



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

How to report to the Australian Immunisation Register (AIR) via PRODA

Contents

How to sign up to PRODA	1
Mandatory Requirement	1
Registering for a new Individual PRODA Account	1
How to enter vaccinations into AIR via PRODA	4
Creating a new record	7
Changing an encounter	9

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

According to the Australian Immunisation Register Act 2015, it is **mandatory** to report 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

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: electronic. If not practical, then in written form
- 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

Note that 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.

Please follow this link to create a [NEW PRODA ACCOUNT](https://proda.humanservices.gov.au/pia/pages/public/registration/account/createAccount.jsf) or copy the link below:

<https://proda.humanservices.gov.au/pia/pages/public/registration/account/createAccount.jsf>

The steps for registering includes the following:

Step 1. Create account

Select **Register now** to begin the process. You will be asked to...

- Enter your details, ensuring they are as they appear on your identity documents.
- Create a username and a password.
- Select 3 security questions and provide the answers.
- Verify your personal email address.

An activation code will be sent to your personal email address. A username and Registration Authority (RA) number will be enclosed in the email. You will need this RA number to give to your employer.

Step 2. Verify identity documents.

You will need 3 different documents to confirm your identity. Please see below the documents that can be used.

2 of the following

Medicare card

Australian driver's license

ImmiCard

Australian Passport

AND

1 of the following

Australian passport

Australian birth certificate

Immicard

Citizenship certificate

Australian Visa
(supported by a foreign passport)

Certificate of registration
by descent

AND

If your current name is different to the name on any of your documents, you will need to provide one change of name document:

Marriage certificate

Change of name certificate

Step 3. Ensure someone from your organisation with the Director role in PRODA has added you as a member.

Below are the steps for Directors to add new members to an organisation on PRODA:

1. **Log in** to PRODA.
2. Select **Organisations**.
3. Select **Members**, then **Add Members**.
4. Enter the **PRODA RA number** and **Surname** of the member you would like to add.
5. Ensure they provided consent to search and add them to your organisation. Tick the confirmation box and select **Search**.

6. Ensure the User Details match the member you have searched.
7. You are able to change their membership End date to a period of up to 5 years.
8. Select **Add this member**.

To manage delegations

1. Select **Members**.
2. Select the **member's name** that you would like to delegate an attribute to.
3. Select **Attribute Delegations**.
4. Select **Delegate to This Member**.
5. Make your selections for **delegation**, select Yes or No for delegable and enter **to Date**.
6. Select **Delegate**.
7. Once they are delegated an attribute, the attribute name will be listed under **Attribute Delegations**.
8. If you would like to remove delegations, select the attribute or change the End date from the Attribute delegation details page.

Step 4. Match services

To link your individual PRODA account to HPOS

- Select **Services** from the PRODA header to display services you are eligible for.
- Select the **Health Professional Online Services** tile.
- Complete required fields on the next page.
- If you have successfully linked to the service, you will see that the HPOS tile will be under "My linked services."

Need assistance with PRODA?

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

To change contact details and contact person for your organisation, a person with an applicable assigned role in PRODA can call or email as 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:

[How to register for an individual PRODA account](#)

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

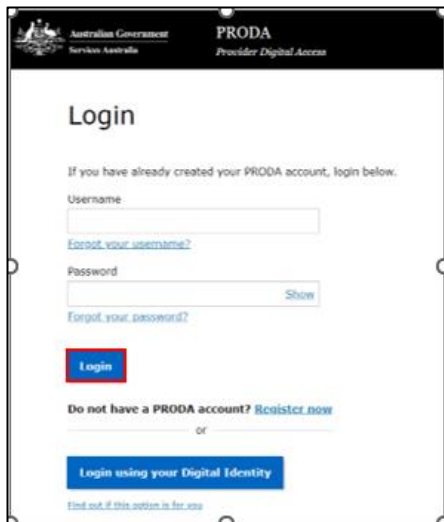
[Simulation How to create a PRODA account \(servicesaustralia.gov.au\)](#)

[Understanding management attributes in PRODA - PRODA \(Provider Digital Access\) - Services Australia](#)

How to enter vaccinations into AIR via PRODA

Step 1. Login.

