

# Factsheet 8 – How to find and interpret immunisation records on AIR



## Prefer to watch a video on this topic?

Visit Queensland Health's website at [www.health.qld.gov.au/usingAIR](http://www.health.qld.gov.au/usingAIR)

1. Refer to Appendix 2 for how to log into AIR.
2. After logging into AIR, the 'AIR Main Menu' screen will open. Select 'Identify Individual' (Figure 1).

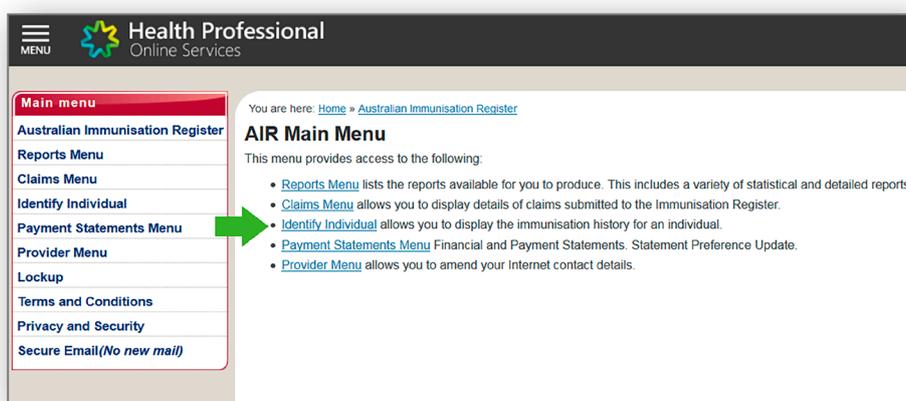


Figure 1

3. The 'Identify Individual' screen (Figure 2) will appear.

The screenshot shows the 'Identify Individual' search form. The left sidebar lists various menu options: Claims, Identify Individual (selected), Individual Details, Record Encounter, Update Encounter, Payment Statements, Provider, Reports, Secure Email, and Lockup. The main content area contains the following search fields:

- Medicare Number:
- IRN:
- Surname:
- First Name:
- Date of Birth:
- Postcode:

At the bottom of the form, there are 'Search' and 'Clear' buttons.

Figure 2

4. To locate a record, the following information is required:
  - surname and first name
  - date of birth – this must be entered in the format dd/mm/yyyy
  - Medicare number (optional but will improve the accuracy of search results).



5. Insert the individual’s details and click on ‘Search’.
6. If the individual has a record on AIR, their details will appear (Figure 3).

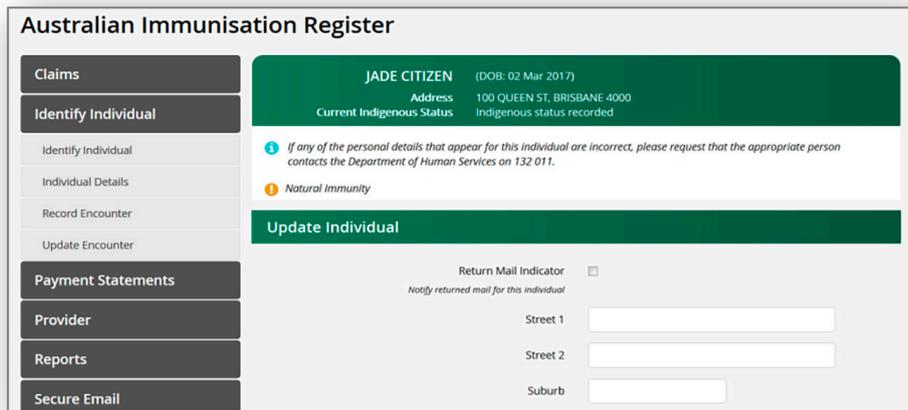


Figure 3

7. If a record cannot be found or if there are matching records on AIR a message stating ‘ individual not found’ will appear on the screen (Figure 4). A search on AIR will only return one record at a time. For example, if a search is conducted for ‘John Smith’ with limited identifying details, no result will be produced as AIR will not provide a list of all ‘John Smith’s’ listed on the register.

