Government of **Western Australia**
Department of **Health**

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

Under the Australian Immunisation Register Act 2015, it is mandatory to report the administration of 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.

It is also mandatory to report whether an individual was pregnant at the time of vaccination.

Immunisation providers who receive and administer other government-funded or private vaccines, should report vaccines administered to ensure individuals have completeness through their AIR immunisation history statement (external site) and their health can be managed effectively.

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: electronically. If not practical, then in writing

- 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

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.

For instructions on how to register, please see How to register for an individual PRODA account - Provider Digital Access (PRODA) - Services Australia

For information on how to manage your organisation in PRODA, please see How to manage your organisation in PRODA - Provider Digital Access (PRODA) - Services Australia

Need assistance with PRODA?

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

To change your organisation's contact details or nominated contact person, an authorised PRODA user with an applicable assigned role can phone or email PRODA using the details 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 (air@servicesaustralia.gov.au) outlining the provider number and details to update.

References and additional resources:

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

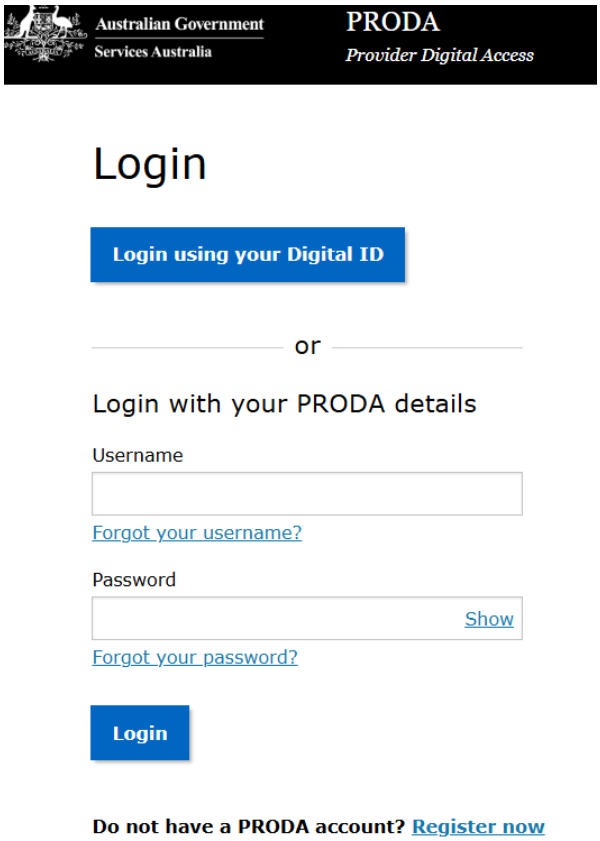
Simulation How to create a PRODA account (servicesaustralia.gov.au)

Understanding management attributes in PRODA - PRODA (Provider Digital Access) - Services Australia

How to enter vaccinations into AIR via PRODA

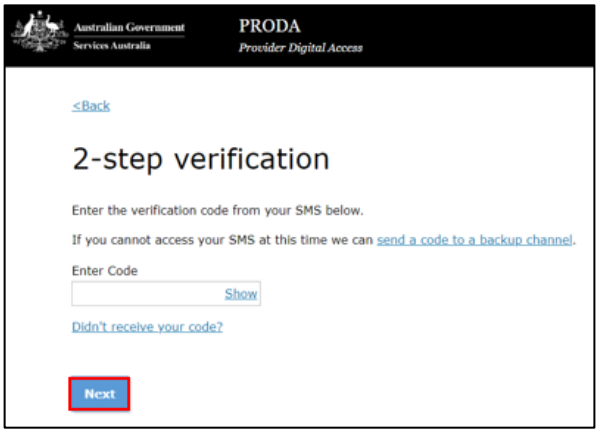
Step 1. Login.

Login | PRODA (humanservices.gov.au)

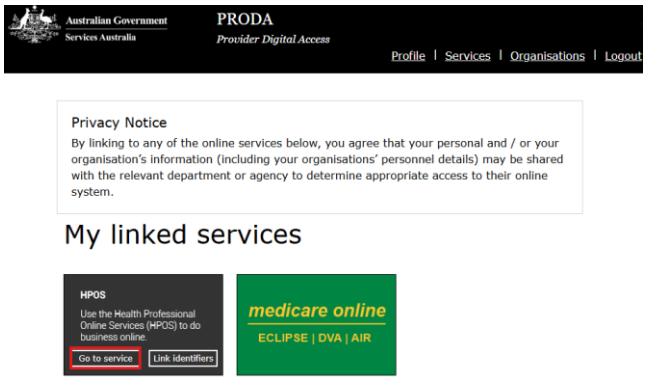


Step 2. 2-Step verification.

