

# **Australian Immunisation Register**

AIR-010A Due and Overdue Immunisation by Practice Report

User Guide



**Australian Government**  
**Services Australia**

[servicesaustralia.gov.au](https://servicesaustralia.gov.au)

# Contents

<b>Introduction</b> .....	<b>3</b>
<b>Accessing the AIR Reports menu</b> .....	<b>4</b>
<b>Part 1: Report requirements</b> .....	<b>5</b>
<b>Part 2: Report Output Settings</b> .....	<b>8</b>
<b>Part 3: Viewing and Saving your Report</b> .....	<b>11</b>
<b>Part 4: Interpreting the report</b> .....	<b>13</b>
<b>Part 5: Making the most of the report</b> .....	<b>16</b>
<b>Need Help?</b> .....	<b>17</b>

# Introduction

The **AIR-010A Due and Overdue Immunisation by Practice Report** can be extracted from the Australian Immunisation Register (AIR) site by medical practitioners and their delegates. This report is used to:

- identify individuals seen for a Medicare service at a practice who, according to the AIR, are either due or overdue for a vaccination on the [National Immunisation Program \(NIP\) Schedule](#), and
- identify vaccination details that are missing (or not yet recorded) on the AIR.

The AIR-010A report is available to Medicare medical practitioners who are attached to a practice by a Practice Incentive Program (PIP) ID only and is accessible once logged into the AIR site either as a medical practitioner or delegate. If accessing AIR using a practice provider number (Organisation login), this report will not be available.

Each medical practitioner needs to log into the AIR site at least once to accept the user terms and conditions so that their patients are included in any AIR reports.



Each practice needs to add medical practitioners to their practice PIP list when they start at the practice to ensure their patients are included in the 10A report. When a practitioner leaves the practice, they should be removed from the PIP list, however, their patients will still appear on the due/overdue report.

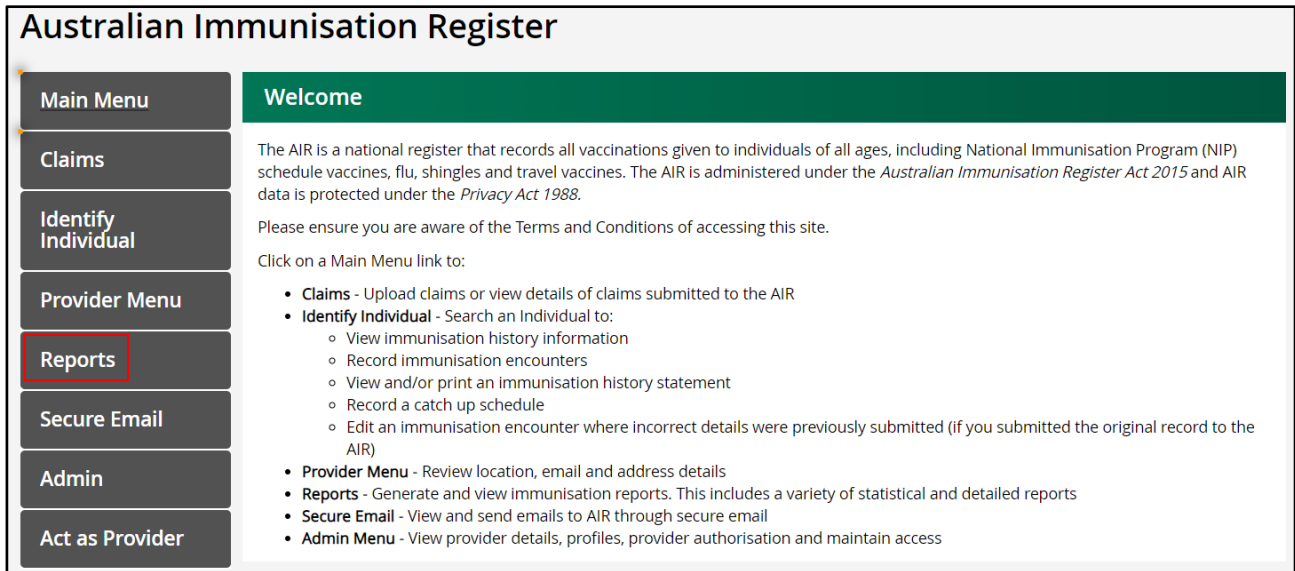
If your practice is not registered for PIP, you can request the 'AIR-011B Due and Overdue by Provider' Report for each individual medical practitioner at the practice. This report identifies individuals previously immunised by the requesting medical practitioner at the practice.

