use the same individual PRODA account.

Please follow this link to create a <u>NEW PRODA ACCOUNT</u> or copy the link below:

https://proda.humanservices.gov.au/pia/pages/public/registration/account/createAccount.jsf

The steps for registering includes the following:

Step 1. Create account

Select Register now to begin the process. You will be asked to...

- Enter your details, ensuring they are as they appear on your identity documents.
- Create a username and a password.
- Select 3 security questions and provide the answers.
- Verify your personal email address.

An activation code will be sent to your personal email address. A username and Registration Authority (RA) number will be enclosed in the email. You will need this RA number to give to your employer.

Step 2. Verify identity documents.

You will need 3 different documents to confirm your identity. Please see below the documents that can be used.

2 of the following		1 of the following		If your current name is
Medicare card		Australian passport		different to the name on any of your documents,
Australian driver's		Australian birth certificate		you will need to provide
license	AND	Immicard	AND	document:
ImmiCard		Citizenship certificate		Marriage certificate
Australian Passport		Australian Visa (supported by a foreign passport)		Change of name certificate
		Certificate of registration by descent		

Step 3. Ensure someone from your organisation with the director role in PRODA has added you as a member.

Below are the steps for Directors to add new members to an organisation on PRODA:

- 1. Log in to PRODA.
- 2. Select Organisations.
- 3. Select Members, then Add Members.
- 4. Enter the **PRODA RA number** and **Surname** of the member you would like to add.
- 5. Ensure they provided consent to search and add them to your organisation. Tick the confirmation box and select **Search**.

- 6. Ensure the User Details match the member you have searched.
- 7. You are able to change their membership End date to a period of up to 5 years.
- 8. Select Add this member.

To manage delegations

- 1. Select Members.
- 2. Select the **member's name** that you would like to delegate an attribute to.
- 3. Select Attribute Delegations.
- 4. Select Delegate to This Member.
- 5. Make your selections for **delegation**, select Yes or No for delegable and enter **to Date**.
- 6. Select **Delegate**.
- 7. Once they are delegated an attribute, the attribute name will be listed under **Attribute Delegations**.
- 8. If you would like to remove delegations, select the attribute or change the End date from the Attribute delegation details page.

Step 4. Match services

To link your individual PRODA account to HPOS

- Select **Services** from the PRODA header to display services you are eligible for.
- Select the Health Professional Online Services tile.
- Complete required fields on the next page.
- If you have successfully linked to the service, you will see that the HPOS tile will be under "My linked services."

Need assistance with PRODA?

- Phone 1800 700 199 and selection Option 1 Monday to Friday, 8 am to 5 pm local time
- Email proda@servicesaustralia.gov.au

To change contact details and contact person for your organisation, a person with an applicable assigned role in PRODA can call or email as above. This includes updating details such as relevant vaccine provider number. An email from the contact associated with the provider number should also be sent to AIR (<u>air@servicesaustralia.gov.au</u>) outlining the provider number and details to update.

References and additional resources:

How to register for an individual PRODA account

eLearning PRODAM03 - How to register for an individual account (servicesaustralia.gov.au)

Simulation How to create a PRODA account (servicesaustralia.gov.au)

<u>Understanding management attributes in PRODA - PRODA (Provider Digital Access) - Services</u> <u>Australia</u>

How to enter vaccinations into AIR via PRODA

Step 1. Login.

Login | PRODA (humanservices.gov.au)

J.	Australian Government 2 ³¹⁰ Service Australia	PRODA Provider Digital Access
	Login	
	If you have already cre Username	eated your PRODA account, login below.
)	Forpot your username: Password	2
	Forgot, your, password?	Shaw
	Login Do not have a PROD	A account? <u>Register now</u>
	Login using your D	or Ngital Identity
	find out if this option is for.	

Step 2. 2-Step verification.

Enter the code that is sent by either SMS or email address. Select Next.



Step 3. Select Go to service under Health Professional Online Services.







Step 5. Select Australian Immunisation Register (AIR).



Step 6. Enter your **Health Provider number** or select **NEXT** to skip. Note this is not mandatory.

225	Health Professi Online Services	onal
		Enter HPI numbers
		The recording of the new Healthcare Provider Identifier fields is not a mandatory requirement. However the recording of this information will assist in the track and tracing of individuals who receive an immunisation.
		HPI-O: Input your 16 digit number
		NEXT BACK

Step 7. Select Identify individual on the left. A drop down will appear. Select Identify Individual.

