The Australian Immunisation Register (AIR)

Add and link HPOS in PRODA to access the AIR

You will need to add Health Professional Online Services (HPOS) as a service provider to your organisation in Provider Digital access (PRODA).

Only the Director of the organisation or an authorised person with Service-Link-Management or Owner-Access attributes in PRODA can add services.

1 Log in

- Log in to PRODA and select **Organisations**.
- Select the organisation **name** you want to add HPOS to.
- To add it to a subsidiary organisation, expand **Subsidiary Organisations** and select the subsidiary organisation name.

2 Add HPOS as a service provider

- Select **Service Provider**, and then **Add Service Provider.**
- Select **Health Professional Online Services** and then select **Add Service Provider.**

3 Read and accept the HPOS Linking Terms and Conditions

- Agree by ticking all 3 boxes and select **Next.**

4 Identify your organisation

- Select **AIR provider number** from the **Identifier type** drop down menu, enter the organisation's or sub-organisation's **AIR Provider number** and select **Next.**

5 Verification of relationship

- You must answer the **AIR Proof of Record Ownership (PORO)** questions to verify your relationship. Have your AIR provider number, AIR linking code and organisation details registered with the AIR available. Select **Next.**
- Verify your AIR linking code. Select **Submit** and **Next.**
- You'll receive confirmation that you can access AIR in HPOS based on the identifiers you've linked. Select **Finish.**

6 Log out

- You'll now have the **Health Professionals Online Services** tile as a linked service provider under **My Linked Services.**
- Select **Log out.**

For help linking PRODA to the AIR go to servicesaustralia.gov.au/hpair

For more information go to:
servicesaustralia.gov.au/hpos
servicesaustralia.gov.au/proda

Australian Government
Services Australia

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hpe.servicesaustralia.gov.au