AIR-010A reports can be customised to suit a practice's requirements. The contents of the final report will depend on the selections made when requesting the report from the AIR site.

This User Guide provides step by step instructions on how to request, download, save, customise and modify an AIR-010A Report.

# Accessing the AIR Reports menu

The AIR **Reports** function can be found on the AIR site main menu:



**Australian Immunisation Register**

**Main Menu**

**Welcome**

The AIR is a national register that records all vaccinations given to individuals of all ages, including National Immunisation Program (NIP) schedule vaccines, flu, shingles and travel vaccines. The AIR is administered under the *Australian Immunisation Register Act 2015* and AIR data is protected under the *Privacy Act 1988*.

Please ensure you are aware of the Terms and Conditions of accessing this site.

Click on a Main Menu link to:

- **Claims** - Upload claims or view details of claims submitted to the AIR
- **Identify Individual** - Search an Individual to:
  - View immunisation history information
  - Record immunisation encounters
  - View and/or print an immunisation history statement
  - Record a catch up schedule
  - Edit an immunisation encounter where incorrect details were previously submitted (if you submitted the original record to the AIR)
- **Provider Menu** - Review location, email and address details
- **Reports** - Generate and view immunisation reports. This includes a variety of statistical and detailed reports
- **Secure Email** - View and send emails to AIR through secure email
- **Admin Menu** - View provider details, profiles, provider authorisation and maintain access

Information on how to access the AIR site using Health Professionals Online Services (HPOS) is available on the [Services Australia](#) website.

# Part 1: Report requirements

The first part of building an AIR report is to select the report required and define the report requirements:

- Select the **Request** tab from the three tabs available within the Reports menu – Request, Modify or View
- Select the **AIR-010A Due/Overdue Report by immunisation practice**

The screenshot shows the 'Australian Immunisation Register' interface. On the left is a navigation menu with items: Main Menu, Claims, Identify Individual, Provider Menu, Reports, Secure Email, Admin, and Act as Provider. The main content area is titled 'Request a Report' and includes a sub-header 'Required Report'. Below this, there is a list of report options, each with a radio button and a 'More info' link. The 'AIR010A-Due/Overdue Report - by Immunisation Practice' option is selected and highlighted with a red box. The 'Request' tab is also highlighted with a red box.

Report ID	Description	More info
<input type="radio"/> AIR001A	Number of Individuals Registered with AIR	<a href="#">More info</a>
<input type="radio"/> AIR002A	Number (or percentage) of individuals who have received valid vaccinations	<a href="#">More info</a>
<input type="radio"/> AIR002B	Number of individuals who have received valid vaccinations, by a selected provider	<a href="#">More info</a>
<input type="radio"/> AIR003A	Number of individuals whose consent has been withdrawn	<a href="#">More info</a>
<input type="radio"/> AIR004A	Number (or percentage) of valid vaccinations by provider type	<a href="#">More info</a>
<input type="radio"/> AIR005A	Number of providers who have submitted valid vaccination information to the AIR	<a href="#">More info</a>
<input checked="" type="radio"/> AIR010A	Due/Overdue Report - by Immunisation Practice	<a href="#">More info</a>

The **Report Requirements** screen will present. Select the parameters to determine frequency, timing and output etc. of the report:

- Name of Report** Give the report a name that is relevant to the data you are seeking to request, particularly if this is to be a recurring report eg. Overdue Age 12 month
- Frequency**  
**Once only:** produced once on the day requested  
**Weekly:** produced weekly from the date report requested  
**Monthly:** produced monthly on the first day of the month  
**Quarterly:** produced quarterly on 1<sup>st</sup> of Jan, April, July and October
- Report End Date** Weekly, Monthly and Quarterly reports require an end date to be set which is less than one year from the request date

## Output

Choose one of two outputs:

### Recommended

1. **Comma separated single file** which will include all individuals' details (including vaccination details and exemption details) in the **one** file



*This is the most commonly used file and is the type recommended for medical practices as all the details are included in just **one** easy to follow report!*

2. **Comma separated multi file** which will include all individuals' details in up to five separate files dependent on selections made when requesting the report:

IH File:	Individual details
DO File:	Due/Overdue details
VC File:	Vaccination details
NM File:	Exemption details
BP File:	Banner Page is a separate .txt file that will be included and provides summary details on the files requested

[Part 2](#) provides more detailed information about what each of the multi files contains should this advanced option be chosen



*It is recommended that practices choose the single file option for ease of use*

## Practice ID

Enter the Practice Incentive Program (PIP) ID to include data for all providers registered on the PIP list who have accepted the AIR terms and conditions.

