

ACCESSING AIR USING HPOS

HPOS enables AIR users to submit immunisation encounters, view immunisation history, request reports and update provider contact details.

Using HPOS you can do the following AIR tasks:

- View and update immunisation records for people of all ages in Australia
- Request, view or modify AIR reports
- View your AIR claims submitted online and your most recent AIR statement of payment
- Update your contact details with AIR

To register for AIR secure site you must be recognised as an immunisation provider.

All GPs are recognised as an immunisation provider.

It is necessary to request access to the secure site using this link:

<https://www1.medicareaustralia.gov.au/ssl/acircirgseco>

Click on request access

This page will appear:

You are here: Home > Australian Childhood Immunisation Register - Request Access

Request Access

Immunisation providers who have already registered with the ACIR may request access to the ACIR secure site.

Filling the form out below:

- **Provider/Registration Number**
 - Public Sector Providers - enter your number allocated for use with the ACIR
 - Medicare general practitioners - enter your full provider number of your principal practice.
- **Password**
 - is valid for use when initially accessing the ACIR secure site
 - for security purposes you will be asked to change your password after initial logon and every six months thereafter.
- **Email Address and Fax Number**
 - may be used by Medicare Australia to provide you with information or assistance in relation to the ACIR and Feedback Reporting Facility Internet sites
 - will not be released to any other party.
- **After Validation**
 - an authentication file name will be posted to your current mailing address (recorded on the ACIR).

Call the ACIR Internet Helpdesk on 1300 650 039 if you need further assistance.

Provider/Registration Number

Password Password must consist of 8 alpha/numeric characters

Verify Password

Email Address

Fax Number STD code number

Email Notification Yes No Email me when my reports have been produced

Any messages relating to the access request process will appear below

Password : retain for use when accessing the AIR secure site. For security purposes you will be asked to change your password after initial logon and every six months thereafter.

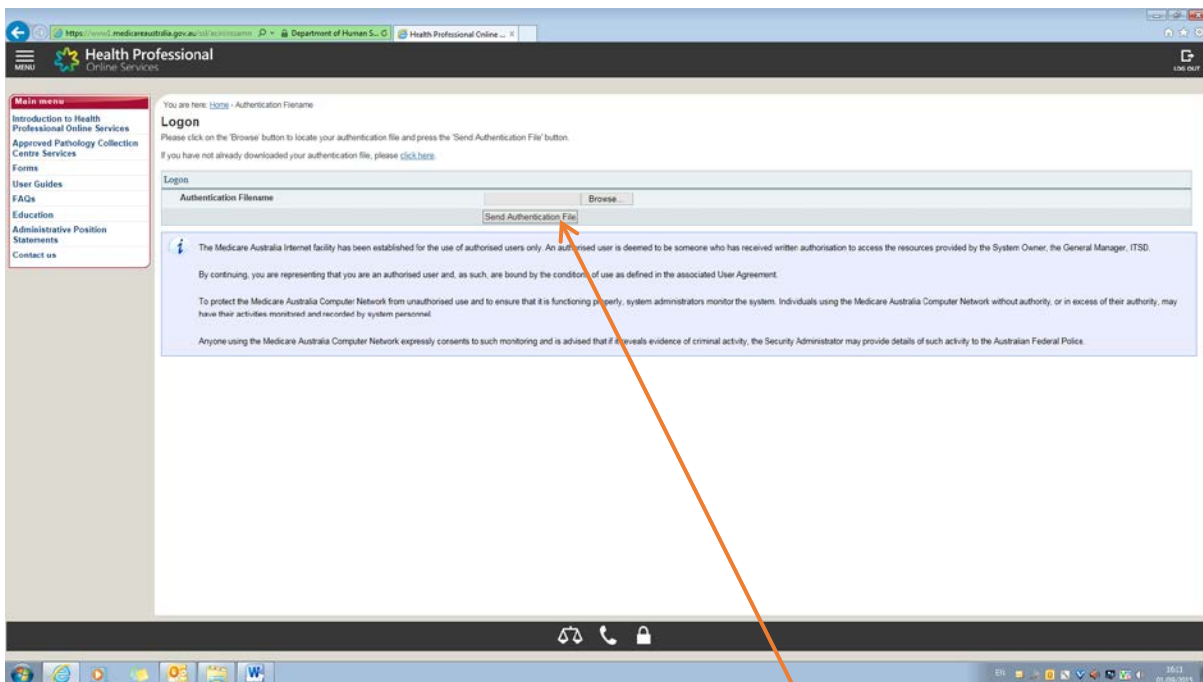
Medicare Australia will respond by mail with two letters.