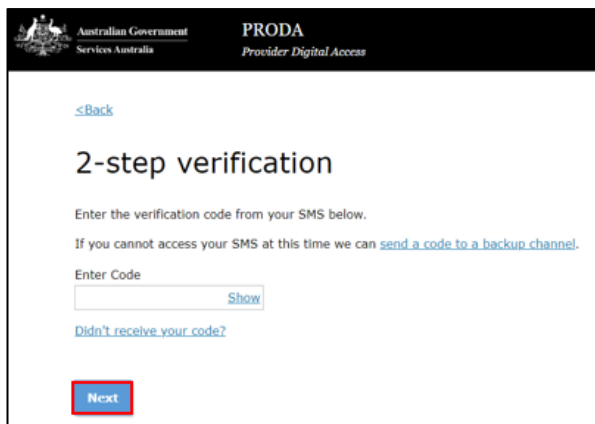
[Login | PRODA \(humanservices.gov.au\)](https://humanservices.gov.au)



The screenshot shows the PRODA Login page. At the top, it says 'Australian Government Services Australia' and 'PRODA Provider Digital Access'. The main heading is 'Login'. Below it, a message says 'If you have already created your PRODA account, login below.' There are two input fields: 'Username' and 'Password'. Below the 'Username' field is a link 'Forgot your username?'. Below the 'Password' field is a 'Show' button and a link 'Forgot your password?'. A red box highlights the 'Login' button. Below the 'Login' button, there is a link 'Do not have a PRODA account? Register now' and an 'or' separator. Below that is a blue button 'Login using your Digital Identity' and a small link 'Find out if this option is for you'.

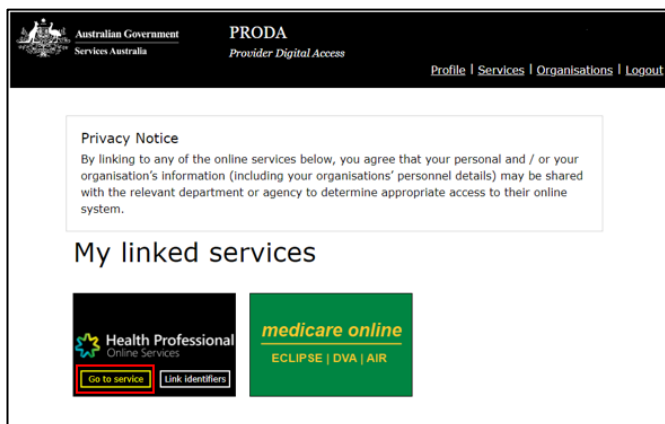
Step 2. 2-Step Verification.