## MBS Service Period

Select a time period to display services provided within this period. The report will include all individuals listed as overdue on the AIR who attended the practice for any MBS service within that period.

## Immunisation Status

Choose 'all individuals' or 'not fully immunised'. All Individuals will include both overdue and fully immunised individuals seen at the practice in the service period.

## Due/Overdue by Disease

Choose to include individuals who are overdue for a vaccination for 'all diseases' or for a specific disease by selecting it from the drop down list eg. Pertussis, Tetanus, Diphtheria etc.

## Age Breakdown

Run the report by birth date or age range (birth to 80+). The maximum age breakdown per report request is 10 years.

*Practices may find smaller AIR010A reports easier to work with – we suggest birth-12 months, 12-24 months and 4-5 years this will produce less numbers per report and be focused to specific age group.*

## Include individuals who have...

Include any, all or none of the following filters to customise the report further:

*Select all or select individually:*

- A natural immunity has been recorded
- A medical contraindication has been recorded
- A Catch up schedule is recorded
- Made a single visit to the practice during the MBS service period
- A returned mail indicator recorded
- An Additional Vaccine Required (AVR) indicator is recorded

## Notes on Individual filters

- The AIR010A Report can identify individuals who may be on a planned Catch up schedule if they have missed a vaccination or if a previous vaccination cannot be confirmed (providers are encouraged to assume the person has not received the vaccine(s) they need). More information on Catch up schedules is available in the [Australian Immunisation Handbook](#). **Note:** A catch up indicator cannot be applied to an individual whose AIR record has changed from 'active' to 'end dated'.
- The AIR010A Report can identify individuals that may require an additional vaccine/s to that of the schedule. Including this selection in the report requirements will identify those individuals in the Report but does not include the reason or any other details.
- Individuals who have natural immunity or a medical contraindication recorded on the AIR will still report as overdue for other diseases not covered by their exemptions.
- Including 'single visit' will increase the size of the report and 'return mail' is only of value if the practice has a current contact address or a vaccine history not on AIR.

## Part 2: Report Output Settings

On the Output Settings page, you can opt to display any, all or none of the below additional details about the data requested in the report ([Table 1](#) provides more detailed information about the contents).

If a single file report is requested, separate columns will be produced in the excel spreadsheet containing the information selected from individual details, overdue details, vaccine details and exemptions. Columns can be hidden and unhidden to make the report more manageable.

If multiple files are requested then the report produced will be generated as separate excel spreadsheets containing the selected information (See [Part 3](#)).

Only one file will be produced when no options are selected.

### Report Sections

#### Individual Details

- Aboriginality
- Additional Vaccines Required
- Address details
- Catch up schedule
- Contact number
- Country of birth
- Email address
- Individuals Medicare number
- Mobile number
- Multiple birth indicator (eg. individual is a twin)
- Returned mail

#### Overdue Details

- Due/Overdue vaccine details

#### Vaccine Details

- Vaccine details

#### Exemptions

- Medical Contraindication
- Natural Immunity



# Example: create a simple overdue report

Choosing the options below produces an easy to use overdue report in one file

Request
Modify
View

## Request New Report

AIR010A - Due/Overdue Report - by Immunisation Practice

Report Criteria All fields marked with \* are mandatory

Name of Report \*

Frequency of Report \* Once Only Weekly Monthly Quarterly [Help](#)

Report End Date \* Enter an end date to cease production of Monthly report, e.g. 20/08/2014

Output of Report \* Comma Separated (single file) Comma Separated (multiple files) [Help](#)

PIP Practice Id \*

MBS Service Period \* Include Individuals seen for a MBS service within the practice in the past:  
 [Help](#)

Immunisation Status \* Select the immunisation status of individuals to include in this report.  
All Individuals Not Fully Immunised Individuals

Due/Overdue by Disease \* Include individuals overdue for:

Age Selection Range \* By Birth Date By Age  
The maximum Age Selection Range permitted is 5 years.  
 From  To

Include individuals who have

- Select all
- A Natural Immunity recorded.
- A Medical Contraindication recorded.
- A Catch up schedule recorded.
- Made a single visit to the practice during the MBS service period.
- Returned mail.