1) An authentication file number and 2) A password

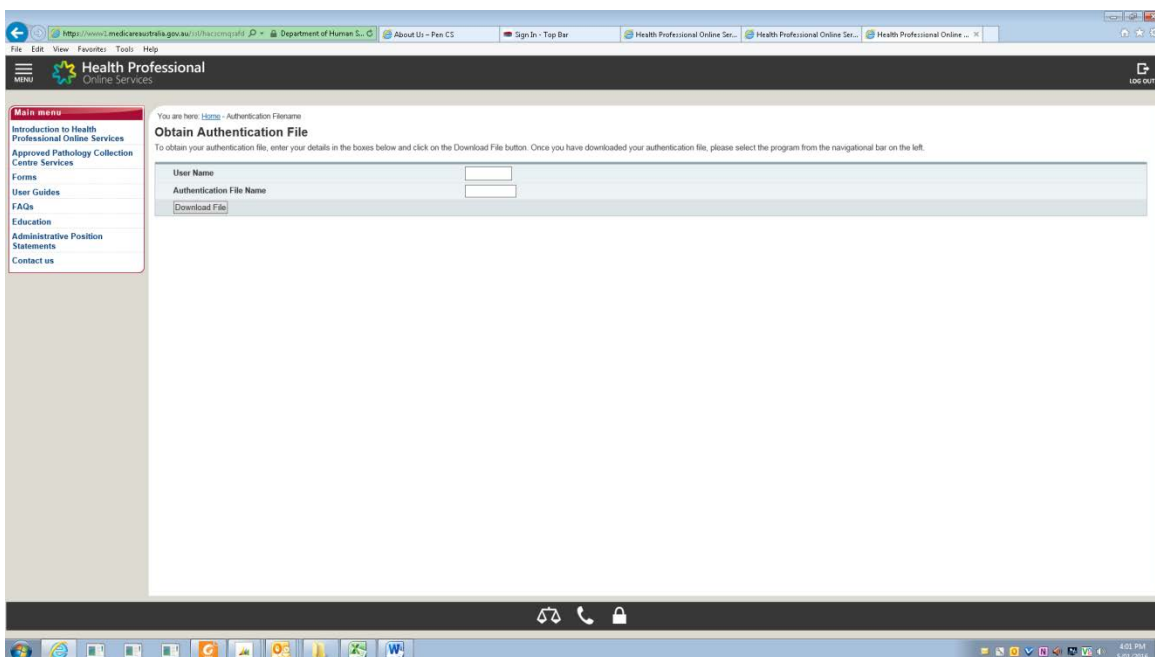
Once you have received your authentication file number you can access the secure site for AIR use this link:

<https://www1.medicareaustralia.gov.au/ssl/acircirssamn>

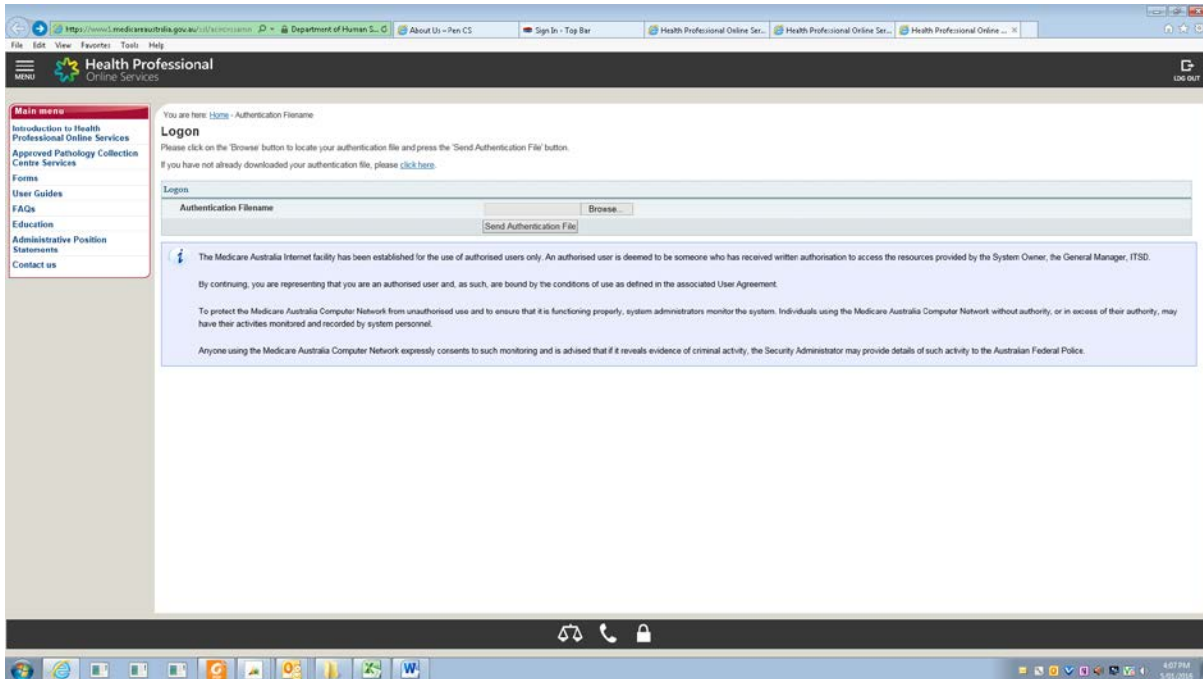
This screen will come up.



Next To obtain your secure authentication file click here



Your user name is your Provider Number and your authentication file number will be included in your letter. You can now download your authentication file. This file needs to be kept on your filing system in a place that can be accessed by anyone that needs to use the AIR site. It must not be renamed or changed to another file type.

