

### New provider types

From 19 September 2022 two new provider types, Residential Care Facilities (RCFs) and Authorised Nurses Immunisers (ANIs) will be added to the Australian Immunisation Register (AIR). This will allow reporting of vaccinations to the AIR from these providers, either via Practice Management Software, directly on the AIR site or using HPOS Form Upload.

### Information for Residential Care Facilities

For the purposes of AIR, an RCF is a public or private facility that provides vaccinations to residents including:

- privately run retirement communities
- residential aged care facilities
- residential disability care

An RCF can apply for an AIR provider number if they employ permanent staff who administer vaccinations to employees and/or residents.

#### Scenario examples

##### How does the RCF check whether it has an existing AIR provider number?

Some RCFs may already have an AIR provider number, particularly if they have reported COVID-19 vaccinations to the AIR. These RCFs do not need to re-apply for a new provider number unless the existing AIR provider number is linked to a third party contractor.

Before applying for an AIR provider number, an RCF can contact the AIR Helpdesk on 1800 065 809 to seek advice if they already have an AIR provider number.

##### An RCF has a general practitioner, commercial provider and/or an ANI that visits and provides vaccination services. Does this RCF need to apply for an AIR provider number?

No, RCFs that engage a third party to provide in-reach services to staff and/or residents, do not need to apply for an AIR provider number. The engaged service provider should use their own AIR provider number to report the vaccinations to the AIR.

##### What is the process for applying for an AIR provider number to access the AIR?

1. Complete the [Application to register as a vaccination provider \(IM004\) form](#)
2. Forward to relevant State or Territory for approval. If approved, the State or Territory will send to Services Australia for processing (this can take up to 14 days)
3. When the IM004 form is processed, using the AIR Provider number provided, complete [PRODA for Organisations](#) process and [add and link HPOS](#) to enable access to AIR.

### Information for Authorised Nurse Immunisers

For the purposes of the AIR, an Authorised Nurse Immuniser (ANI) is a nurse or midwife who holds the relevant qualifications recognised in their jurisdiction for administering immunisations. This includes enrolled nurses and registered nurses/midwives and is dependent on each state and territory's relevant legislation to determine who meets the requirements to be an ANI.

### **What is required for ANIs to apply for an AIR provider number?**

ANIs need an active Australian Business Number (ABN) to apply for an AIR provide number. Once approved and the provider number is issued, the ANI will need to complete the PRODA organisation registration process to be able to access AIR. An ABN is required because ANIs are accessing the AIR via a PRODA Organisation account and PRODA organisation registration requires an active ABN.

### **What is the process for applying for an AIR provider number to access the AIR?**

1. Complete the [Application to register as a vaccination provider \(IM004\) form](#)
2. Forward the form to the relevant state or territory for approval. If approved, the state or territory will send the form to Services Australia for processing.
3. When the IM004 form is processed, using the AIR Provider number provided, complete [PRODA for Organisations](#) process and [add and link HPOS](#) to enable access to AIR.

### **In what settings should an ANI apply for an AIR provider number?**

An enrolled nurse or registered nurse/midwife who holds the relevant qualifications recognised in their jurisdiction for administering immunisations independently, has an ABN and who:

- plans on administering vaccinations independently; or
- administers vaccines at a location that does not already have or is unable to register for an AIR provider number.

### **Which provider number should be used when an ANI with their own AIR provider number is working at a setting that also has their own AIR provide number?**

Individual circumstances and the arrangements the ANI has made for providing services (eg. as a salaried employee of the organisation or independently as their own business entity) will determine which provider number should be used. The following information should be taken into consideration when making this decision:

- any payments associated with reporting the vaccination will be paid into the bank account registered to the provider number used to report
- the vaccination provider number used to report the administration of vaccinations to the AIR takes ownership for that information
- vaccinations can only be amended (e.g. change of vaccine or date) by the vaccination provider who reported them
- any enquiries received by Services Australia by individuals regarding their vaccinations reported to the AIR, will be directed to the authorised contact person registered for that provider number
- Only reporting vaccination providers will be able to query a vaccination they have reported to the AIR.

## **AIR Reports**

There are a range of statistical and identified reports available to providers to assist in identifying people due or overdue for vaccines. Further information about the reports are available on the [Services Australia](#) website.

## Useful Links

[Application to register as a vaccination provider form \(IM004\)](#)

[AIR for health professionals](#)

- [Steps to set up access to the AIR for your medical practice, pharmacy or organisation](#)

[How to record and update immunisation details on the AIR site](#)

[PRODA Digital Access](#)

- [PRODA: How to register for an individual account](#)
- [PRODA: How to register an organisation](#)
- [PRODA: Adding and linking service providers to organisations](#)

[Services Australia Health Professionals Education Resources](#)

[Mandatory reporting of vaccines to the AIR](#)

[Australian Immunisation Register Act 2015](#)

[Australian Immunisation Register Rule 2015](#)

[AIR statistical and identified reports](#)

## Contact Details

AIR General Enquiries: 1800 653 809; [air@servicesaustralia.gov.au](mailto:air@servicesaustralia.gov.au)

AIR Internet Helpdesk: 1300 650 039

PRODA: 1800 700 199; [proda@servicesaustralia.gov.au](mailto:proda@servicesaustralia.gov.au)

HPOS: 132 150

**Disclaimer:** This information has been collated by staff of the PHN Immunisation Support Program (an initiative of NCIRS) and checked for accuracy by a range of stakeholders. Great care is taken to provide accurate information at the time of creation; however, users are responsible for checking the currency of this information. Once printed, this document is no longer quality controlled. Content considered correct as of 19 September 2022.