Guide to Using the Australian Childhood Immunisation Register (ACIR)

Please note: This is a live document. For the most up to date information please refer to the online version or the Australian Government Department of Human Services website: http://www.humanservices.gov.au/health-professionals/services/australian-childhood-immunisation-register/?utm_id=9.

health.wa.gov.au
Introduction to the Australian Childhood Immunisation Register

The Australian Childhood Immunisation Register (ACIR) is a national register that records details of vaccinations given to children and young individuals under 20 years of age who live in Australia.

The ACIR:

- is used to monitor immunisation coverage levels and service delivery, and to identify regions with low immunisation rates and individuals at risk during disease outbreaks
- can provide reports to providers upon request to help identify children and young individuals who are due or overdue for immunisation, and
- makes an information payment to the provider for the notification to ACIR of the administration of a vaccination which completes one of the aged based immunisation schedules funded under the National Immunisation Program for children up to 7 years of age.

Data from the ACIR:

- enables you, as an immunisation provider, to check on the immunisation status of a child or young individual, regardless of where the child or young individual was immunised
- forms the basis of an Immunisation History Statement which advises parents and guardians of their child's or young individual's recorded immunisation history
- provides information about a child's or young individual's immunisation status to help determine eligibility for Child Care Benefit, Child Care Rebate and Family Tax Benefit Part A supplement, and
- provides a measure of coverage at a national, state and territory, and local level.


The Department of Health highly recommend that as part of the immunisation service provided to these individuals, recognised Vaccination Providers need to send the immunisation details of their clients to the ACIR. The benefits to both the provider and the individual are profound. This document aims to assist Vaccination Providers with the use of ACIR and its utilities to ensure the timely transfer of immunisation encounter data to ACIR so children and young individual’s records are up to date. In addition, ACIR data allows Vaccination Providers to follow up on children and/or young individuals who have become overdue for their vaccinations.
To broaden and improve the capture of immunisation data, the Federal Government will introduce the Australian Immunisation Register (AIR) in September 2016. AIR will replace the ACIR, with the expanded functionality of being able to capture vaccination data for Australians of any age. The data in ACIR at that time of the transition will be migrated into AIR. More information about the new register will be distributed to Vaccination Providers before the transition.
**CONTENTS:**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to the Australian Childhood Immunisation Register (ACIR)</td>
<td>1</td>
</tr>
<tr>
<td>Contents</td>
<td>3</td>
</tr>
<tr>
<td>Benefits of Having Access to ACIR</td>
<td>4</td>
</tr>
<tr>
<td>Request ACIR Access for General Practitioners</td>
<td>5</td>
</tr>
<tr>
<td>Register and Request ACIR Access: Other Vaccination Providers</td>
<td>6</td>
</tr>
<tr>
<td>Initial ACIR Log In with Authentication Filename</td>
<td>8</td>
</tr>
<tr>
<td>Logging in to ACIR</td>
<td>11</td>
</tr>
<tr>
<td>Identify Child and/or Entering Immunisation History on to ACIR</td>
<td>12</td>
</tr>
<tr>
<td>ACIR Secure Email</td>
<td>16</td>
</tr>
<tr>
<td>Reports Available from the ACIR Secure Website</td>
<td>18</td>
</tr>
<tr>
<td>Requesting and Retrieving ACIR Reports</td>
<td>19</td>
</tr>
<tr>
<td>Claims Menu</td>
<td>28</td>
</tr>
<tr>
<td>Useful Forms</td>
<td>29</td>
</tr>
<tr>
<td>ACIR Information for Health Professionals</td>
<td>30</td>
</tr>
<tr>
<td>ACIR Contact Details</td>
<td>30</td>
</tr>
</tbody>
</table>
AUSTRALIAN CHILDHOOD IMMUNISATION REGISTER (ACIR)

BENEFITS OF HAVING ACCESS TO ACIR

- Quick access to check the immunisation status of individuals less than 20 years of age.
- Utilisations of the ACIR secure email - to advise ACIR of children who have moved away, are overseas or who are un-contactable.
- Register and receive automated overdue reports to follow up individuals requiring vaccination (reports can be set up to 12 months in advance).
- Ability to request claims summaries to ensure immunisation data is transferring from Practice Software to ACIR and secondly the affiliated provider notification payments are therefore being received by the Vaccination Provider.
- Provides information about a child's or young individual's immunisation status to help determine eligibility for Child Care Benefit, Child Care Rebate and Family Tax Benefit Part A supplement.
REQUEST ACIR ACCESS FOR GENERAL PRACTITIONERS

Do you have access to ACIR?