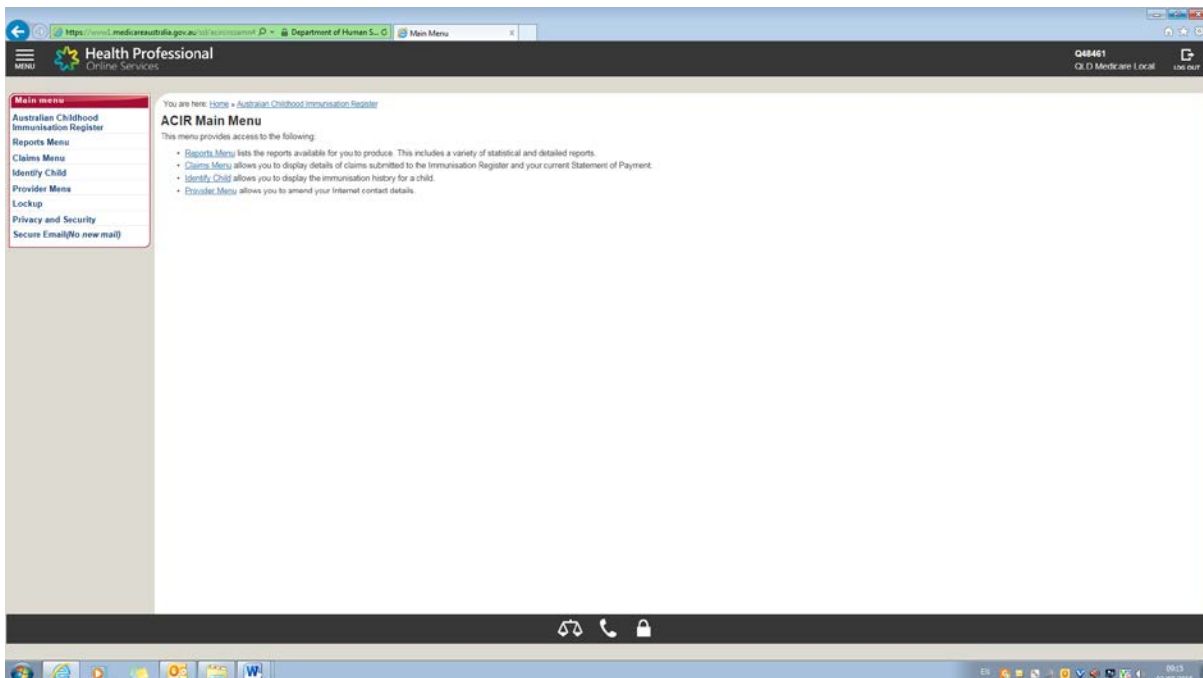


Next:

Press browse and find the authentication file number that you have just saved in your files, click “send authentication file”

Then another box will appear. Enter your user name and password as selected when registration form completed.

This screen will appear:



From this page you can select four menu options.

Reports menu

Requesting an AIR report

- select report menu
- select request a report from left hand side menu
- select the required report
- select request report
- depending on the report you select, you will need to set the report parameter
- select send report request

Read more about the [reports available from the AIR secure website](#) ^[6].

Modifying parameters of a requested AIR report

- select modify reports from left hand side menu
- a list of reports that you have previously requested will appear, select the report you would like to modify
- select modify/complete report or delete report if you wish to permanently remove the report
- update the details for the report that you want to modify
- select send report request

Viewing an AIR report

- select view reports from left hand side menu
- a list of reports you have previously requested and are available to view will a
- select the report you would like to view
- select view/download report

Claims menu

Viewing your claims summary

- select claims from left hand side menu
- select claims summary
- type the receipt date range within the last 3 months
- select ok and the summary of claims you have submitted online through the ACIR service will display

Viewing your most recent statement of payment

- select claims from left hand side menu
- select statement of payment
- select the provider location for the statement you want to view
- select view statement

Identify Patient

To obtain the immunisation history of a patient presenting at a practice, click on the Identify of the patient from left hand side menu

This screen will appear.

The screenshot shows a web browser window displaying the 'Identify Child' page. The browser address bar shows 'https://www1.medicareaustralia.gov.au/air/air/index.jspt'. The page header includes 'Health Professional Online Services' and 'Identified by VeriSign'. The main content area is titled 'Identify Child' and contains a 'Child Search' form. The form has the following fields: Medicare Number (with a sub-instruction: 'Enter the full Medicare number in the first box and the child's reference number in the second box'), Surname, First Name, Date of Birth (with a date picker set to 'DD MM YYYY'), and Postcode. Below the form is an 'Identify Child' button and a 'Clear' button. A 'Main menu' is located on the left side of the page, listing options like 'Australian Childhood Immunisation Register', 'Identify Child', 'Lockup', 'Privacy and Security', and 'Secure Email (No new mail)'. The bottom of the browser window shows the Windows taskbar with various application icons and the system clock showing '09:32 02/06/2014'.

- A unique match must be made in order for a child to be returned. Use the patients Medicare card number if possible as this criteria is most likely to return a unique match
- If a unique match can be made, the child's details are displayed, including their existing immunisation history and if they have any outstanding immunisation details
- to record an encounter, complete the relevant information in the encounter details section
- select record encounter(s)

Provider menu

Updating your contact details in the AIR service will not update your details in the main HPOS site. Learn how to update your contact details in HPOS.

- select provider from left hand side menu
- select update provider details
- enter your email address, fax number and select if you would like to receive email notifications to let you know when your AIR reports have been produced
- select update details
- if you need to change your mailing address, select change mailing address
- select the provider location where you would like your AIR mail sent

If the location you need is not there or you would like to add a new location you can update your provider location details in HPOS.