The Australian Immunisation Register (AIR)

Change of ownership or business structure

For organisations when there is a new Australian Business Number (ABN).

AIR provider numbers are NOT transferable.

Where a business changes ownership or business structure (e.g. from a sole trader to a company or partnership) that results in a new ABN, the new owner must apply for a new AIR provider number. The existing AIR provider number cannot be used.

AIR provider numbers cannot be shared.

If an organisation has multiple locations that provide a vaccination service, each location must apply for their own AIR provider number (even if they are under the same ABN).

What you need to do.

1 Apply for a new AIR provider number

A new Application to register as a vaccination provider (IM004) form needs to be submitted for each location with a vaccination service. 'Group B' applicants must send a completed application to their state or territory health department for approval. To inform us of a change of ownership or business structure, when filling out the IM004 form please answer **Yes** at question 1.

2 Update your online access to the AIR

Using practice management/vaccination software:

- Refer to your software vendor to update your practice management/vaccination software with your new AIR provider number.

Using the AIR site:

- Register your organisation in Provider Digital Access (PRODA).
- Add Health Professional Online Services (HPOS) as a service provider and link your PRODA organisation to the AIR using your AIR provider number and linking code.
- Add members to the PRODA organisation and delegate them the HPOS attribute to allow access to the AIR site.

For all other changes that don't include a change of ABN, you can notify the AIR of the updates via email, on company letterhead with the authorised contact person's signature.

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Services Australia

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