NO

YES

Proceed to logging in to ACIR - page 11

General Practitioners are automatically recognised as Vaccination Providers and are authorised to send or receive immunisation data from the ACIR.

To request access: Access to ACIR can be requested in Health Professional Online Services (HPOS) by completing the online request access form: https://www1.medicareaustralia.gov.au/ssl/acircirgracc (screen shot provided below).
After validation an authentication file name specific to you will be posted to your current mailing address (recorded on the ACIR). This will take approximately one week.

Your authentication file name is required to log on to the ACIR secure site. Please go to page 8 for further instructions on Initial Log In to ACIR with Authentication Filename.

Please note:

To access ACIR service using your PKI certificate, you still need to complete the ACIR online request access form. Your access will be granted overnight. You can log on to HPOS using PKI the next day.

If you are a general practice with a group of 2 or more general practitioners wanting to submit ACIR data under 1 practice number and receive all ACIR payments into 1 nominated bank account – you may apply as an organisation by following the steps as outlined under: Register and Request ACIR Access: Other Vaccination Providers.

Register and Request ACIR access: Other Vaccination Providers

If you are not a general practitioner, you may still be recognised as a vaccination provider.

Register:

- Complete the ‘ACIR Application to Register as a Vaccination Provider’ form (IM004) http://www.humanservices.gov.au/health-professionals/forms/im004 and send it to your state or territory health department for approval.

- When ACIR receives the approved form, a unique ACIR registration number is allocated to identify you as a vaccination provider.

- You will receive a letter detailing your ACIR registration number. Use this number when you send immunisation details to the ACIR. Follow the instructions below to request access to the ACIR site.
Request access:

- Once registered, access to ACIR can be requested in Health Professional Online Services (HPOS) by completing the online request access form: https://www1.medicareaustralia.gov.au/ssl/acirCIRGRACC.

- After validation an authentication file name specific to you will be posted to your current mailing dress (recorded on the ACIR).

- Your authentication file name is required to log on to the ACIR secure site. Please go to page 8 for further instructions on Initial Log In to ACIR with Authentication Filename.
INITIAL ACIR LOG IN WITH AUTHENTICATION FILENAME

- Once you have received the authentication filename you can log in to the ACIR secure site by clicking on the **ACIR log on only** button on the HPOS home page [https://www.humanservices.gov.au/health-professionals/services/medicare/hpos?utm_id=9](https://www.humanservices.gov.au/health-professionals/services/medicare/hpos?utm_id=9)

- The screen shot below shows the **Logon page**

- The authentication file needs to be downloaded. To start this process press the **click here** link

- The next screen shot shows how to **Obtain Authentication File** by entering in the required username and authentication file name and selecting **download file**.
You will need to save the authentication file name on to your computer. The screen shot below shows the pop up box at the bottom of the screen where you can select to save the authentication filename to a folder that the relevant staff can access. The file name entered must remain the same or the system will not recognise it. For example, abc@123.ht must remain the same.
After selecting the authentication file name, the pop up box in the screen shot below will appear and you will be required to enter in the username and password. Press ok and you will now be able to access the ACIR secure site. The password will be the one you used when initially requesting access. The system will then prompt you for a new password.

It is also recommended to save the log in details (username and password) required for ACIR access in a shared folder for the required practice staff to access. The password will require changing every 6 months. You will be prompted to do this by ACIR at a time when logging in to the ACIR site.
AUSTRALIAN CHILDHOOD IMMUNISATION REGISTER (ACIR)

LOGGING IN TO ACIR

- Go to: https://www1.medicareaustralia.gov.au/ssl/acircirssamn
- Enter in required authentication filename, username and password

Once you have logged in to ACIR – the ACIR Main Menu will appear as above with the following options:

- **Reports Menu** - lists the reports available for you to produce.
- **Claims Menu** - allows you to display details of claims submitted to the Immunisation Register and your current Statement of Payment.
- **Identify Child** - allows you to display the immunisation history for a child.
- **Provider Menu** - allows you to amend your Internet contact details.
- **Email secure site** – Access gained through the Secure Email link on the left hand side of the Main Menu (see page 15 for further details about using the secure site email).
AUSTRALIAN CHILDHOOD IMMUNISATION REGISTER (ACIR)

IDENTIFY CHILD AND/OR ENTERING IMMUNISATION HISTORY ON ACIR

- Once logged in to ACIR select Identify Child from the options listed on the ACIR Main Menu page.