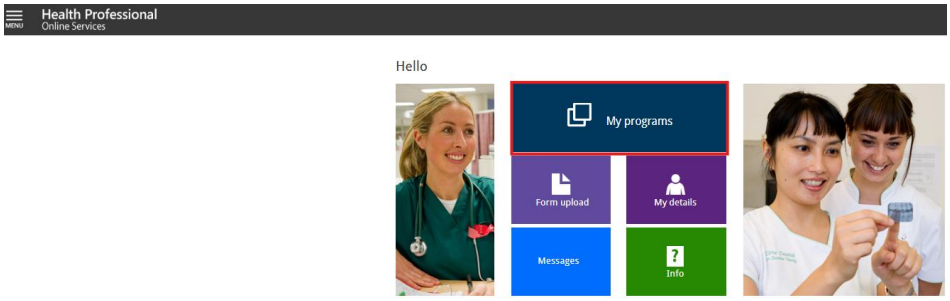
Enter the code that is sent by either SMS or email address. Select ‘Next’.



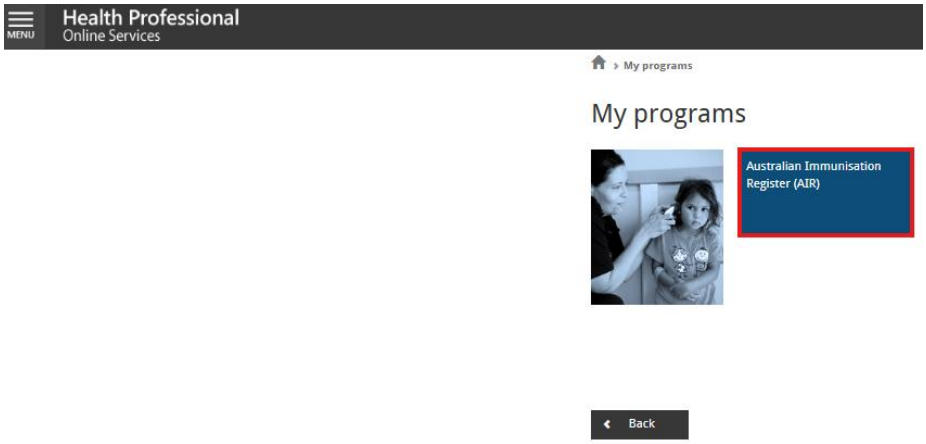
Step 3. Select ‘Go to service’ under Health Professional Online Services.



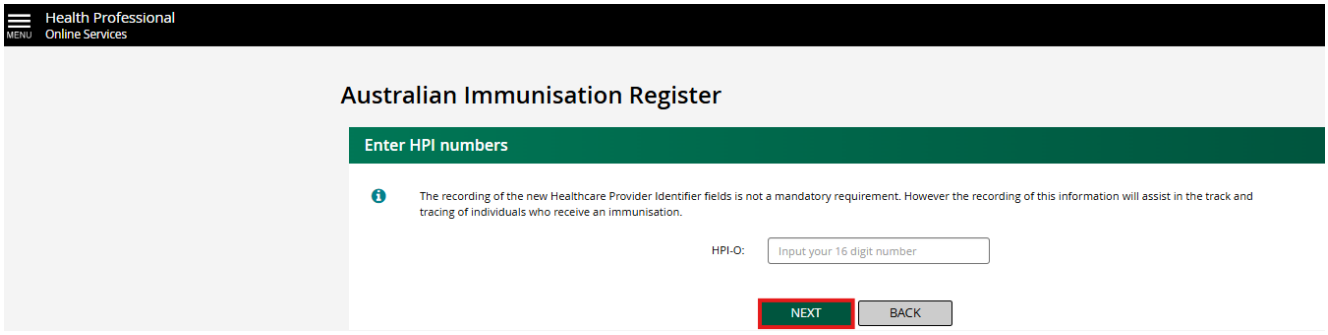
Step 4. Select 'My programs'.