+ Home	Welcome
Claims >	The AIR is a national register that records all vaccinations given to individuals of all ages, including National Immunisation Program (NIP
Identify Individual 👻	and AIR data is protected under the Privacy Act 1988.
Identify Individual	Please ensure you are aware of the Terms and conditions of accessing this site.
identity individual	The AIR site provides access to the following functions and information:
Individual Details	Identify Individual - search for an individual
	Individual Details Individual in mountain the bitter and for and one of immunitation
Record Encounter	view an individual's immunisation inscory and/or evidence or immunisation ercord immunisation encounters
Update Encounter	 view and/or print an immunisation history statement.
Constant of the second s	 record a catch up schedule edit an immunisation encounter where incorrect details were previously submitted lif you submitted the original record to the
Payment +	AIR)
Statements	Payment Statements - view your payment and financial statements
Provider Menu	 Provider Menu - review location, email and address details

Step 8. If the patient is enrolled in Medicare, enter their **Medicare number** and **IRN** (Individual Reference Number).

If they are not enrolled in Medicare, enter their surname, first name and date of birth.

You can also search using an Individual Healthcare Identifier number, if known.

For newborn babies, try searching the baby's first name, mother or father's surname and baby's date of birth.

Select SEARCH.

Home	Identify Individual
claims +	An individual can be searched for using any of the identifiers - Medicare card number or IHI or a combination of an identifier a partonal information. When a Medicare card number or IHI are uniquilible, you can arbitr partonal information only to identifier
Identify Individual 👘 🛥	individual.
Identify Individual	This form has required and optional fields based on your search query, all required fields are marked with an asterisk *.
Individual Details	
Record Encounter	Medicare
Update Encounter	Medicare Number : III IRN: III 🕅
Payment +	Individual Healthcare Identifier (IHI)
Statements	
Provider Menu	
Reports	Personal Information
	The individual has only one name
	Sumame:
	Hitt Name:
	Date of Birth: DD/MM/YYYY ×
	Gender:

Note: if the AIR is unable to find a unique match, ensure all details are entered correctly and add date of birth, postcode or both. If the AIR does not find a match, a new record can be made. Please see below. If you would like to confirm if a record exists, you can call AIR Helpdesk (1800 653 809). Make all attempts to match individuals before creating a new record.

Creating a new record

If you would like to create a new record, enter all required information and select **RECORD ENCOUNTER** to create new individual. Enter the patient's home address on the next screen.

For newborn babies that have not been named, use the term, "Baby of" as **First name**. For a multiple birth, use "Baby 1 of", "Baby 2 of", etc. For **Surname**, use mother's surname. Enter the baby's date of birth and gender. Enter the mother's home address on the next screen. Ensure that the address is the same as recorded on the mother's Medicare records.

Select Next.

Australian Im	munisation Register
Home Daims	Individual not found Presse check keying, correct any details, or include extra details and select the Search button to perform a new search, or record an encounter by selecting the Record Encounter button.
Identify Individual -	Identify Individual
Identify Individual	O An individual can be searched for using any of the identifiers - Medicare card number or IHI or a combination of an identifier and personal information. When a Medicare card number or IHI are unavailable, you can enter personal information only to identify
Individual Details	individual. This form has required and optional fields based on your search query, all required fields are marked with an asterisk
Record Encounter	
Update Encounter	Medicare
Medical Contraindication	Medicare Number : X INN X
Natural Immunity	Individual Healthcare Identifier (IHI)
Payment + Statements	PRX 0
Provider Menu	Personal Information
Reports	The individual has only one name
	Surname.* New Name ×
	First Name.* Test ×
	Date of Brox* MMODOYYYY × min 0
	Gender: 🗸
	Postcode france X tax X
	CLEAR SEARCH RECORD ENCOUNTER

Australian Immunisation Register

Oaims 🔸	
identify Individual 🗕	TEST NEW NAME (DOB: Day Month Year)
identify individual	If any of the personal details that appear for this individual are incorrect, please repuest that the appropriate person contact
Individual Details	Services Australia on 132 011.
Record Encounter	Create Individual
Update Encounter	
Medical	Indigenous Status: Indigenous fuel is volumente intervented
Contraindication	on the Alit will not be updated if no selection is made. Non-indigenous
Natural Immunity	Gender: Risers Fairet
Payment +	Paulo John
Statements	Street 1.*
Provider Mersu	Street 2:
Reports	Suburb:*
	Postcode: *

Step 9. To record a vaccination, select **Record Encounter.** Fill in the **required information** and select **ADD**. Ensure the batch numbers are recorded accurately. If no batch number is

provided, enter the lot number instead. It can be found on the vaccine box. Where there is no batch number or lot number, enter "notrecorded" as one word.