Output settings

A separate file will be produced for each section identified below only when options have been selected from that section. Only one file will be produced with each individual's personal details when all options of each section are not selected.

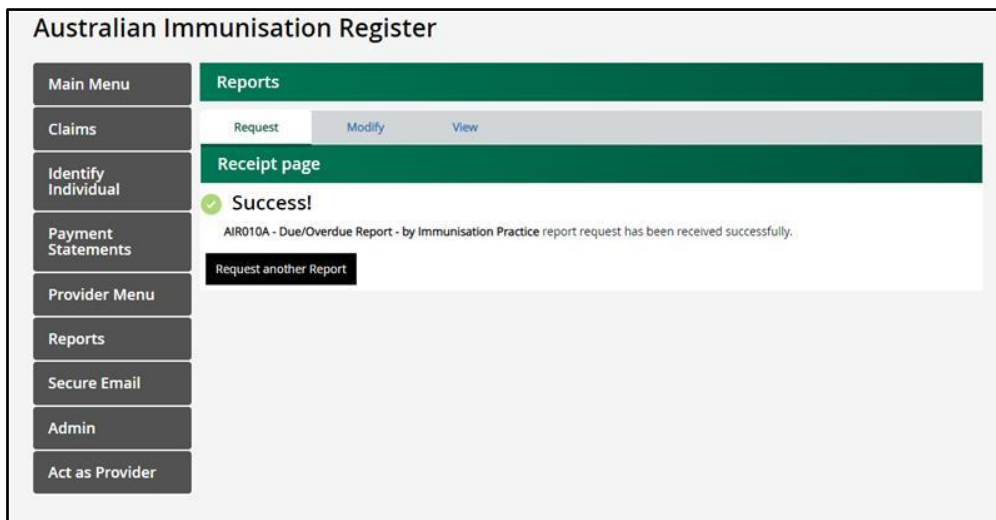
Details to include [Help](#)

<p style="margin: 0;">Individual details <span style="float: right;">2/9 selected</span></p> <p><input type="checkbox"/> Select all</p> <p><input checked="" type="checkbox"/> Address Details</p> <p><input type="checkbox"/> Catch up schedule</p> <p><input type="checkbox"/> Contact Number</p> <p><input type="checkbox"/> Country of Birth</p> <p><input type="checkbox"/> Email Address</p>	<p><input checked="" type="checkbox"/> Individual's Medicare Number</p> <p><input type="checkbox"/> Mobile Number</p> <p><input type="checkbox"/> Multiple Birth Indicator</p> <p><input type="checkbox"/> Returned Mail</p>
<p style="margin: 0;">Overdue details <span style="float: right;">1/1 selected</span></p> <p><input checked="" type="checkbox"/> Due/Overdue Details</p>	
<p style="margin: 0;">Vaccine details <span style="float: right;">1/1 selected</span></p> <p><input checked="" type="checkbox"/> Vaccine Details</p>	
<p style="margin: 0;">Exemptions <span style="float: right;">0/2 selected</span></p> <p><input type="checkbox"/> Select all</p> <p><input type="checkbox"/> Medical Contraindication</p> <p><input type="checkbox"/> Natural Immunity</p>	

Request Report
Back

- **Name of Report:** Choose a name for the report, e.g. *Monthly Overdue Report*
- **Frequency of Report:** Select *Monthly*
- **Report End Date:** If you select the report to be produced weekly, monthly or quarterly, you are required to give an end date, eg. 12 months from today's date. Note: you will have to then request this report again in 12 months' time.
- **Output of Report:** Select *Comma Separated (single file)*
- **PIP Practice ID:** Enter your Practice Incentive Payment (PIP) Number
- **MBS Service Period:** Select *12 months* as these would be considered your 'active patients'
- **Immunisation Status:** Select *Not Fully Immunised*
- **Due/Overdue by Disease:** Select *All Diseases*
- **Age Breakdown:** Select *By Age* and From *Birth* to *5 years*
- **Include individuals who have:** Select any additional parameters you want to include here eg. individuals on a catch up schedule
- **Output Settings:** Select any additional parameters you want to include here, but must include:
  - Address Details
  - Medicare Number
  - Due/Overdue Details
  - Vaccine Details
- Click '**Request Report**' to complete the request

