



# COVID-19 AUSTRALIAN IMMUNISATION REGISTER FACT SHEET

Version 1 – July 2023

This fact sheet is for Primary Care sites who are participating in the COVID-19 Vaccination Program. It provides information and guidance about recording COVID-19 vaccine administrations in the Australian Immunisation Register (AIR).

## COVID-19 Vaccine Administrations

Healthcare providers **should check each patient's immunisation history and Medicare reference numbers before administering any COVID-19 vaccine.**

It is mandatory under the [Australian Immunisation Register Act 2015](#), for vaccination providers to report all vaccinations administered in Australia to the AIR.

**It is the responsibility of the vaccination provider to upload the COVID-19 vaccination into the patients AIR either within 24 hours and no later than 10 working days after vaccination.**

To ensure accurate and complete reporting of vaccination information to the AIR, providers must provide the following information:

- provider information: provider number, name and contact details
- personal information of the individual vaccinated: Medicare number (if applicable) and the individual patients reference number, name, contact details, date of birth and gender
- vaccine information: brand name, dose number, batch number and date of administration

It is now **mandatory** to record a batch number when reporting COVID-19, influenza and National Immunisation Program (NIP) vaccinations to the [AIR](#).

Reporting timely, high quality and accurate vaccination information ensures that the AIR maintains a complete and reliable dataset to enable the monitoring of immunisation coverage and administration. It also ensures that individuals have a complete record of their vaccinations that can be provided as evidence for education, employment, and/or travel purposes.

You may use any of the following digital services to report to the AIR:

- third party software – this is the preferred option, and several commercial products are already integrated with the AIR.
- the AIR site via Health Professional Online Services (HPOS) – this is a free secure way for providers to interact electronically with Services Australia, including to submit immunisation encounters to AIR.

## In-reach Vaccinations

If you are providing vaccinations to residents of aged care or disability homes, it is **your responsibility as the vaccinator** to upload the information to the AIR.

Aged care providers (residential, home care and CHSP) are not currently able to report on COVID-19 vaccine 2023 booster doses for workers or residents via the My Aged Care Portal (MAC) portal. However, aged care providers are still required to maintain records of the vaccination status of workers and residents in line with the Records Principles 2014.

## Recording COVID-19 Vaccine Administrations

Vaccination providers should use the latest version of their Practice Management Software (PMS) to make sure they meet reporting requirements.

To commence reporting, login to **PRODA** to access your **HPOS** account. In HPOS, select My programs and then Australian Immunisation Register and then identify the individual.

When reporting the administration of any COVID-19 vaccine to the AIR, vaccination providers should be mindful of the appropriate vaccine code they are entering. The AIR Vaccine Table (attached) lists all of the available COVID-19 Vaccine codes to assist sites.

The system may display pre-populated codes, so **it is important to remember to check** you have **manually entered** the correct code for the vaccine administered.

**Please note:** There are multiple COVID-19 vaccines available in Australia and it is important that vaccination providers also enter the **correct batch/lot number** when reporting information to the AIR.

Some COVID-19 vaccines, including Astra Zeneca, Novavax and Pfizer, have a lot number instead of a batch number. Enter the lot number when there is no batch number. If you don't know the batch or serial number, enter '**notrecorded**' (no spaces).

## Amending errors in AIR once identified?

1. Check the record in your practice software and amend the error.
2. Log into AIR online and see if you can amend the error in the AIR record directly.  
**Note:** to edit a record you have to be logged in under the AIR Provider number who provided the vaccine
3. If you are unable to edit the record yourself – use the AIR Secure Email option (when logged into AIR) and provide all of the details of the error. You can batch them together and send one email to AIR.
4. If you do not have access to AIR online please phone AIR directly to amend the records on 1800 653 809.

## Uploading to the AIR for Patients without Medicare

The AIR can record vaccination information for individuals in Australia even if they are not eligible for Medicare. This is done using existing professional services software in different ways. If a vaccination provider's software does not allow them to record this through their system, it can be entered using the AIR Secure Site.

For patients who are ineligible for Medicare, first check if there is existing record in the AIR before creating a new record. You can search by name, adding date of birth and postcode to narrow the search.

If there is no existing record, create a new record by selecting Record Encounter and provide the individual's full name and date of birth. Further information on how to do this can be found [here](#).

Health professionals are encouraged to add as much detail as possible to allow for future matching including: First and last names (if known); Address; Date of birth; and Postcode.

These individuals will be recorded on the AIR, and their record will be available to report subsequent vaccination encounters or until a Medicare registration is completed.

**Importantly: Do not use the 'Urgent Clinical Need' Medicare number for manual AIR reporting.**

Services Australia has a dedicated AIR hotline that can provide further assistance on 1800 653 809. Health professionals can also access education modules on using the AIR Site on the Services Australia [website](#).