Note <u>for Nirsevimab/RSV immunisations administered through the WA Health RSV infant</u> immunisation program, select **Other** for Schedule.

Select **Beyfortus** (BFRSV) for Vaccine/Brand. In instances where the brand is unknown, select Generic RSV (GNRSV).

Select **State Program** for Vaccine Type, regardless of provider setting (community, hospital, GP). If the child received a dosage of 200mg (2x100mg), enter as a single dose.

Health Profession Online Services Australian I	a mmunisation Register
Home Claims	Address Current Indigenous Status
Identify - Individual Identify Individual	If any of the personal details that appear for this individual are incorrect, please request that the appropriate person contacts Services Australia on 132 011.
Individual Details	Record Encounter
Update Encounter	Who performed I performed this encounter ✓ This was performed at a School: □
Payment Statements Provider Menu	Schedule: * Other Date of Service: * dd/mm/yyyy
Reports	Episode Details
	Beyfortus Please enter Please Select V Antigens Respiratory Synoydal Virus Vacrine Tyne: Route of Administration:
	State Program V Please Select V +
	ADD CANCEL

Review the encounter details. You can **edit** the encounter by selecting the pencil icon. You can **delete** the encounter by selecting the rubbish bin icon. Select **SUBMIT**.

Rome Daims + dentify Individual +		TEST NEW N Au Current Indigenous	AME (DOB: Day Mo dress 1 TEST ST, TE Status Neither Aborig origin	nth Year) ST 1234 jinal nor Torres Strai	t Island	Medicare No	123456785	11 1
identify individual	0	if any of the personal de Services Australia on 133	tails that appear for this i 2011.	ndividual are incom	ect, please reques	t that the appropri-	ate person co	reacts
Record Encounter	Record	Encounter						
Update Encounter	Date 1	Vaccine/Brand [Batch Number] +	Vaccine Type :	Route of Administration	Performed By	Country/Region	Practice Location	Actio
Contraindication								
Vatural Immunity	01 Nov	ADT.Booster	NIP/Commonwealth	Intramuscular	Myself		123456AA	1
Payment +	2023	[ADT1254]						0

After selecting SUBMIT, a **confirmation page** will advise you that the information has been successfully transmitted with a Claim ID. Note that this does not mean it has been accepted by AIR. If the encounter contains errors, you will be contacted.



Changing an encounter

You may modify a vaccination record after it has been created.

To update a vaccination after a submission, click on **Update Encounter**. Select the Pencil icon under Action and edit information as required. Select **Update**. When encounter updates have been successfully saved, a "Success!" message will appear.