- If the child is registered with Medicare they should have an ACIR record.

- If the child or child’s parents are not registered with Medicare (e.g. 457 or student visa) you can create a new record for the child.

- First ensure the child does not have an ACIR record by searching for the child. This is done by entering the first and last names and DOB the select Identify Child button. If the details are not recognised by ACIR the message in the picture below may be displayed.

- Only a unique match will display a child’s history.

- If you are certain there is no record (child is not on ACIR with another name or different spelling) enter the child’s details and then select the Record Encounter button.
The following screen shot shows the Record Encounter page after a child has been identified or a new record has been created:

- Proceed to enter the immunisation history by:

  Selecting from the following options:

  **Who performed this encounter?**
  - I performed this encounter.
  - Another provider performed this encounter in Australia.
  - This encounter was performed overseas.

  **Recommended age** (multiple encounters can be entered prior to submitting)
  - Birth/2 months/4 months/6 months/12 months/18 months/4 years/Other
    
    For each scheduled age point you will be required to put in the date of service and then select the appropriate vaccinations that were administered from the drop down box/es.

    - The **Other** tab option lists all the vaccines including brand names and generic names.
    - Once you have entered all the vaccines given select **Record Encounter**
If there are multiple dates on which vaccines were given these can all be entered prior to selecting Record Encounter.

PLEASE NOTE:

- Always use the generic vaccine listing if you do not know the brand name of the vaccine or the brand name is not on the list under Other tab.

- ACIR does not show that the history has been entered on a child’s ACIR record immediately. Check later to make sure the history is entered correctly.

- If an amendment is required for an immunisation history encounter i.e. vaccine brand or dose: email ACIR through the ACIR secure site.

AUSTRALIAN CHILDHOOD IMMUNISATION REGISTER (ACIR)

Please note: Below are 2 screen shots that are examples of information included in the Immunisation History: the next due dates and immunisation history. Please check the ACIR due Details and claimant’s immunisation history to ensure that all vaccinations given are recorded.

Natural immunity and medical contraindication information received by ACIR will also be recorded here.
ACIR SECURE EMAIL:

Contacting ACIR using the secure email function:

The ACIR secure email should be used to communicate:

- Corrections or modifications to immunisation details that already exist in the system e.g. corrections to a vaccination date of service or vaccine brand name.

- That a child is no longer contactable (i.e. no response to mail sent or calls made by provider). ACIR will flag this on the child’s record if notified. **Please note:** Provider can identify a child and view immunisation history, but is unable to view address details, and is able to ‘Record Encounter’ via the ACIR Secure Site. This notification will remove the child’s details from the provider’s overdue reports.

- That a child has moved overseas (or outside of provider’s locality). If notified, ACIR will also flag this on the child’s record. Please note: This will remove the child’s details from the provider’s overdue reports. Provider is unable to view child’s details, and or, immunisation history however is still able to record immunisation via ‘Record Encounter’ on ACIR Secure Site.

- A Child will not appear on overdue reports with an end-date recorded on the ACIR; the exception is if the end-date is in the future.
AUSTRALIAN CHILDHOOD IMMUNISATION REGISTER (ACIR)

ACIR can also be notified by:

- Mailing a list of children to ACIR
- Include the child’s first and last names, Medicare Number and DOB on a practice letterhead and mail to:

  Australian Childhood Immunisation Register  
  GPO Box M933  
  PERTH WA 6843

NB:
- If notified, ACIR can put a temporary end date for children who are temporarily overseas. This can be lifted at any time by notifying ACIR.
- The end date will be removed once the date is reached. If an encounter occurs prior to the end date, the end date is not lifted and remains. This would likely 'pend' the data and require manual processing by ACIR staff.
- If a child returns prior to the end date on the ACIR, it is best to remove the end date prior to recording an encounter by contacting ACIR. (However, if an update is made via Medicare, on a (Group Record) this may override the end-date recorded on ACIR.)
- Do not use the secure email function to submit new, or confirm existing immunisation details. You can submit new immunisation details through the record encounter function (as explained in previous steps).
- From the Inbox in the Secure Email site you may read, file, delete and reply to a message by selecting the message and clicking on the appropriate action button.
AUSTRALIAN CHILDHOOD IMMUNISATION REGISTER (ACIR)

REPORTS AVAILABLE FROM THE ACIR SECURE WEBSITE

The Australian Childhood Immunisation Register (ACIR) produces a series of statistical, identified and access reports for Vaccination Providers registered to use the ACIR secure website.

