Connecting Pharmacies to the Australian Immunisation Register (AIR)

STEP 01

Register as a vaccination provider with the AIR

Complete the **Application to register as a vaccination provider form (IM004)** and have your state/territory health department endorse your application.

AIR provider numbers are **not transferable**. Where a business changes ownership and/or business structure, a new AIR provider number must be applied for by the new owner.

> eLearning - Register as a vaccination provider

> Infographic - Register as a vaccination provider

STEP 02

Register for PRODA

Provider Digital Access (PRODA) is required to connect to and access the AIR via the AIR site in HPOS.

If your organisation is using pharmacy software, please confirm with your software provider that you need to register for PRODA.

To register an organisation in PRODA, you need to be listed as an Associate or an Authorised Contact for the organisation on the Australian Business Register.

Only one person in the pharmacy needs to do this and they must also register for an individual PRODA account.

> eLearning - How to register for an individual account

> eLearning - How to register an organisation

> eLearning - Registering subsidiary organisations

> eLearning - Managing members and delegations

> Infographic - Registering your Organisation in PRODA

STEP 03

Register a PRODA B2B device

If your organisation in PRODA is connecting to the AIR using pharmacy software:

> eLearning - Managing B2B devices

Please confirm with your software provider how to activate your device and software.

If your organisation in PRODA is only connecting to the AIR via the AIR site using HPOS, please don't complete this step.

STEP 04

Tell us your Minor ID

If you don't know your Minor ID, contact your software provider.

If you're submitting to the AIR using your pharmacy software:

Complete the **Medicare Online claiming provider agreement (HW027)** form and answer questions under the section **Additional software for Australian Immunisation Register.**

Please note: Financial institution details aren't required.

If you're submitting to the AIR via the AIR site in HPOS, please go to step 3 and don't complete this step.

STEP 05

Add services and link to the AIR

If your organisation in PRODA is connecting to the AIR using pharmacy software:

> eLearning - Adding and linking to Medicare Online/AIR in PRODA

Please note: when asked to provide an identifier, select Minor Customer ID as the Identifier type and enter your Minor ID as the identifier. **Do not** provide a PKI RA number.

If your organisation in PRODA is only or also connecting to the AIR via the AIR site using HPOS:

> eLearning - Adding and linking to HPOS for AIR

Please note: when asked to provide an identifier, select AIR Provider Number as the Identifier type and enter your AIR Provider Number as the identifier.

Australian Government

Services Australia

Date: May 2023 Code: AIRM02INFO2

hpe.servicesaustralia.gov.au