

Factsheet 9 – How to record an immunisation encounter for individuals under 20 years



Prefer to watch a video on this topic?

Visit Queensland Health’s website at www.health.qld.gov.au/usingAIR

1. To find and identify an individual follow the steps in Appendix 4.
2. Once the correct record has been located, click on the **‘Record Encounter’** (indicated by red arrow at Figure 1). The information highlighted in red and marked with a red asterisk needs to be completed.

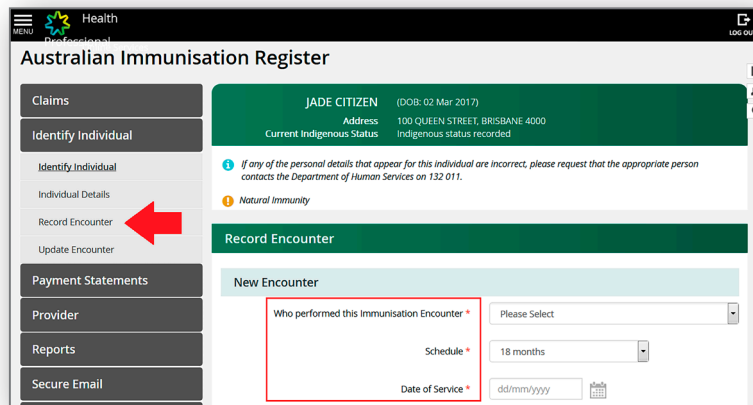


Figure 1

3. **Who performed this immunisation encounter?** Three options are available for selection (Figure 2).

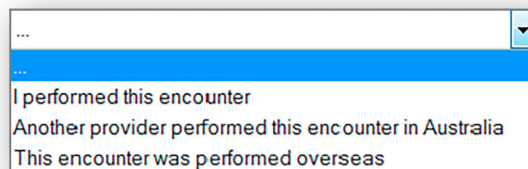


Figure 2

4. **Schedule** – choose appropriate age point for children under four years; choose **‘Other’** if vaccines are being given outside the age-based schedule (Figure 3).
Note: Only the vaccines given at the scheduled age points will appear when choosing a scheduled age point. Selecting ‘Other’ will expand the vaccine list.

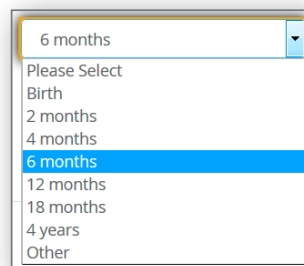


Figure 3



5. **Date of service**, i.e. date vaccinations given.
6. The new encounter screen shown at Figure 4 shows an example where the 6-month schedule has been selected (highlighted in red). The vaccine brands that can be recorded align with the vaccines that are available and the antigens due at this age. If required details are omitted, a 'required' flag will appear (highlighted in black) as is shown for the 'date of service'.
7. Once all the details are entered, click on **'Add'** (highlighted by a green arrow).
8. The following screen (not shown) will provide a summary of details selected. Changes can be made prior to clicking on **'Submit'**.

Figure 4

9. After clicking on **'Submit'**, if there is an error detected by AIR the screen **'Encounter(s) for clarification'** will appear (Figure 5). 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'**.

Figure 5

10. The next screen indicates that the encounter has successfully been submitted (highlighted in red in Figure 6). The record can be checked to ensure all details were accepted by AIR.

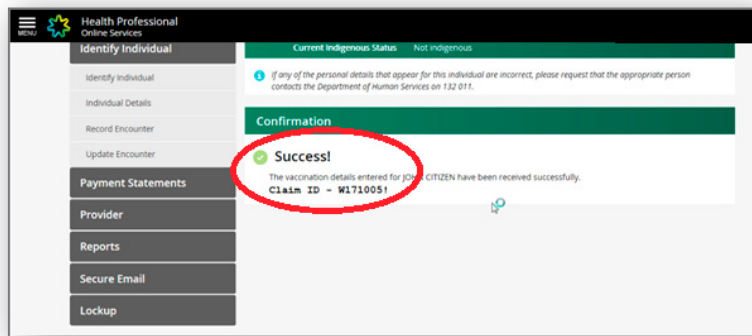


Figure 6

Recording catch up on AIR

1. Follow the steps in Appendix 4 to locate an individual's record on AIR.
2. On the individual's record, tick '**Planned Catch up for Overdue Vaccines**' (highlighted in red in Figure 7). Click '**Save**'.
3. Once recorded, the catch up will be displayed as shown in Figures 8 and 9, either as catch up still current or catch up expired.