When your report request is successful, the below message will display:



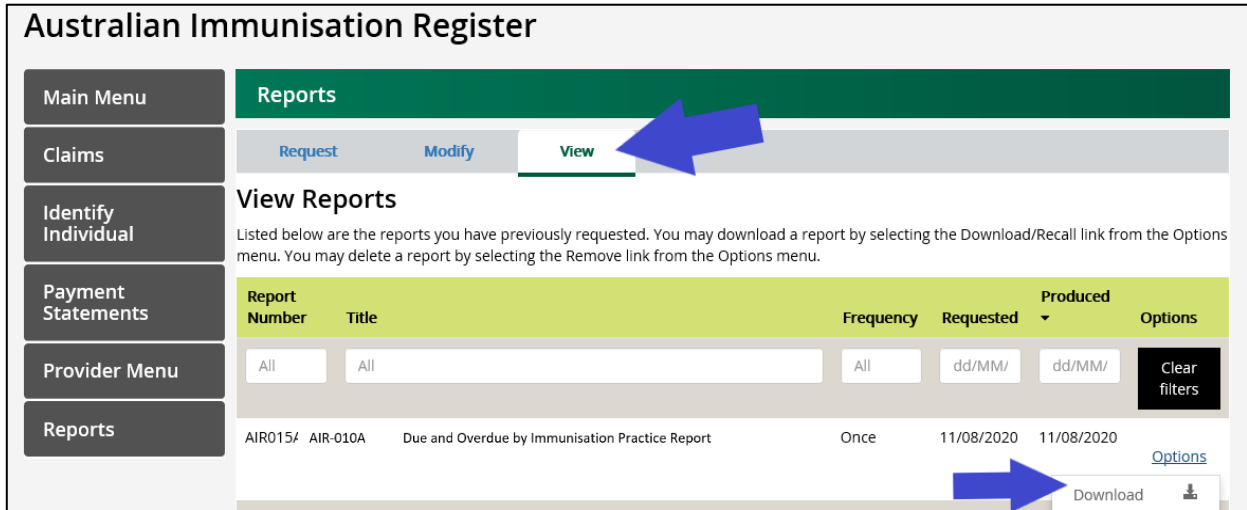
You should be able to view your requested report:

- One off report:** On the day requested, usually within an hour of the request
- Weekly:** On the day of the week you originally requested the report
- Monthly:** On the first day of the month
- Quarterly:** On the first day of Jan, April, July and October

[Table 1](#) provides an example of the contents of a report where the **full selection** of output options has been chosen. It also provides a more detailed description of what each field means.

# Part 3: Viewing and Saving your Report

Once the AIR-010A Report has been produced, it will be available to download under the **View** tab on the Reports Menu. The AIR-010A reports can be downloaded, saved or printed.



The reports will appear as a series of CSV files containing information about individuals, contact details, overdue vaccines, vaccine history, exemptions (if selected) and a text file. The BP text file contains information about the requested report and the information generated ie. Individual's status, codes used in the report and other symbols and an explanation of their meaning eg. P = Pend, 80 child not identified etc.

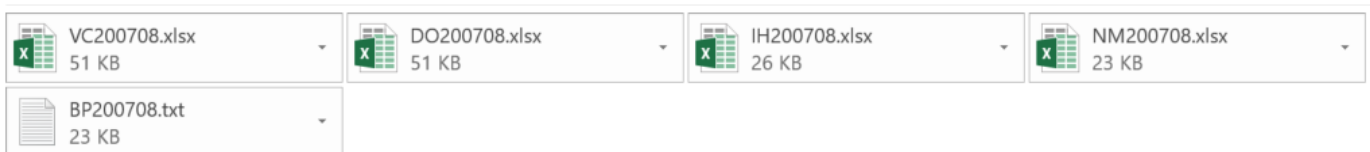
## Single File

Example of an AIR-010A report output where the Single File option has been chosen:

- BP200604.txt  
Type: Text Document
- SF200604.csv  
Type: Microsoft Excel Comma Separated Values File

## Multiple File

Example of an AIR-010A report output where the Multiple File option has been chosen and selections from all four Report Sections have been made:



- BP**            **Report summary (Banner Page)**  
Is a separate .txt file that will be included and provides a summary of the files requested. It includes the PIP Practice ID, requesting provider, provider numbers of all vaccination providers who are covered by the report, report date range, explanations codes used in reports, number on individuals covered by the report and number of individuals who are not fully immunised
- IH**            **Individual's personal details**  
Individual personal details - address, contact, country of birth, multiple birth indicator, planned Catch up schedule end-date, Additional Vaccine Required indicator
- DO**            **Vaccine due/overdue details**  
Individual details, due and overdue status (Y or N), disease, dose, date due and date overdue
- VC**            **Vaccine details**  
Individual vaccine history, information reported to AIR. Overdue status (Y or N), vaccine codes, vaccine name and service dates. **Note:** *Check for vaccines brand names that may have been reported incorrectly to AIR e.g. Infanrix reported when Infanrix-IPV was given.*
- NM**            **Vaccine exemptions**  
Individual details, vaccine overdue details, start and end date of any exemptions recorded on AIR

Each individual on the report is allocated a '**Report Individual ID**' which is a number allocated specifically to them. This assists with data sorting and merging data.

## Part 4: Interpreting the report

The AIR010A report will contain a combination of the fields below dependent on the output selections made when ordering the report. The below table provides an explanation of what each field means:

Table 1 Report fields explanation:

Field Name	Contents
<b>REPORT INDIVIDUAL ID</b>	Each individual is given a sequence number – this can be used to filter that individual across all files (for multiple file options), to quickly see how many unique individuals are contained within that report or to assist when merging files
<b>MC NUMBER</b>	Individuals Medicare card number eg. 123456789 1 2  123456789 is card number 1 is card issue number 2 is the individuals reference number (IRN) it appears to the left of their name  If 0 0 0 is reported this indicates that the individual is yet to obtain or be matched to a Medicare card (eg. newborn)
<b>SURNAME</b>	Individuals surname If an asterisk (*) appears after an individual's surname, it means they are on more than one Medicare card
<b>GIVEN NAME</b>	Individuals given name
<b>INIT</b>	Individuals second name initial
<b>DOB</b>	Individuals date of birth
<b>GENDER</b>	Individuals gender
<b>OVERDUE</b>	Overdue for a vaccination - Y for Yes, N for No
<b>SING VISIT</b>	Yes is indicated if individual has only had a single visit within the MBS service period
<b>ADDR NAME</b>	Individuals or parent/guardians name (may not be populated)
<b>ADDR 1</b>	Individuals address line 1
<b>ADDR 2</b>	Individuals address line 2
<b>LOC</b>	Individuals locality (suburb)

<b>POSTCODE</b>	Individuals postcode
<b>ABORIGINAL</b>	Indicates Yes if the individual identifies as an Aboriginal, Torres Strait Islander, Aboriginal <i>and</i> Torres Strait Islander or South Sea Islander
<b>OPTOUT</b>	Yes is indicated if this individual (or their guardian) has opted to not receive correspondence (such as reminders) from the AIR. This request is lodged with AIR using the IM017 Form 'Ceasing Correspondence and release of information'
<b>OPTOUT DATE</b>	Is the date the individual opted out from receiving correspondence (as above)
<b>CONSENT</b>	Yes is indicated if the individual has not given consent to share their information with third parties such as AIR vaccination providers. This request is lodged with AIR using the IM017 Form 'Ceasing Correspondence and release of information'
<b>CONSENT DATE</b>	Is the date the individual has advised they do not consent to sharing their information with a third party (as above)
<b>VACC OBJ IND</b>	Yes indicated if this individuals vaccination provider has notified the AIR that this individual has a permanent or temporary vaccination exemption secondary to medical contraindication (such as anaphylaxis or immunocompromised) or natural immunity. This request is lodged with AIR using the IM011 From 'Immunisation Medical Exemption' by approved vaccination provider types
<b>VACCINE CODE</b>	The AIR uses codes to identify a vaccine/brand name. The codes are listed on the <a href="#">AIR website</a>
<b>VACCINE</b>	Is the full name of the vaccine given eg. Infanrix
<b>VACC BATCH NUMBER</b>	Is the batch code from the vaccine given
<b>DOSE</b>	Is the dose number relevant to the individual vaccine history report to the AIR and the <a href="#">NIP Schedule</a>
<b>SERVICE DATE</b>	Is the date the vaccine was administered
<b>SCHOOL NAME</b>	Is populated when immunisation was given as part of a school based immunisation program
<b>ERROR PEND STATUS (EPS)</b>	<p>The Error Pend Status (vaccine status) indicates that an encounter submitted to AIR has an error eg. incorrect dose number</p> <p><b>C/Y:</b> is a warning message eg. vaccine administered too early so is not a valid dose  <b>P:</b> indicates the encounter is pending and needs resolving manually by the AIR  <b>A:</b> the record has been accepted as a valid record</p> <p>The EPS can assist in identifying vaccine encounters that have not been accepted by AIR due to data quality issues (eg. incorrect individual details or incorrect dose details). It is important to correct this data with AIR.</p>