The reports listed below are made available based on the type of provider that has made the request. The provider type is established when the provider registers with Medicare or the ACIR.

Identified reports:

- ACIR010A — Due/Overdue Report - by Practice
- ACIR011A — Due/Overdue Report - by Locality
- ACIR011B — Due/Overdue Report - by Immunisation provider
- ACIR021A — Due/Overdue Report - by Medicare GP

Access report:

- ACIR031A — Internet access statement

For further information about the available reports: https://www.humanservices.gov.au/health-professionals/enablers/reports-available-acir-secure-website
REQUESTING AND RETRIEVING ACIR REPORTS

- Select Reports Menu from the ACIR Main Menu page

The following options will appear (as on next screen shot):

- **Request a Report** lists the reports available for you to produce.
- **Modify Reports** allows you to modify previously requested reports or delete an existing report.
- **View Reports** allows you to display and/or download reports you have previously requested.
• Select Request a Report

• The Request a Report page (example below) will display the reports made available based on the type of provider that has made the request.
AUSTRALIAN CHILDHOOD IMMUNISATION REGISTER (ACIR)

- The Request New Report page will display as below – you will need to select an option to indicate the purpose for which you intend to use the information in the report (you may select 1 up to 4 of the 4 options).
The following pages will display the report fields that need to be completed for the reports:

ACIR011B – Due/Overdue Report – by Immunisation Provider

Report Fields

- Name of Report
- Frequency of Report
- Report End Date
- Output of Report
- Practice Location
- Options have been provided for the inclusion of children in this report. Only one option may be chosen per report
- Child Age Range
- Due/Overdue by Disease
- Include children where

Any messages relating to the Request Report process will appear below.
**Additional information regarding report fields needing to be completed:**

- **Name of Report**

- **Frequency of report** (once only, weekly, monthly, quarterly). Monthly reports will produce on the first day of each month. Quarterly reports will produce on the first of January, April, July and October. Once only reports will produce overnight.

- **Report end date** (allows you to receive these automated reports for up to 12 months in advance) enter an end date to cease production of weekly, monthly or quarterly reports.

- **Output of report** (recommend comma separated), Option 1 – include children overdue for an immunisation service or Option 2 – include children due for an immunisation service (excludes children overdue).

- **Child age range** select an Age Range for the children you wish to include, e.g. < Birth > to < Under 20 years >.

- **Due/Overdue by Disease** (recommend select all diseases).

- **Include children where – a natural immunity has been recorded, a medical contraindication has been recorded.**
ACIR010A – Due/Overdue Immunisation Practice Report

Report Fields

Request New Report
ACIR010A - Due/Overdue Immunisation Practice Report

Report Requirements

Name of Report
Please enter a name for this report

Frequency of Report
- Once Only
- Monthly
- Quarterly
Please select the frequency for this report

Monthly reports will produce on the first day of each month. Quarterly reports will produce on the first of January, April, July & October

Report End Date
Please enter an end date to cease production of monthly and quarterly reports, eg. 20.08.2014

Output of Report
- Comma Separated
- Printable Version

(These reports may be imported into spreadsheet and database applications.)

NOTE: All reports will be displayed on the View Reports page once they have been produced.

Practice ID
Please enter your PIP Practice ID

MBS Service Period
Include children seen for a MBS service within the practice in the last

- 3 Months

Children with MBS services conducted during this period by providers at your practice will be included in the report.

Immunisation status
Please list the immunisation status of the children you wish to be included in this report.

- Not Fully Immunised
- All Children

Not Fully Immunised - Overdue by Disease
Include children overdue for:

- All Diseases

Child Age Range
You may select an Age Range for the children you wish to include, e.g. < Birth > to < Under 20 years >

- From
- To

Under 20 years

Include children where

- A Natural Immunity has been recorded.
- A Medical Contraindication has been recorded.
- A single visit was made to this practice during the MBS service period.