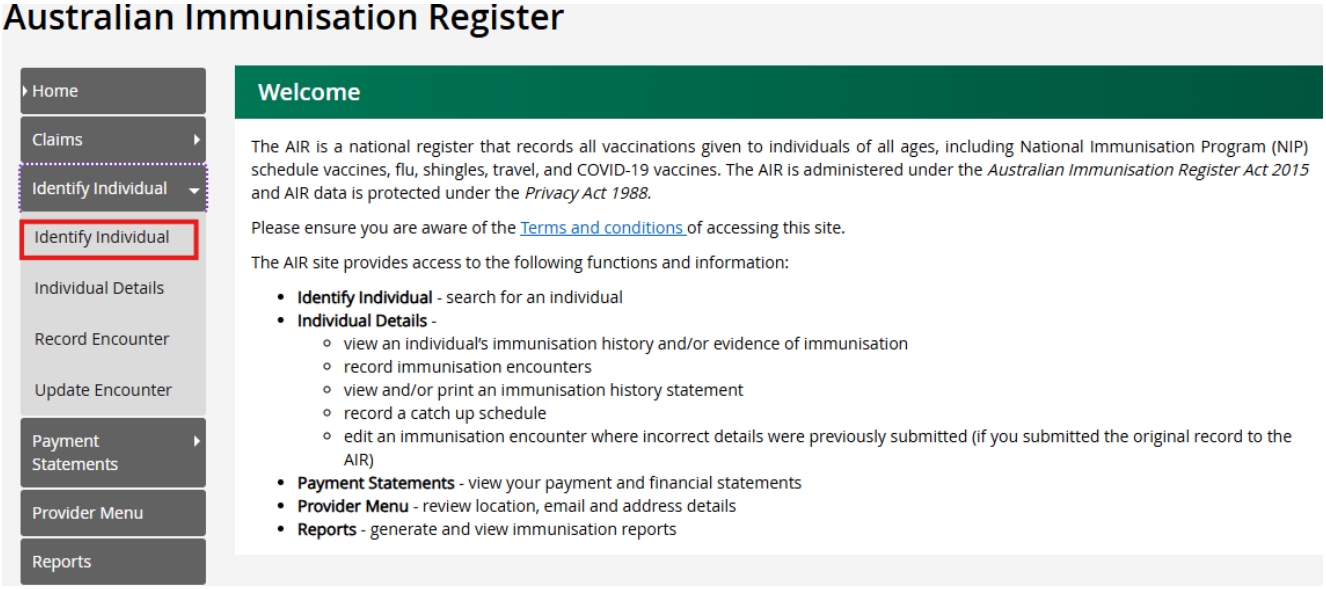
Step 5. Select 'Australian Immunisation Register (AIR)'.



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



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



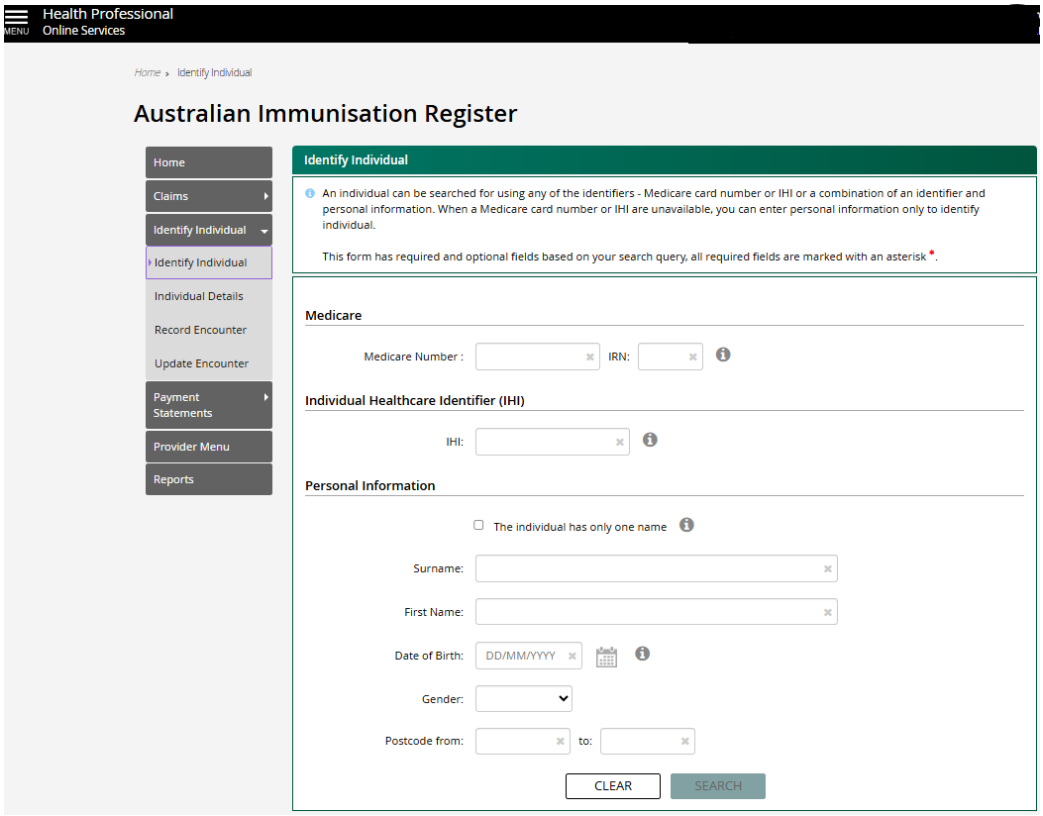
Step 8. If the patient is enrolled in Medicare, enter their Medicare number and IRN (Individual Reference Number).

