ACIR allows you to:

1. Confirm a child's immunisation status
2. Update a child's vaccinations details if immunisations missing
3. Enter childhood vaccinations
4. Enter overseas vaccinations
5. Assist in determining catchup schedules
ACIR

Guide to ACIR

On this page
- Changes to your ACIR online services
- Related sites
- Request access to the ACIR
- Log on to the ACIR
- Publications & guidelines
- Forms

CLICK – Publications & Guidelines

Australian Childhood Immunisation Register (ACIR) Publications and Guides

On this page
- National Due and Overdue Rules for Childhood Immunisation
- How to complete the ACIR encounter forms
- Guide to requesting access to the ACIR secure site
- ACIR Internet logon procedures
- Guide to identifying a child and recording an encounter
- ACIR Internet reports

NSW Government Health
Guide to ACIR

Publications & Guidelines

Australian Childhood Immunisation Register
Guide to requesting access to the secure internet site

Australian Childhood Immunisation Register
Guide to logging on to the secure Internet site

Australian Childhood Immunisation Register
Guide to Identify Child and Record Encounter
ACIR Secure Site

Welcome to the Australian Childhood Immunisation Register's secure online system.

The ACIR's secure site is available to all recognised immunisation providers with Internet access. Here you will be able to request and customise information using the reporting system, record immunisation services (for providers who send data directly to Medicare Australia), display a child's recorded immunisation history, and monitor claims lodged under your provider number.

Request access to the ACIR secure site.

Please view the recommended technical requirements to ensure that you have the appropriate hardware and software installed on your PC to enable access to the ACIR secure site.
Request Access
Immunisation providers who have already registered with the ACIR may request access to the ACIR secure site.

Filling the form out below:

- **Provider/Registration Number**
  - Public Sector Providers - enter your number allocated for use with the ACIR
  - Medicare general practitioners - enter your full provider number of your principal practice.

- **Password**
  - retain for use when initially accessing the ACIR secure site
  - for security purposes you will be asked to change your password after initial logon and every six months thereafter.

- **Email Address and Fax Number**
  - may be used by Medicare Australia to provide you with information or assistance in relation to the ACIR and Feedback Reporting Facility Internet sites
  - will not be released to any other party.

- **After Validation**
  - an authentication file name will be posted to your current mailing address (recorded on the ACIR).

Call the ACIR Internet Helpdesk on 1300 650 039 if you need further assistance.
ACIR – Request Access

Complete your details – Provider Number, Password, Email Address

CLICK – Request Access

An authentication file name will be posted to allow you to complete the ‘Log On’ processes
ACIR – Log In

CLICK – Log on to the ACIR

Australian Childhood Immunisation Register

On this page
- Changes to your ACIR online services
- Related sites
- Request access to the ACIR
- Log on to the ACIR
- Publications & guidelines
- Forms
Click: Browse to find Authentication File save on the shared drive
ACIR – Log On

Click:
Send Authentication File
ACIR – Log In

Password: are not repeated and must be kept secure. Example: alburyphu1; alburyphu2 etc. Ensure all relevant staff are notified when password changes.
ACIR – Main Menu

Click: Identify Child

You are here: Home » Australian Childhood Immunisation Register

ACIR Main Menu

This menu provides access to the following:

• Reports Menu lists the reports available for you to produce. This includes a variety of statistical and detailed reports.
• Claims Menu allows you to display details of claims submitted to the Immunisation Register and your current Statement of Payment.
• Identify Child allows you to display the immunisation history for a child.
• Provider Menu allows you to amend your Internet contact details.

Static content was last modified on 11 September 2008
ACIR – Identify Child

Enter:
Child’s Medicare Number
Enter a Child’s Immunisation Encounter

Ensure you have the correct Child by checking their details are correct,

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicare Number</td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td>WILSON</td>
</tr>
<tr>
<td>First name</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td></td>
</tr>
<tr>
<td>Aboriginal/Torres Strait Islander</td>
<td>Yes  No</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Suburb/Town</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
</tbody>
</table>

If any of the details that appear for this child are incorrect, please request that the parent or guardian contacts Medicare Australia on 132 011.
Enter Child’s Immunisation Encounter

- Identify if Aboriginal/Torres Strait Islander – for data purposes
  - Yes
  - No

- Enter Birth Dose of HepB – if available
  - Has this child received the birth dose of Hepatitis B vaccine?
    - Yes
    - No
Enter a Child’s Immunisation encounter

- Record child’s Immunisation encounter details for any child <7yrs.
- Multiple encounters can be recorded at one time for catch-ups.

