The method for accessing AIR depends on the immunisation provider type as explained below.

For assistance with accessing AIR, telephone the AIR internet help desk on 1300 650 039.

**GPs, midwives and nurse practitioners with a Medicare provider number**

GPs, midwives and nurse practitioners with a Medicare provider number are automatically recognised as immunisation providers with AIR and are authorised to submit or obtain immunisation data from AIR.

Immunisation providers with a Medicare provider number are encouraged to use PRODA (Provider Online Digital Access) to access AIR. For information about PRODA, visit [www.humanservices.gov.au/organisations/health-professionals/services/medicare/proda](http://www.humanservices.gov.au/organisations/health-professionals/services/medicare/proda)

![Image of PRODA](image)

**NOTE**

GPs can choose to delegate access to PRODA, however, delegated access does not give access to AIR.

**GPs, midwives and nurse practitioners without a PRODA account**

Those immunisation providers with a Medicare provider number but without a PRODA account can request access to AIR though AIR’s ‘online request form’ (Figure 2).

- Go to [www1.medicareaustralia.gov.au/ssl/acirCIRGRACC](http://www1.medicareaustralia.gov.au/ssl/acirCIRGRACC) and complete the details online.
- Select ‘Yes’ for email notification.
- Click on ‘Request Access’.
- A notification letter will be posted to the address registered with AIR. The letter will contain details about accessing AIR’s secure site.
Keep your AIR access details and password secure. You will be asked to change the password at initial logon. Every six months the password will need to be changed to maintain security (there will be a reminder on AIR’s secure site when this is required).

Immunisation providers without a Medicare number

Other non-GP immunisation providers, e.g. Queensland Health facilities can apply to become a recognised immunisation provider with AIR and then request access.

1. Complete the ‘Application to register as a vaccination provider’ (IM004.1806) form which can be downloaded at www.humanservices.gov.au/organisations/health-professionals/forms/im004
2. Under ‘Provider type’, select the type which best describes your provider type (Figure 3).
3. Email the completed form to Queensland Health’s Immunisation Program at QHIP-ADMIN@health.qld.gov.au. The Immunisation Program will forward your application to AIR for processing. AIR will then notify you regarding your unique registration number.