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



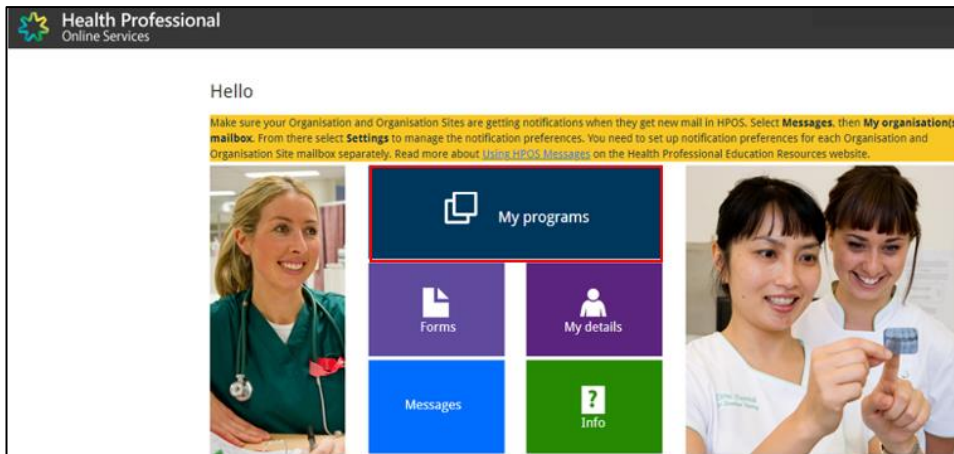
The screenshot shows the PRODA 2-step verification page. At the top, it says 'Australian Government Services Australia' and 'PRODA Provider Digital Access'. There is a '<Back' link. The main heading is '2-step verification'. Below it, a message says 'Enter the verification code from your SMS below.' There is a link 'If you cannot access your SMS at this time we can send a code to a backup channel.' Below that is an 'Enter Code' label and an input field with a 'Show' button. Below the input field is a link 'Didn't receive your code?'. A red box highlights the 'Next' button.

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

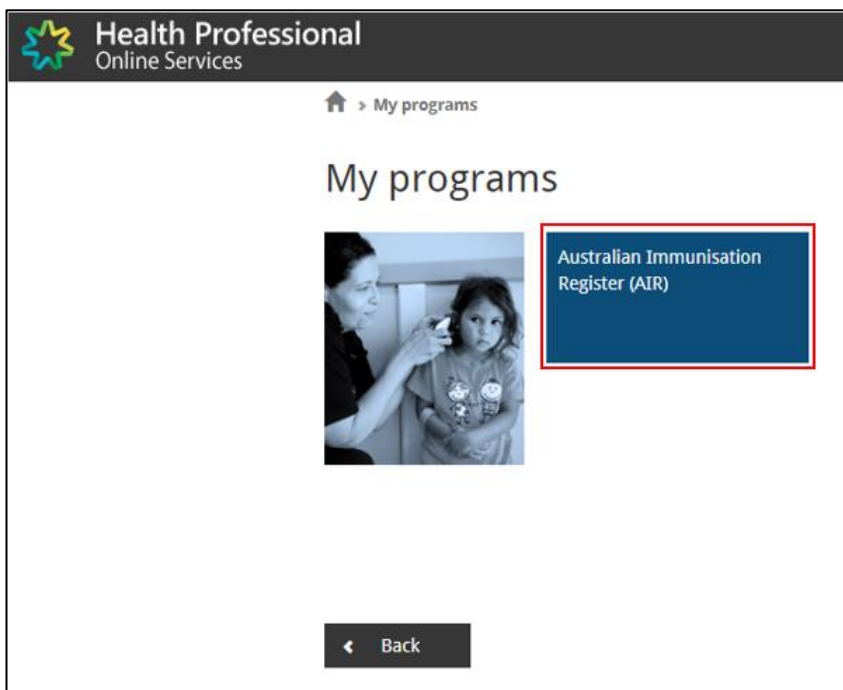


The screenshot shows the PRODA 'My linked services' page. At the top, it says 'Australian Government Services Australia' and 'PRODA Provider Digital Access'. There is a navigation bar with 'Profile | Services | Organisations | Logout'. Below that is a 'Privacy Notice' box. The main heading is 'My linked services'. There are two service cards: 'Health Professional Online Services' and 'medicare online'. The 'Health Professional Online Services' card has a red box around the 'Go to service' button and a 'Link identifiers' button. The 'medicare online' card has 'ECLIPSE | DVA | AIR' text.

Step 4. Select My programs.



