

# The Australian Immunisation Register (AIR)

## Report vaccinations for infants to the AIR



It's mandatory to report all National Immunisation Program (NIP) vaccinations you administer, including the hepatitis B birth dose, to the AIR.

It's important to record vaccine information within 24 hours (if practical), otherwise within 10 business days of administering the vaccine.

Infants not enrolled with Medicare or not eligible for Medicare will be added to the AIR when a vaccination provider reports their vaccination details. This is a manual process and can take up to 5-10 business days.

Individuals who are enrolled with Medicare automatically have an AIR record created for them.

*When reporting vaccinations for infants, add as much detail as possible to allow for future matching to a Medicare record and to avoid creating duplicate records.*

### Record matching and duplicate AIR records

The AIR will automatically merge records that are identified as exact matches. Potential matches will require manual processing and may take longer to merge.

When an infant is later enrolled with Medicare, a new AIR record is created that is linked to the family's Medicare number. The existing AIR record (with the newborn vaccinations) will be automatically merged with the new AIR record (if the personal details are the same).

If you identify 2 or more AIR records believed to be for the same individual, please notify the AIR on 1800 653 809 or via Health Professional Online Services (HPOS) messages.

For more information, visit [Use HPOS messages, Services Australia](#).

### Report vaccinations for infants using software

Your software developer can provide advice on recording encounters to the AIR using their software for infants who don't already have an AIR record.

### Report vaccinations for infants using the AIR site

From the AIR main menu:

Select **Identify Individual**.

Under **Personal Information** enter:

**Surname:** Enter surname of the infant. E.g. mother or father's surname, or hyphenated surname.

**First Name:** Enter the first name of the infant.

Note: if the first name exceeds 15 characters only enter the initial 15.

*If unknown*, enter as 'Baby of' or 'BO' followed by mother's first name. For a multiple birth, enter as 'Baby 1 of', 'Baby 2 of', etc. followed by mother's first name.

**Date of Birth:** Enter the correct date of birth.

**Gender:** Select correct gender.

**Postcode:** Enter the correct 4-digit postcode range. *If unknown*, leave blank.

Select **Search**. A warning message 'Individual not found' will display if an AIR record matching the details entered is not identified.

Select **Record Encounter** to continue.

Under **Create Individual** enter:

**Indigenous Status:** Enter correct status. *If unknown*, leave blank.

**Address:** Enter the correct full street address, suburb and postcode.

Select **Next**. Continue to **Record Encounter**.

Complete the vaccine encounter information then select **Add** and **Submit**.

*You will receive a confirmation message advising the details have been reported to the AIR.*