<b>RSN</b>	Is a 3 digit reason code displayed when an encounter submitted is not written to the individual's history (pending). The code meanings are provided on the BP .txt file accompanying the report or you can click on the code number on the individuals record on the AIR site to view the explanation
<b>DISEASE</b>	Indicates the disease that the due/overdue vaccination treats eg.: Diphtheria Pertussis Poliomyelitis Tetanus Human Papillomavirus Meningococcal ACWY
<b>DOSE</b>	Is the dose number that is due/overdue eg. 1, 2, 3 etc. <b>A01</b> represents an adolescent dose (refers to HPV and Meningococcal ACWY only) <b>V01</b> represents an adult dose
<b>DATE DUE</b>	Is the date the vaccine listed is/was next due
<b>DATE OVERDUE</b>	Is the date when the individual is considered to be overdue for a vaccination eg. one month after the date
<b>ADDITIONAL VACCINES REQUIRED</b>	Yes displays when a vaccination provider has indicated that the individual requires additional vaccine/s. The Australian Immunisation Handbook provides advice and recommendations on vaccinating special risk groups
<b>CATCH UP END DATE</b>	The date in this column indicates that the individual is on a planned Catch up schedule and the end-date ie. this is when the individual must be caught up on all scheduled vaccinations

## Part 5: Making the most of the report

The Excel formatting tools (filter, hide, data-sort) can be used to organise the data into a customised AIR-010A report, for example:

### Filtering data

If following up children who are overdue for a Varicella vaccine:

- Filter **DISEASE** column to show Varicella only
- Colour those records (eg. suggest red text) and remove the data to filter to review any other vaccines the individual may be due/overdue for

Identify children who are due for any vaccination in the next month

- Filter **DATE DUE** column and select date in the next month

Identify only children who are overdue for any vaccination

- Filter **DATE OVERDUE** columns and select Y for yes

### Hiding data

Use the **HIDE COLUMNS** function to remove from view any information not required, for example, these are the basic details of children that are due for a vaccination next month:

MC NUMBER	SURNAME	GIVEN NAME	DOB	DISEASE	DOSE	DATE DUE
123456789 1 3	CITIZEN	JOHN	15/05/2016	Diphtheria	5	15/05/2020
987654321 4 2	FAKE	CHILD	14/04/2016	Pertussis	5	15/05/2020
123789456 4 2	PRETEND	PERSON	13/03/2016	Poliomyelitis	4	15/05/2020
654987321 4 3	TEST	TESTY	12/02/2016	Tetanus	5	15/05/2020

### Sorting data

Reports are generated in alphabetical order by surname and first name. The **DATA SORT** function is used to group Individuals together, for example by surname or Medicare card number so that families of children appear together, or by date due etc.

MC NUMBER	SURNAME	GIVEN NAME	DOB	DISEASE	DOSE	DATE DUE
123456789 1 3	CITIZEN	JOHN	15/05/2016	Diphtheria	5	15/05/2020
123456789 1 4	CITIZEN	JENNY	14/04/2016	Pertussis	5	15/05/2020
123789456 4 2	PRETEND	PERSON	13/03/2016	Poliomyelitis	4	15/05/2020
654987321 4 3	TEST	TESTY	12/02/2016	Tetanus	5	15/05/2020




Tutorials on how to use the Excel Filter, Data Sort and Hide/Unhide functions are available on the web



## Need Help?

If you experience difficulty accessing the AIR Report Menu or extracting AIR 10A reports, contact the AIR online helpdesk for assistance:

 [air@servicesaustralia.gov.au](mailto:air@servicesaustralia.gov.au)

 Free call **1300 650 039**

These services are available 8:00am to 5:00pm

**servicesaustralia.gov.au**