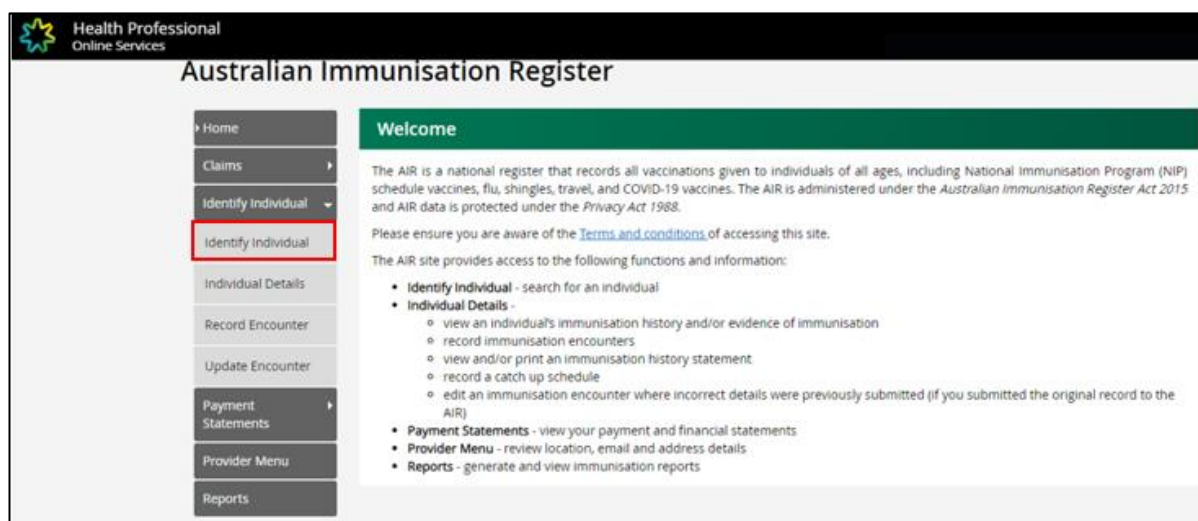
Step 5. Select Australian Immunisation Register (AIR).



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

The screenshot shows the 'Enter HPI numbers' form. At the top, there is a green header with the title 'Enter HPI numbers'. Below the header is an information icon and a paragraph: 'The recording of the new Healthcare Provider Identifier fields is not a mandatory requirement. However the recording of this information will assist in the track and tracing of individuals who receive an immunisation.' Below the text is a text input field labeled 'HPI-O:' with the placeholder text 'Input your 16 digit number'. At the bottom, there are two buttons: 'NEXT' (highlighted with a red border) and 'BACK'.

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



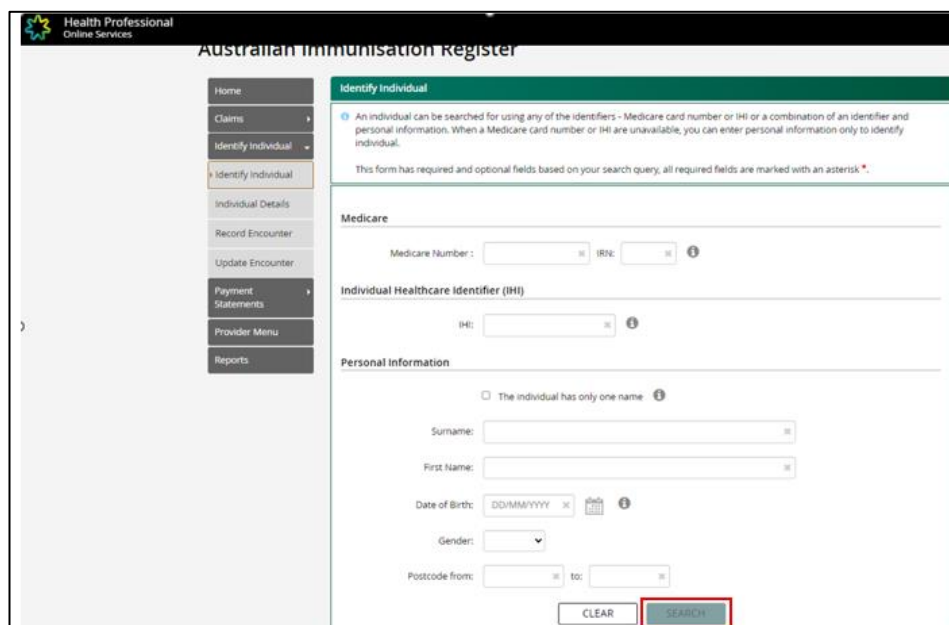
Step 8. If the patient is enrolled in Medicare, enter their Medicare number and IRN (Individual Reference Number).

