

# Immunisations & Sending to AIR



Record Immunisation

## Record Adult Whole-of-Life Immunisation

From **Immunisations** on the Patient Tree:

1. Click **Add** button.
2. Select **vaccine**.
3. Select **Billing provider**.
4. Select **Given by**.
5. Enter **Date, Site, Route**.
6. Select Batch from dropdown list or enter manually.
7. The **Send to AIR** checkbox is selected by default
8. Click **Save**.



## Record Childhood Immunisation

The relevant schedule (prior/post April 2019) will automatically be populated in patient record, this also includes Indigenous schedule.

1. Using the **Childhood Immunisation schedule**, tick relevant immunisation checkbox. (e.g 4 years Diphtheria).
2. Follow steps 2 -8 Record Adult Whole-of-Life Immunisation above.

## Record Immunisation Performed Elsewhere

To make a record-only of a vaccination performed by another doctor or pharmacy:

- Select **Vaccine provided**
- Change Provider to **'not given here'**
- Enter date and other details, if known
- Click **Save**.

## Record Immunisation Performed Overseas



To make a record-only of a vaccination performed overseas:

- Select **Vaccine provided**
- Change Provider to **'Given Overseas'**
- Select **Country** from drop down list
- Enter date and other details, if known
- Click **Save**.

### Note

Immunisations provided overseas or elsewhere, and any other backdated immunisations will be sent to AIR as historical vaccines.

Send to AIR

## Record and Send Immunisation via the AIR window

Childhood and adult immunisations can be sent to AIR using AIR window.

- I. Untick the **Send to AIR** and click **Save**.
- II. Send records to AIR using the **Submit vaccination records to AIR electronically** workflow. See Knowledge Base for more information.

## Confirm Immunisation Encounter

If an error is encountered when sending to AIR a prompt to **Confirm Encounter** will appear.

This may occur if the patient does not yet exist in the AIR or information recorded in the encounter is inconsistent with existing AIR data.

Click **Yes** to confirm encounter or **No** to adjust the encounter and **resend** to AIR.



# Immunisations & Sending to AIR



Record Serial Number

## Record Vaccination Serial Number – COVID Vaccinations

Use one of the following methods to record the vaccination serial number and enter into Bp Premier. It is currently not mandatory to record the vaccination serial numbers.

### Manual Entry

1. A data matrix will be included either on the vaccine vials, or on the batch.
2. Manually type serial number into field.



### Dedicated Scanner

1. Position cursor in serial no. field.
2. Scan the data matrix on the vaccination
3. Details will populate in field.



### Browser & Webcam

1. Use a browser to scan the data matrix via webcam.
2. Copy the serial number from the browser and paste into the serial number field.



### Mobile Scanning App

1. Install the app on mobile phone and PC (if required).
2. Scan the data matrix with your smart phone and transfer the data to your PC to copy into the Serial number field

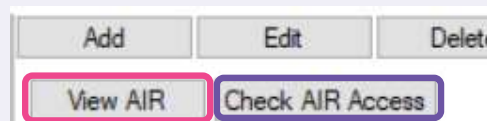


View Patient AIR Record

## Access Patient AIR Information

Childhood and adult AIR records can be accessed from the patient record.

1. Click **View AIR**. The View AIR screen will appear.
2. Having trouble? Click **Check AIR Access** to troubleshoot your access.
3. No individual AIR Provider Number? [Add your practice location's AIR Provider Number with these steps.](#)



The View AIR screen will open at the **General** tab by default.

The General tab displays:

- Patient alerts
- Patient information options
- Vaccines due.

Three options are available for updating patient information:

- Additional Vaccines Required
- Indigenous Status
- Planned Catch up.



Select the **History** tab to view the patient's immunisation history.

Click **Get Individual Immunisation History Statement** to download a copy of the patient's Immunisation History Statement. Save or print the statement as required.



The medical contraindications tab lists immunisations that the patient has been recorded as medically exempt from in the AIR.



The vaccine trials tab lists any vaccine trials recorded in the AIR that the patient is participating in.



The natural immunity tab lists any lab-confirmed or clinically diagnosed natural immunities for the patient that are recorded in the AIR.

Natural immunities for the following diseases can be listed:

- Hepatitis B
- measles
- mumps
- rubella
- varicella.