Clear  OK

Any messages relating to the Request Report process will appear below
ACIR021A – Due/Overdue Report – by Medicare GP

Report Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Report</td>
<td>Please enter a name for this report</td>
</tr>
<tr>
<td>Frequency of Report</td>
<td>Once Only ○ Weekly ○ Monthly ○ Quarterly</td>
</tr>
<tr>
<td>Report End Date</td>
<td>Please enter an end date to cease production of weekly, monthly or quarterly reports e.g. 20.08.2016</td>
</tr>
<tr>
<td>Output of Report</td>
<td>Comma Separated ○ Text</td>
</tr>
<tr>
<td>Practice Location</td>
<td>Please make a selection from the drop down list below. ○ All Current Locations</td>
</tr>
<tr>
<td>Option 1</td>
<td>Include children overdue for an immunisation service ○ Greater than 1 day overdue ○ Due in the next 3 months ○ (Excludes children overdue)</td>
</tr>
<tr>
<td>Option 2</td>
<td></td>
</tr>
<tr>
<td>MBS Service Period</td>
<td>Include children seen for an MBS service within the practice in the last Due in the next 3 months ○ (Excludes children overdue)</td>
</tr>
<tr>
<td>Children with MBS services conducted during this period for the selected Practice Location(s) will be included in the report</td>
<td></td>
</tr>
<tr>
<td>Child Age Range</td>
<td>You may select an Age Range for the children you wish to include, e.g. &lt; Birth &gt; to &lt; Under 20 years &gt;</td>
</tr>
<tr>
<td>Due/Overdue by Disease</td>
<td>Include children due/overdue for ○ All Diseases ○ A Natural Immunity has been recorded ○ A Medical Contraindication has been recorded</td>
</tr>
<tr>
<td>Include children where</td>
<td></td>
</tr>
</tbody>
</table>

Any messages relating to the Request Report process will appear below.
AUSTRALIAN CHILDHOOD IMMUNISATION REGISTER (ACIR)

- Press OK once fields completed.
- Select details you wish to appear on the report as displayed in screen shot below:

Select Send Report Request
AUSTRALIAN CHILDHOOD IMMUNISATION REGISTER (ACIR)

- The following page will appear (if all fields have been completed) – advising your request for the report has been successful. The report will be displayed on the View Reports page once it has been produced overnight.

- Press the Modify Sort Sequence button if you wish to view or change the pre-defined sort parameters for this report.
CLAIMS MENU:

- Displays a summary of claims you have submitted to the Immunisation Register for up to the previous 3 months

Viewing your most recent statement of payment:

- select **Australian Childhood Immunisation Register** in the HPOS main menu
- select **claims**
- select **statement of payment**
- select the provider location for the statement you want to view
- select **view statement**.
USEFUL FORMS:

Australian Childhood Immunisation Register (ACIR) - Immunisation medical exemption form (IM011)
- You are a general practitioner and would like to notify a child's or young individual's vaccination exemption due to a medical contraindication or natural immunity.

Australian Childhood Immunisation Register (ACIR) - Immunisation encounter header form (IM001)
- Records the immunisation provider's details.
  http://www.humanservices.gov.au/health-professionals/forms/im001

Australian Childhood Immunisation Register (ACIR) - Immunisation encounter form (IM002)
- Records details of immunisations administered in Australia to children and young individuals under 20 years of age.

Australian Childhood Immunisation Register (ACIR) - Bank Account Details for Immunisation Providers form (IM005)
- For general practitioners to receive payment for immunisation data sent to the ACIR and other immunisation providers to update their bank account or credit union details recorded on the ACIR.
  http://www.humanservices.gov.au/health-professionals/forms/im005

Immunisation History form (IM013)
- Form to record a child's vaccination details that may be missing from the Immunisation Register.
- Only use the immunisation history form when the ACIR does not have the complete immunisation history for an individual and another vaccination provider performed the service.
- Must be completed by a Doctor or Vaccination Provider and sent to the Immunisation Register.
AUSTRALIAN CHILDHOOD IMMUNISATION REGISTER (ACIR)

ACIR INFORMATION FOR HEALTH PROFESSIONALS:


ACIR CONTACT DETAILS:

Australian Childhood Immunisation Register for Health Professionals

Phone: 1800 653 809 for ACIR general enquiries
Phone: 1300 650 039 for ACIR internet helpdesk

Fax: 08 9254 4810

Email: acir@humanservices.gov.au

Post to:
Australian Childhood Immunisation Register
GPO Box M933
PERTH WA 6843

REFERENCES:

- Information taken from Australian Government Department of Human Services website:
  http://www.humanservices.gov.au