If they are not enrolled in Medicare, enter their **surname, first name** and **date of birth**.

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**.

Select **SEARCH**.



Note: if the AIR is unable to find a unique match, ensure all details are entered correctly and add date of birth, postcode or both. If the AIR does not find a match, a new record can be made. Please see below. If you would like to confirm if a record exists, you can call AIR Helpdesk (1800 653 809). Make all attempts to match individuals before creating a new record.

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.

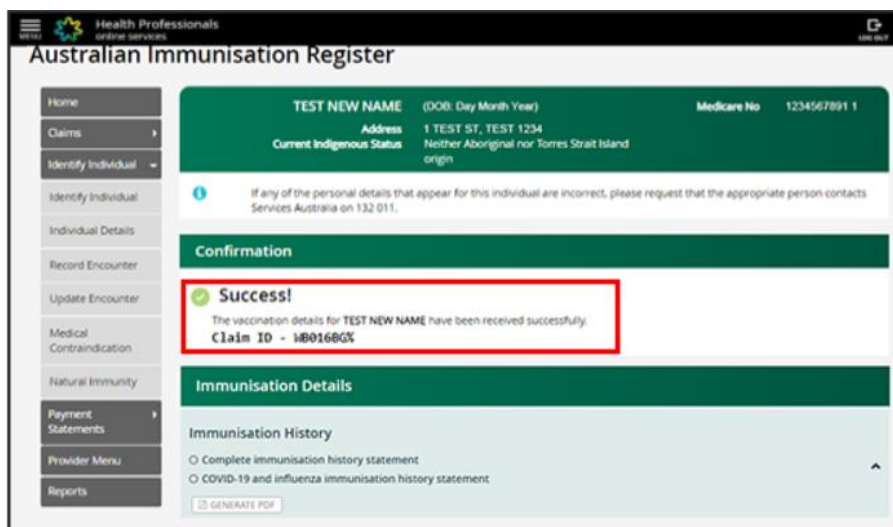
*Note for Nirsevimab/RSV immunisations administered through the WA Health RSV infant immunisation program, select **Other** for Schedule.*

*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. You can **edit** the encounter by selecting the pencil icon. You can **delete** the encounter by selecting the rubbish bin icon. Select **SUBMIT**.