Click: Record Encounter(s)

The following message will be displayed: *The encounter details entered have been received successfully and the claim ID is W090527!* – make a note on the consent card.
Enter a Child’s Immunisation encounter

- **OTHER**
  This drop down is used for *other vaccines* not on the National schedule and overseas vaccinations.

- When selecting the drop down box under **Other** – care must be taken to select the right vaccine (especially with Influenza vaccine) and the dose number.
Due Details

**Due Details** – can assist in identifying what is due, but also important to review Immunisation History before working out a catch-up schedule, as there can be errors.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Dose</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria</td>
<td>3</td>
<td>24.09.2013</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>3</td>
<td>24.09.2013</td>
</tr>
<tr>
<td>Pertussis</td>
<td>3</td>
<td>24.09.2013</td>
</tr>
<tr>
<td>Pneumococcal</td>
<td>3</td>
<td>24.09.2013</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>3</td>
<td>24.09.2013</td>
</tr>
<tr>
<td>Tetanus</td>
<td>3</td>
<td>24.09.2013</td>
</tr>
<tr>
<td>Measles</td>
<td>2</td>
<td>04.06.2014</td>
</tr>
<tr>
<td>Mumps</td>
<td>2</td>
<td>04.06.2014</td>
</tr>
<tr>
<td>Rubella</td>
<td>2</td>
<td>04.06.2014</td>
</tr>
<tr>
<td>Varicella</td>
<td>1</td>
<td>04.06.2014</td>
</tr>
</tbody>
</table>
## Immunisation History

Example of a fully immunised Child

<table>
<thead>
<tr>
<th>Date</th>
<th>Vaccine/Brand</th>
<th>Dose</th>
<th>Status</th>
<th>Reason Code</th>
<th>Immunising Provider Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>27/01/2001</td>
<td>Engerix B</td>
<td>B</td>
<td>A</td>
<td></td>
<td>History</td>
</tr>
<tr>
<td>26/03/2001</td>
<td>Comvax</td>
<td>1</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
<tr>
<td>26/03/2001</td>
<td>Infanrix</td>
<td>1</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
<tr>
<td>26/03/2001</td>
<td>Polio Sabin</td>
<td>1</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
<tr>
<td>31/05/2001</td>
<td>Comvax</td>
<td>2</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
<tr>
<td>31/05/2001</td>
<td>Infanrix</td>
<td>2</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
<tr>
<td>31/05/2001</td>
<td>Polio Sabin</td>
<td>2</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
<tr>
<td>02/08/2001</td>
<td>Infanrix</td>
<td>3</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
<tr>
<td>02/08/2001</td>
<td>Polio Sabin</td>
<td>3</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
<tr>
<td>24/01/2002</td>
<td>Comvax</td>
<td>3</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
<tr>
<td>24/01/2002</td>
<td>MMR II</td>
<td>1</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
<tr>
<td>05/08/2002</td>
<td>Infanrix</td>
<td>4</td>
<td>A</td>
<td></td>
<td>Community Health Worker</td>
</tr>
<tr>
<td>27/02/2003</td>
<td>Meningate</td>
<td>1</td>
<td>A</td>
<td></td>
<td>Community Health Worker</td>
</tr>
<tr>
<td>17/03/2005</td>
<td>Infanrix</td>
<td>5</td>
<td>A</td>
<td></td>
<td>Community Health Worker</td>
</tr>
<tr>
<td>17/03/2005</td>
<td>Priorix</td>
<td>2</td>
<td>A</td>
<td></td>
<td>Community Health Worker</td>
</tr>
<tr>
<td>17/03/2005</td>
<td>Polio Sabin</td>
<td>4</td>
<td>A</td>
<td></td>
<td>Community Health Worker</td>
</tr>
</tbody>
</table>
Immunisation History

Care must be taken when reviewing Immunisation History – as it may not always be correct.

<table>
<thead>
<tr>
<th>Date</th>
<th>Vaccine/Brand</th>
<th>Dose</th>
<th>Status</th>
<th>Reason Code</th>
<th>Immunising Provider Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>18/09/2013</td>
<td>Infanrix Hexa</td>
<td>1</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
<tr>
<td>18/09/2013</td>
<td>Prevenar 13</td>
<td>1</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
<tr>
<td>18/09/2013</td>
<td>Rotarix</td>
<td>1</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
<tr>
<td>22/01/2014</td>
<td>Infanrix Hexa</td>
<td>2</td>
<td>A</td>
<td></td>
<td>Community Health Worker</td>
</tr>
<tr>
<td>22/01/2014</td>
<td>Prevenar 13</td>
<td>2</td>
<td>A</td>
<td></td>
<td>Community Health Worker</td>
</tr>
<tr>
<td>22/01/2014</td>
<td>Rotarix</td>
<td>2</td>
<td>A</td>
<td></td>
<td>Community Health Worker</td>
</tr>
<tr>
<td>26/02/2014</td>
<td>Infanrix Hexa</td>
<td>3</td>
<td>A</td>
<td></td>
<td>Community Health Worker</td>
</tr>
<tr>
<td>26/02/2014</td>
<td>Prevenar 13</td>
<td>3</td>
<td>A</td>
<td></td>
<td>Community Health Worker</td>
</tr>
</tbody>
</table>

Can you identify the error here?
Immunisation History

Here is a child’s immunisation record (DOB: March 2009) indicating that they were not due for any vaccines.