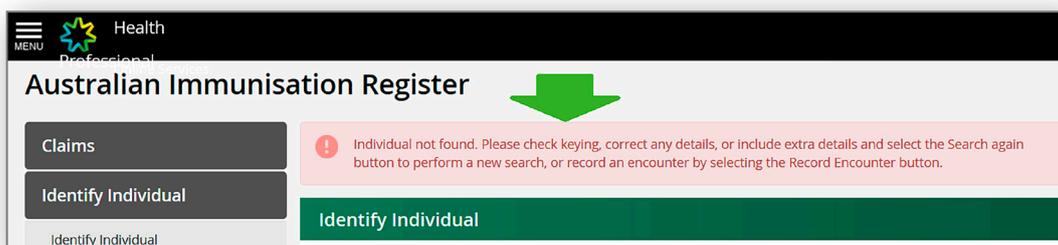


Figure 4

8. Once you have located the individual’s record, scrolling down the screen and clicking on the arrows on the right side (highlighted in orange) will expand different sections. Figure 5 shows ‘Due Details’ (highlighted in red), the ‘Due Date’ (highlighted in yellow) is important as this will indicate what antigens the individual is considered overdue or due for.

**Note:** The due details are based on the individual’s immunisation history – if there are errors or missing records in the individual’s immunisation history then the due details may not be accurate. Follow-up with the child’s parents, review patient records or clarify the record with AIR.

Due Details		
Disease	Dose	Due Date ^
Hepatitis B	1	01 Oct 2017
Measles	1	31 Jul 2018
Meningococcal ACWY	1	
Mumps	1	
Rubella	1	
Diphtheria	4	31 Jan 2019
HIB Schedule A	4	
Pertussis	4	
Tetanus	4	
Varicella	1	
Poliomyelitis	4	31 Jul 2021

Figure 5

9. The individual's **'Immunisation History'** can also be viewed on the encounter screen by clicking on the down arrow (highlighted in orange) and scroll down (Figure 5).
10. Figure 6 shows details of the immunisation history as shown on screen. The **'status'** column indicates if the record has been accepted as a valid dose. In the example shown, the Prevenar 13<sup>®</sup> given on 28/05/2018 has not been accepted – indicated by the 'partially processed' status (highlighted in yellow). It has been reported as dose 1 instead of dose 3. By holding the cursor over the number in the **'reason code'** column the explanation will be displayed, as shown by 'duplicate antigen dose'. Dose 1 Prevenar 13<sup>®</sup> was previously reported on 16/11/2017 and therefore AIR is not able to accept the same vaccine with the same dose number. Until this error is fixed this child will be considered overdue for dose 3 Prevenar 13<sup>®</sup>. A provider can request AIR amend the dose number to 3. **Refer to Appendix 5 for advice on amending errors.**

Date	Vaccine/Brand	Dose	Status	Reason Code
16 Nov 2017	Infanrix Hexa	1	Accepted	
16 Nov 2017	Prevenar 13	1	Accepted	
16 Nov 2017	Rotarix	1	Accepted	
08 Mar 2018	Infanrix Hexa	2	Accepted	
08 Mar 2018	Prevenar 13	2	Accepted	
28 May 2018	Infanrix Hexa	3	Accepted	
28 May 2018	Prevenar 13	1	Partially processed	103

Figure 6

11. To view an immunisation history which extends over multiple 'pages' the options are to either to view one page at time by clicking the **'page number'** (highlighted in orange) or click on the numbers on the right side of the screen (indicated with red arrow) (figure 7). This option is preferable as it expands the full history rather than showing one page at time.

26 Oct 2016	Prevenar 13	3	Accepted
07 Mar 2017	Menitorix	1	Accepted

« 1 2 3 »
10 25 50 100

Figure 7

12. Click on the **'Immunisation History Statement'** button (highlighted with a orange arrow) (Figure 6) to open a print-friendly (in pdf format) immunisation history statement (Figure 8).

**NOTE**

Immunisation records that are not 'accepted' in the status column on an individual's AIR on-screen record will not appear on their immunisation history statement.

  
**Australian Government**  
 Department of Human Services  


**Immunisation history statement**

As at:

For:

Date of birth:

Immunisation status: up to date

Schedule	Date given	Immunisation	Brand name given
Birth	24 Mar 2018	Hepatitis B	H-B-Vax II
2 months	08 May 2018	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio Pneumococcal Rotavirus	Infanrix Hexa Prevenar 13 Rotarix

Next immunisation/s due	Date Due
Diphtheria Tetanus Pertussis	24 Jul 2018
Hib	24 Jul 2018
Polio	24 Jul 2018
Hepatitis B	24 Jul 2018
Pneumococcal	24 Jul 2018
Rotavirus	24 Jul 2018
Measles Mumps Rubella	24 Mar 2019
Meningococcal ACWY	24 Mar 2019
Varicella	24 Sep 2019
<b>Notice/s</b>	

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Figure 8