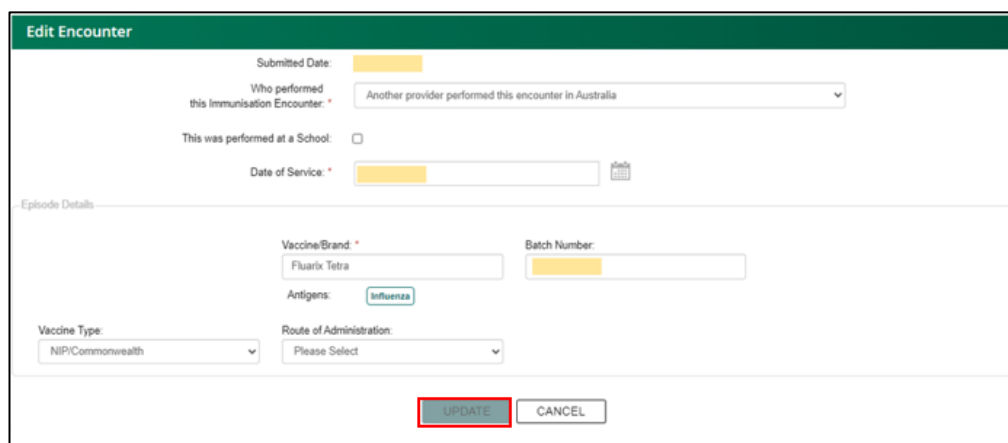
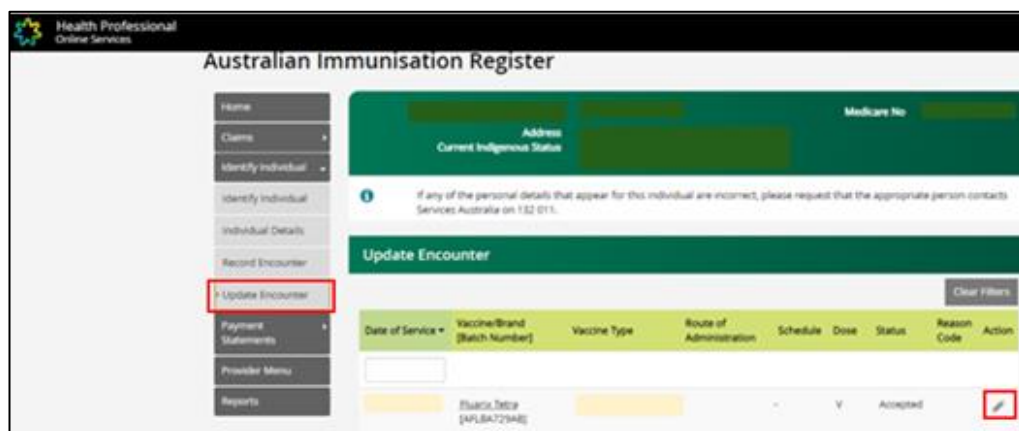
After selecting SUBMIT, a **confirmation page** will advise you that the information has been successfully transmitted with a Claim ID. Note that this does not mean it has been accepted by AIR. If the encounter contains errors, you will be contacted.

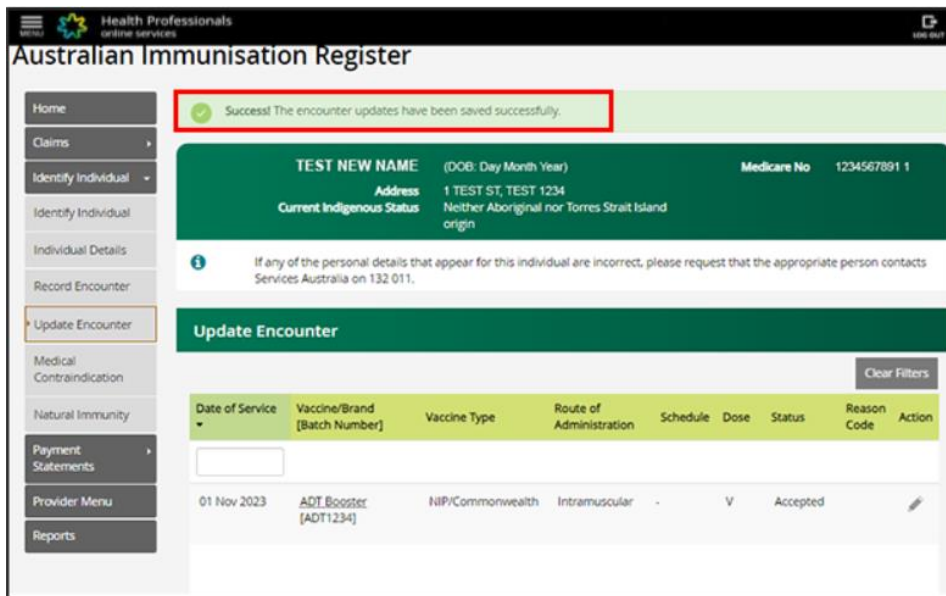


Changing an encounter

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](#)

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

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