If they are not enrolled in Medicare, enter their surname, first name and date of birth (DD/MM/YYYY).

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 (DD/MM/YYYY).

Select ‘Search’**.**



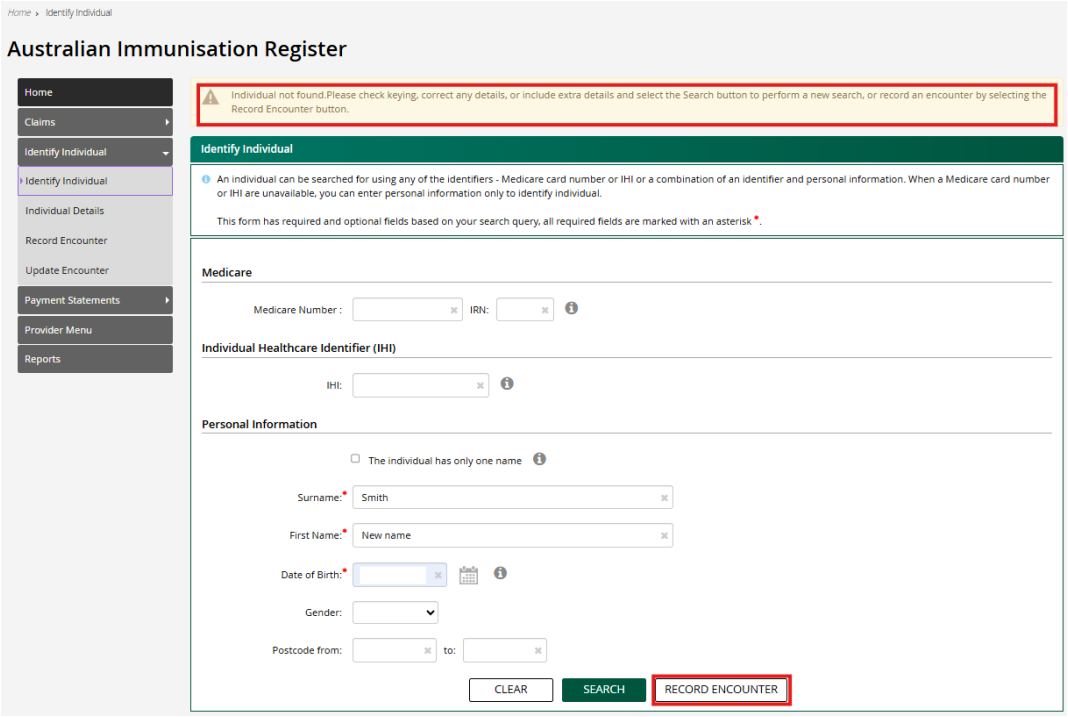
Note: If the AIR cannot find a unique match, ensure that all details have been entered correctly and add the individual's date of birth (DD/MM/YYYY), postcode or both. If a match is still not found, you can create a new record. If you would like to confirm whether a record exists, call the AIR Helpdesk (1800 653 809). Make every effort to match the individual before creating a new record.

