

Resource for Immunisation Providers

How to request and use your ACIR010A report

The **new ACIR010A due/overdue report** is now available. This report lists your practice's individual patients (children) who are considered not fully immunised by ACIR. You can then follow up with these families to visit the practice to update their immunisation (or update the register if the ACIR records are not up-to-date).

How to request the ACIR010A report

If your practice is already registered to request reports from ACIR

STEP 1

- Visit www.medicareaustralia.gov.au/hpos
- Click the "ACIR logon only" button to login

ACIR log on only >

- Logon by browsing for your authentication file.

If it's your first time logging in, once you use the password posted to you, you'll be prompted to change it.

You will need to know...

- Your Practice ID Number (the practice PIP number).
- How often you would like the reports (we suggest monthly or quarterly)
- How you want to receive the data (Comma Separated is recommended)

STEP 2

- After 24 hours, log back into ACIR www.medicareaustralia.gov.au/hpos/
- Import the data into your preferred spreadsheet (e.g. Excel)

If your practice has not yet registered to request reports from ACIR

REGISTER FOR ACIR REPORTS

- Use Internet Explorer as your browser
- Visit www.medicareaustralia.gov.au/hpos
- Click on the "Register" tab, then "Requesting Access to the ACIR service", then "Accessing ACIR using HPOS", then "online request access form" to fill out the following form:

Provider/Registration Number	<input type="text"/>
Password	<input type="password"/>
Verify Password	<input type="password"/>
Email Address	<input type="text"/>
Fax Number	<input type="text"/>
STD code	<input type="text"/>
number	<input type="text"/>
Email Notification	<input type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> Email me when

- You will need to get permission to use the provider number of one GP working at the practice. Authentication file and a password will be sent to you later in the post so any password will do. Click on 'yes' for email notification of reports

- Any problems, call ACIR on 1300 650 039**

- Once you have received both authentication file and password by post, visit

www.medicareaustralia.gov.au/hpos

and click on "ACIR logon only" button

ACIR log on only >

- Click on "click here" link in Logon section

Logon
Please click on the 'Browse' button to locate your authentication file and press the 'Authenticate' button.
If you have not already downloaded your authentication file, please click here .

- Follow the prompts to download your authentication file (N.B. for the User Name use the provider number you used to request the authentication file; for Authentication File Name simply type the name of the authentication file advised to you in the letter from ACIR) then choose "Save File" and save it to an appropriate place.

- Now follow Steps 1 and 2 (shown on the left).

Making Use of Your ACIR010A report

Now that you have your new ACIR010A report, you will need to complete one or two tasks to make the most use of it:

STEP 1

- Review the list & delete the names of people who are not patients of your practice.
If some of your practice's GPs are working at other practices, their patients from other practices may appear on the list.



STEP 2

- Compare the list with your clinical records to identify any errors/inaccuracies.
Your clinical records may show that some of the patients on the list are fully immunised.
- Update the ACIR records for these patients.
You may be able to do this online or by contacting ACIR on 1300 650 039 and asking their advice.



STEP 3

- Follow up the remaining patients with an immunisation reminder.
Your clinical software should have an immunisation reminder letter template for you to use.



STEP 4

- Add to your diary to run the ACIR report again in the next few months.
We recommend each practice makes use of their 10A reports on a regular basis – monthly or quarterly – in order to ensure good management of patients overdue for immunisation.

Need more information?

Details about the ACIR010A report, and other changes to ACIR reports, can be found at:

<https://www.humanservices.gov.au/health-professionals/enablers/reports-available-acir-secure-website>

For further support please contact the Immunisation Project Officers,
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