Online Services	Austra	ion Imr	nunicatio	n Register							
	Austral	lan imi	nunisatio	n kegister							
	Triane			Addre				Mad	kare No		
	identify indi	entine -	.04	erent Indigenous Stati							
	identify ind	and and	O fatys Service	if the personal details in Australia on 132 011	that appear for this in	popul an econet, p	phase reques	e that the	e appropriate	persin ci	ordarts
	Webvidual D	waits 1									
	Record Enco	surfar	Update Enco	ounter						1000	
	* Update line	DUTEN .	-	Territor Brand		Angend				Reason .	A.C.mark
	Statements		Date of Service *	(Batch Number)	Vacone Type	Administration	Schedule	Done	Status	Code	Actio
	Provider Me										_
	and the second se			and the second se							
<u>Edit</u> Encounter	Reports			Inclusions Inclusions				v	Accepted		L
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Edit Encounter	Sub Who this Immunisation B	mitted Date: performed Encounter: * at a School:	Another provider p	Basics Netry part_Bol25ball; performed this encount	ter in Australia			¥1	Accepted		
Edit Encounter	Sub Sub this Immunisation This was performed Date 4	mitted Date: performed Encounter: * at a School: of Service: *	Another provider p	Elacts. http: [APUBA72548]	ter in Australia			×	Accepted		
E dit Encounter Joode Details	Sub Who this Immunisation I This was performed Date	mitted Date: performed Encounter: * at a School: of Service: *	Another provider p	Bacc. http: [art.Bc72bal]	ter in Australia			*	Accepted		
Edit Encounter	Reports Sub Who ; this immunisation I This was performed Date of	mitted Date: performed Encounter: * at a School: of Service: *	Another provider p	Bacc. http: [art.Br27pag] performed this encount	ter in Australia			*	Acapted		
Edit Encounter	Sub Who this Immunisation This was performed Date of	mitted Date: performed Encounter.* at a School: of Service:* Vaccine/Brand. Fluark: Tetra Antigens:	Another provider p	Place. http: [art.Br/25wil]	ter in Australia			*	Accepted		
Edit Encounter pisode Details Veccine Type:	Sub Who this Immunisation I This was performed Date	mitted Date: performed Encounter: * at a School: of Service: * Vaccine/Brand: Fluarix Tetra Antigens: Route of Admin	Another provider p	Bacc. http: [art.Br.72teal] performed this encount	ter in Australia			¥ •	Accepted		

ustralian Im	munisati	on Register							
Home	📀 Successi T	he encounter updates h	ave been saved successfu	ñy.					
Claims +		TEST NEW NAM	E (DOB: Day Month)	/ear)		Me	dicare No	12345678	91 1
Identify Individual		Addres Current Indigenous Statu	 I TEST ST, TEST 1 Neither Aboriginal origin 	234 nor Torres Strait Isl	land				
Individual Details				dual are incorrect					
The state of the s	If any	y of the personal details	that appear for this indivi	oper els montect	please reque	ise onaic o	he appropriat	e person co	ALL MARKED
Record Encounter	If any Servi	y of the personal details ces Australia on 132 011	that appear for this indiv	dual are incorrect.	piease reque	ise unive u	ne appropriat	e person o	VI INDUSD
Record Encounter	If an Serve Update Ence	y of the personal details ces Australia on 132 011 counter	nat appear for this indivi-	uusi ere incorrecu	piease reque	De grae p	ne appropriat	e person o	e nebula
Record Encounter Update Encounter Medical Contraindication	If any Server	y of the personal details ces Australia on 132 011 counter	nat appear for this indiv	addi are inconicca	prease reque	DE GINE D	ne appropriat	e person co Cea	r Filters
Record Encounter Update Encounter Medical Contraindication Natural Immunity	If an Service Date of Service T	vol the personal details ces Australia on 132 011 counter Vaccine/Brand [Batch Number]	Vaccine Type	Route of Administration	Schedule	Dose	status	Clear Reason Code	r Filters Action
Record Encounter Update Encounter Update Encounter Nedical Contraindication Natural Immunity Payment Statements	If an Service Date of Service	vof the personal details ces Australia on 132 011 counter Vaccine/Brand [Batch Number]	Vaccine Type	Route of Administration	Schedule	Dose	status	Clear Reason Code	r Filters Action
Record Encounter Update Encounter Update Encounter Medical Contraindication Natural Immunity Payment Statements Provider Menu	If an Service Update End Date of Service - 01 Nov 2023	vor the personal details cock Australia on 132 011 counter Vaccine/Brand [Batch Number] ADT Booster [ADT1234]	Vaccine Type	Route of Administration	Schedule	Dose	Status Accepted	Cear Reason Code	r Filters Action

Need assistance with AIR?

- General Enquiries: 1800 653 809
- AIR site Helpdesk: 1300 650 039

References and additional resources:

Australian Immunisation Register for health professionals - Services Australia

<u>Australian Immunisation Register (AIR) - Health Professional Education Resources</u> (servicesaustralia.gov.au)

Tips for using the AIR

Supporting and understanding delegations in HPOS to enable access to the Australian Immunisation Register | NCIRS

How to report newborn vaccination for infants who are yet enrolled in Medicare

How to correctly record batch numbers when reporting vaccination encounters to the Australian Immunisation Register (AIR)

How to amend an incorrectly recorded vaccination on the Australian Immunisation Register

This document can be made available in alternative formats on request for a person with disability.

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