On review of the child’s Immunisation History they are missing some vaccines. Can you identify the error?

<table>
<thead>
<tr>
<th>Date</th>
<th>Vaccine/Brand</th>
<th>Dose</th>
<th>Status</th>
<th>Reason Code</th>
<th>Immunising Provider Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/09/2009</td>
<td>Infanrix Hexa</td>
<td>1</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
<tr>
<td>10/09/2009</td>
<td>Prevenar 7</td>
<td>1</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
<tr>
<td>10/09/2009</td>
<td>Rotarix</td>
<td>1</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
<tr>
<td>03/02/2010</td>
<td>Infanrix Hexa</td>
<td>2</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
<tr>
<td>03/02/2010</td>
<td>Prevenar 7</td>
<td>2</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
<tr>
<td>14/04/2010</td>
<td>Hibencix</td>
<td>4</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
<tr>
<td>14/04/2010</td>
<td>Meningtec</td>
<td>1</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
<tr>
<td>14/04/2010</td>
<td>Priorix</td>
<td>1</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
<tr>
<td>20/06/2013</td>
<td>Infanrix-IPV</td>
<td>4</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
<tr>
<td>20/06/2013</td>
<td>Priorix</td>
<td>2</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
<tr>
<td>20/06/2013</td>
<td>Varilrix</td>
<td>1</td>
<td>A</td>
<td></td>
<td>Medicare General Practitioner</td>
</tr>
</tbody>
</table>
Immunisation History

Errors can occur when Immunisation Providers enters the immunisation encounter according to the child’s age and not the dose that was due.

It is therefore IMPORTANT to look up ACIR if the parent does not have a copy of the child’s ‘Blue Book’ (Personal Health Record Book) to determine what vaccines should be given.
ACIR Secure Email

Main menu

- Australian Childhood Immunisation Register
- Reports Menu
- Claims Menu
- Identify Child
- Provider Menu
- Lockup
- Privacy and Security
- Secure Email (No new mail)
Inbox

From the Inbox you may read, file, delete and reply to a message by selecting the message and clicking on the appropriate action button.

<table>
<thead>
<tr>
<th>From</th>
<th>Date</th>
<th>Subject</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACIRHELP</td>
<td>08.03.2000</td>
<td>Changes to logon</td>
<td>Read</td>
</tr>
</tbody>
</table>

Select/Unselect all

Read Mail  File Mail  Delete Mail
New message

To: ACIRHELP
From: IN909612
Subject: 
Message Text: 

Send  Cancel
Why follow-up Overdue Children?

- Immunisations rates have KPI targets monitored by the MOH and reported to the Local Health District CE if not achieved.

- If NSW does not achieve the National Immunisation rates for the 12-<15mths and 60-<63mths age cohort, this impacts the Commonwealth funding allocation to each state.
Strategies to Improve Immunisation Rates

Strategies to improved Immunisation rates include:

- PHU sends monthly over due 11A reports (including Aboriginal & Non Aboriginal) to last known CHC providers in MLHD & SNSWLHD, so overdue children can be follow up and provided with a catch-up schedule.
- Facilities can run their own report from the Main menu.
- Recommend to write notes on the overdue report if the child has left your area so you don’t waste time next month with follow-up.
- Recommend to enter directly onto ACIR to ensure timely entry of all Immunisation encounters and cease using paper Encounter forms.
Over Due Children

- If a child does not have a Medicare care yet, contact ACIR via phone 1800 653 809 or via Secure Email, to ensure the child’s immunisation details are allocated a file number.
- Overseas vaccines can be added to ACIR by you – do not leave it for the parents to follow-up.
- Any missing vaccines sighted in a child’s ‘Blue Book’ (Personal Health Record) can be added onto ACIR – you do not need to send the parent back to the provider who gave the vaccines.
- If you known a child is moving overseas for an extended period – notify ACIR via secure email to suspend their record. When they return notify ACIR and enter any overseas vaccines.
- If a child has changed address – parent/guardian to notify Medicare.
Reference: