

# Factsheet 10 – How to record an immunisation encounter for individuals over 20 years



### 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. To find and identify an individual follow the steps in Appendix 4.
2. Once the record has been located, click on the **‘Record Encounter’** (indicated by a red arrow at Figure 2). The information highlighted in red and marked with a red asterisk needs to be completed.
3. **Who performed this immunisation encounter?** Three options are available for selection (Figure 1).

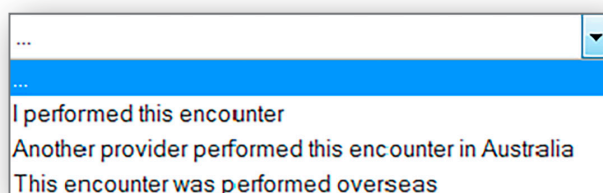


Figure 1

4. Type the **‘Date of service’** in the format as shown (Figure 2). If multiple vaccinations given on same day tick the box indicating **‘date of service applies for all episodes’** (highlighted in yellow).
5. In the **‘Vaccine/brand’** field (Figure 2), select the correct vaccine name. If the vaccine name is unknown there are ‘generic’ antigens names, for example, generic tetanus, generic DTPa. The **‘+’** (highlighted in orange) can be used to add additional vaccine/brands.



**TIP** Type the first few letters of the vaccine name in the ‘Vaccine/Brand’ box and the matching vaccine name/s will appear in the drop-down box.

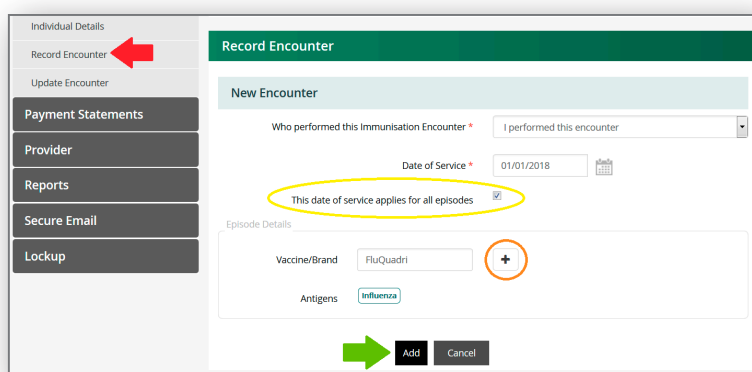


Figure 2

6. Once all vaccinations have been entered, click on **‘Add’**.



**NOTE** Dose numbers are not required when entering immunisations given to anyone over 20 years. AIR will automatically display the dose number as a 'V' on the individual's record.

7. Details can be amended or deleted by either selecting the pencil icon or the bin icon (highlighted in red at Figure 3). If no corrections are required, click on **'Submit'** (Figure 3).

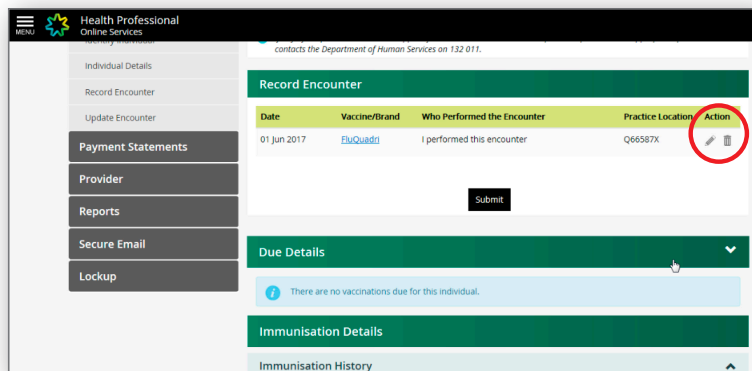


Figure 3

8. After clicking on **'Submit'**, if there is an error detected by AIR the screen **'Encounter(s) for clarification'** will appear (Figure 4). It shows that under **'Status'** (highlighted in red), **'confirmation required'**. By clicking on the highlighted number – 101 in figure 5 – the reason for the confirmation request will be displayed (highlighted in green). To amend the details, click on **'Action'** and correct as necessary. If the details are correct, click on **'Confirm'**.

9. After clicking **'Submit'** a message will appear indicating the claim has been successful (Figure 6).

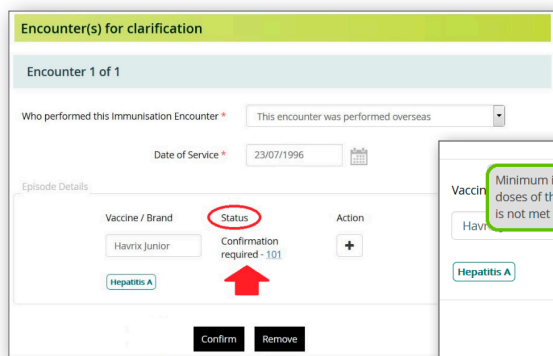


Figure 4

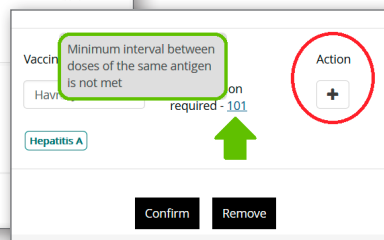


Figure 5

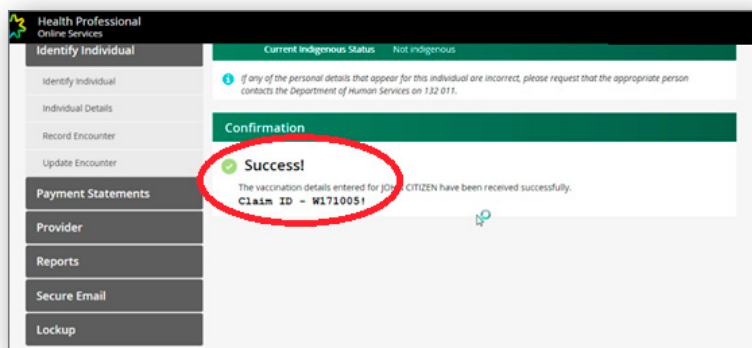


Figure 6

## How to create a new record on AIR

1. **Before creating a new record on AIR** telephone AIR on 1800 653 809 and ask for a search for a person's record. This will minimise the risk of a duplicate record on the register.

### NOTE

Infants who are not yet registered with Medicare will not have an AIR record. Avoid creating a record for these children as their Medicare registration will also initiate an AIR record for them. Use the AIR Immunisation Encounter form to report immunisations when an AIR record is not available (refer 2.4.1).

2. If it is confirmed that the individual does not have a record on AIR, select **'Identify Individual'** and input the individual's surname, first name and date of birth. The following message will appear:

**!** Individual not found. Please check keying, correct any details, or include extra details and select the Search again button to perform a new search, or record an encounter by selecting the Record Encounter button.

3. Select **'Record Encounter'** to create a new record (Figure 1).

Figure 1

4. The **'Create Individual'** screen will appear (Figure 2). Complete the details for the individual, including Indigenous status (highlighted in red). Click **'Next'** to create a record on AIR.

Figure 2

5. The **'Record Encounter'** screen will appear. Enter immunisation details as required. Refer to Appendix 5 or 6 for guidance.
6. Allow at least 24 hours before the new record can be viewed.