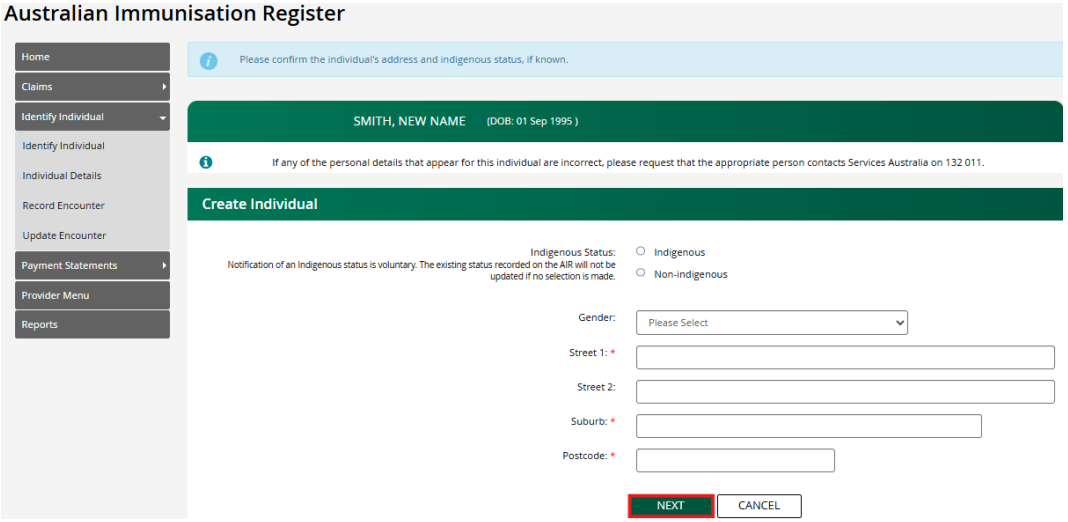
Creating a new record

If you would like to create a new record, enter all required information and select 'Record Encounter' to create a 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 (Mother's first name)' as 'First name'. For example, 'Baby of Sally'. For a multiple birth, use 'Baby 1 of (Mother's first name)', 'Baby 2 of (Mother's first name)', etc. For 'Surname', use mother's surname. Enter the baby's date of birth (DD/MM/YYYY) 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'.





Step 9. To record a vaccination, select ‘Record Encounter’. Fill in the required information.

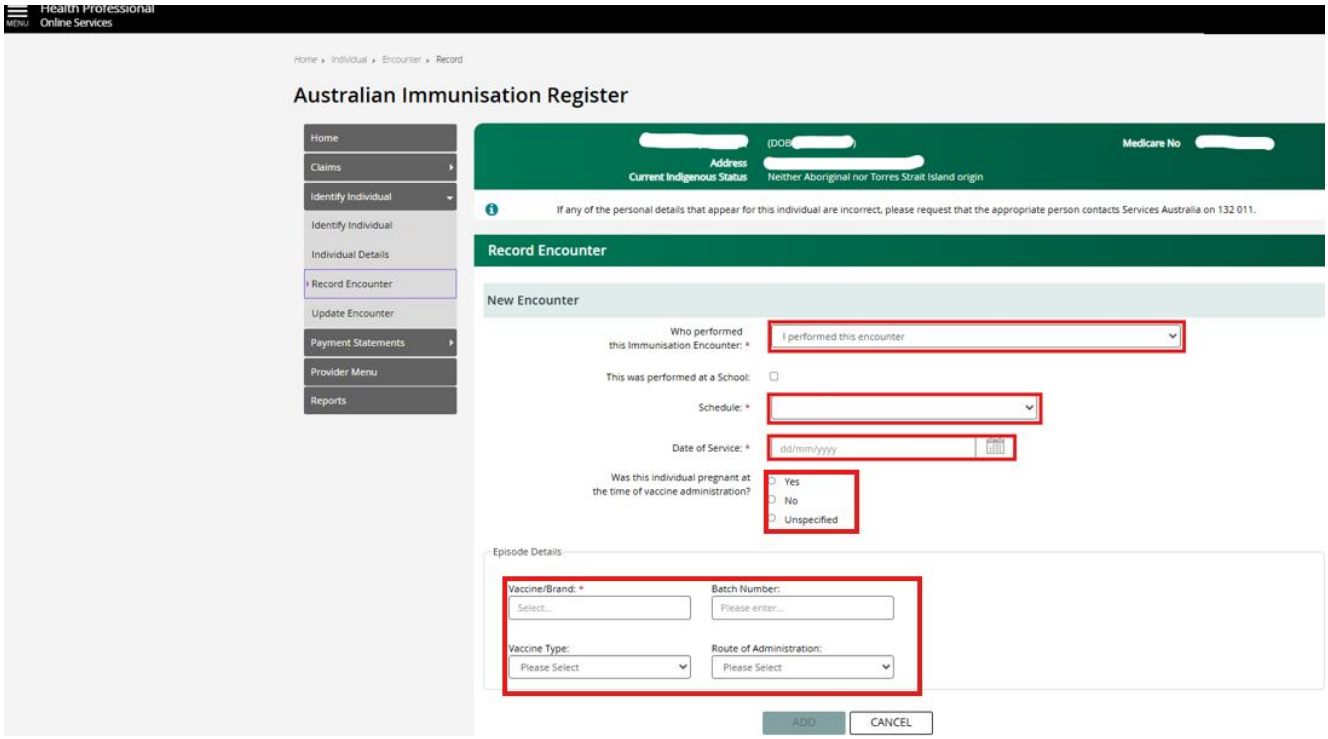
If you are entering records into PRODA as a delegated authority of your organisation, please select ‘I performed this encounter’ (instead of ‘Another provider’).