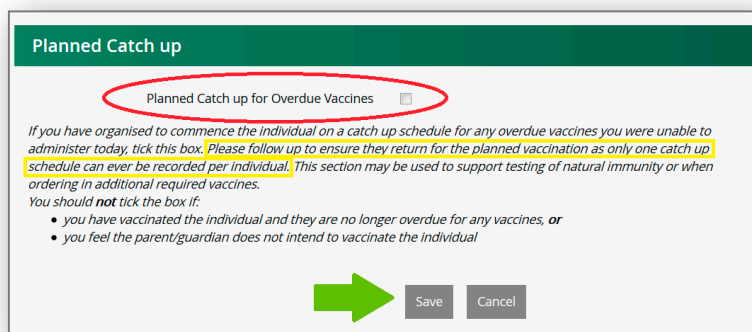


Figure 7

NOTE

- Recording catch up only applies for individuals under 20 years.
- Catch up can only be recorded once on an individual's record (highlighted in yellow figure 7).

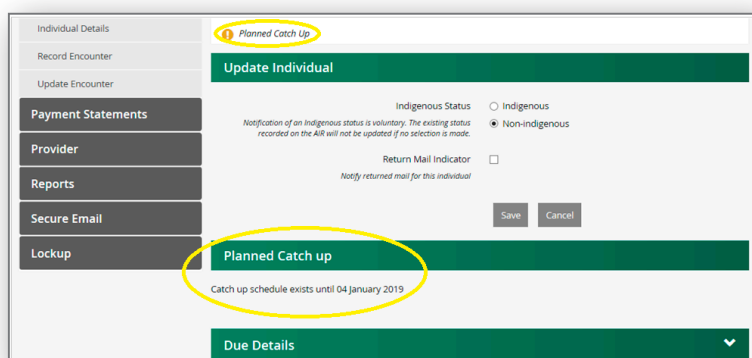


Figure 8

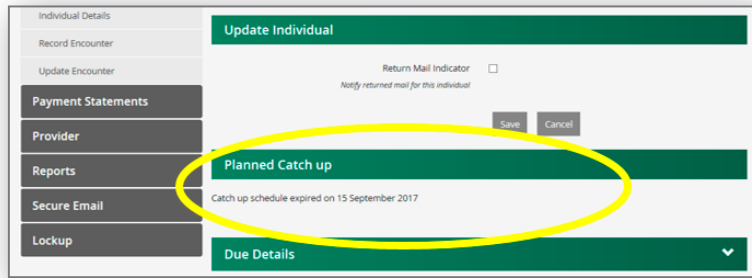


Figure 9

How to update an encounter

1. On the individual’s record select **‘Update Encounter’** in the left-hand menu (Figure 10). On the right side of the screen under **‘Action’**, a pencil symbol indicates that the record can be amended. Click on the pencil symbol and the ‘Edit Encounter’ window opens (Figure 11). Make the appropriate corrections to the details and click on ‘Update’.

NOTE

If the pencil icon does not appear next to the immunisation details, amendments can only be made by contacting AIR either by telephone or by using the secure email function (refer Appendix 3).

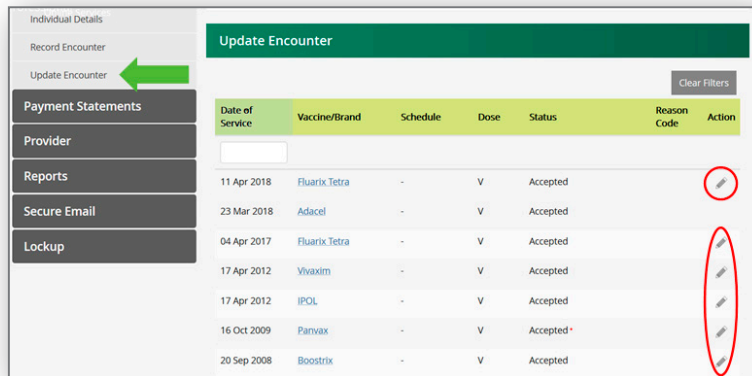


Figure 10

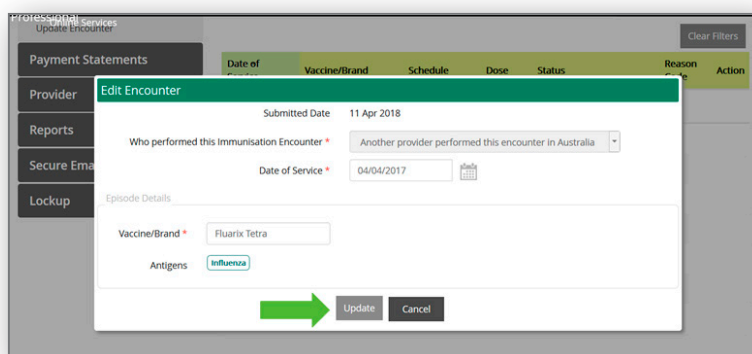


Figure 11