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. Select ‘ADD’**.**

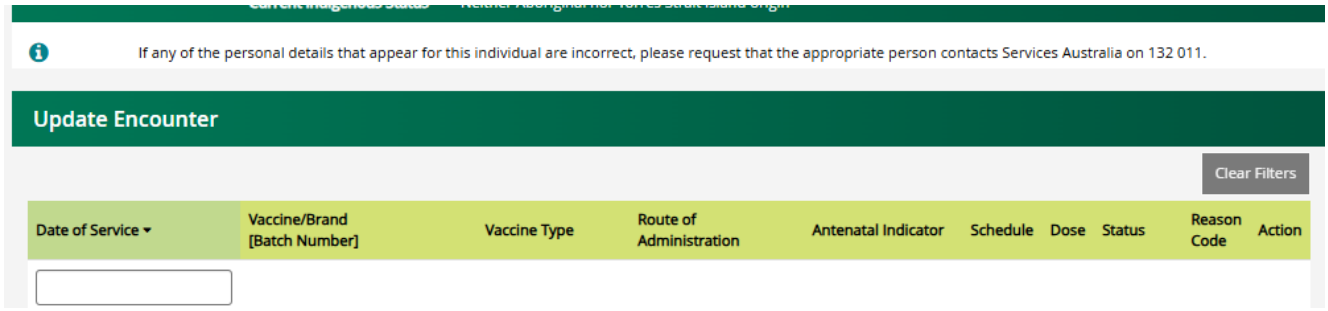
Note for RSV immunisations administered through the WA Health RSV infant immunisation program, select **‘**Other**’** for Schedule.

Select ‘Beyfortus (Nirsevimab)’ for Vaccine/Brand. In instances where the brand is unknown, select Generic RSV.

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



Review the encounter details. Under the Action column, you can edit the encounter by selecting the pencil icon. You can delete the encounter by selecting the rubbish bin icon. Select ‘Submit’.

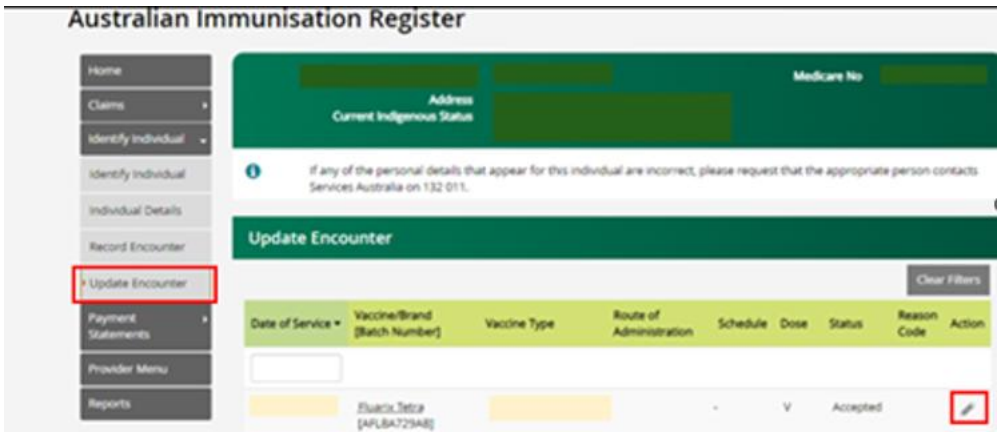


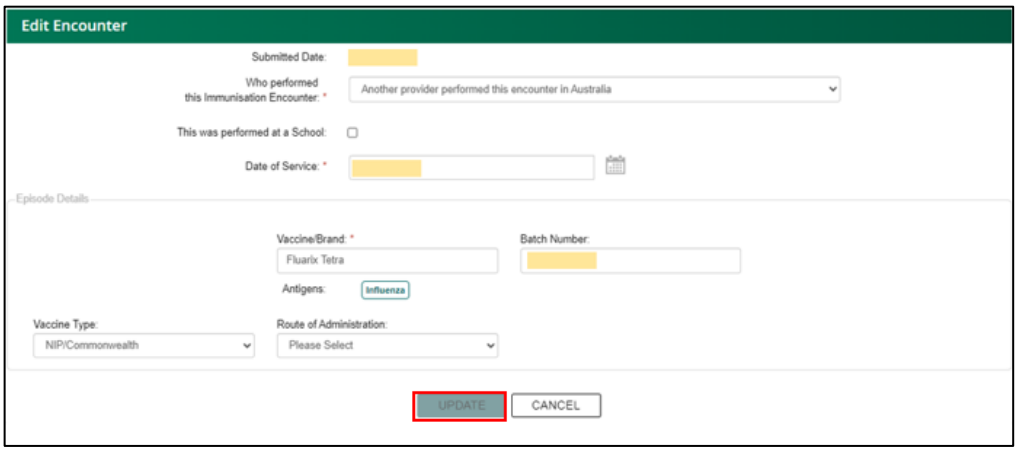
After selecting ‘Submit’, a confirmation page will advise you that the information has been successfully transmitted with a Claim ID. Note that this does not mean it has been accepted by AIR. If the encounter contains errors, you will be contacted.

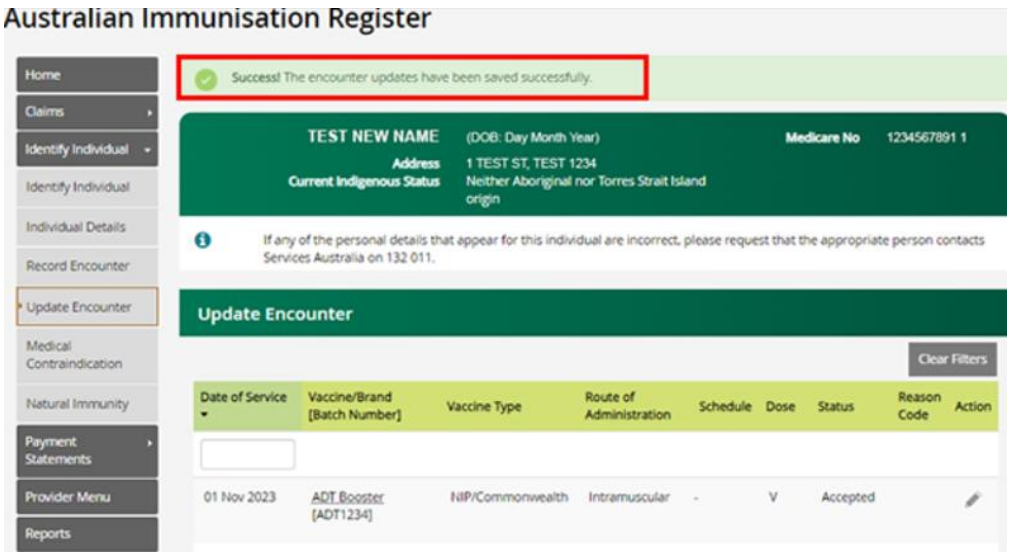
Changing an encounter

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.







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]

[Australian Immunisation Register (AIR) - Health Professional Education Resources (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

Mandatory reporting changes to the Australian Immunisation Register (AIR) from 1 March 2025 | Australian Government Department of Health, Disability and Ageing

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

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