

# Immunisations & AIR Management

1

Record  
Immunisations

2

Upload to AIR

3

Setup for success  
(next page)

4

Reporting & Maintenance  
(next page)

## Record Childhood Immunisation

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

1. Tick relevant immunisation checkbox (e.g., 4 year Diphtheria).
2. Select **vaccine**.
3. Select '**Billing provider**' and '**Given by**'.
4. Enter '**Date**', '**Site**' and '**Route**'.
5. Select '**Batch**' from dropdown list or enter/save details manually.
6. Create reminder (if required).

Immunisations recorded in the patient record will automatically be available for uploads to AIR and My Health Record.

## Record Adult Whole-of-Life Immunisation

From **Immunisations** on the Patient Tree:

1. Click '**Add**'.
2. Select **vaccine**.
3. Select '**Billing provider**' and '**Given by**'.
4. Enter '**Date**', '**Site**' and '**Route**'.
5. Select or enter batch details.
6. Create reminder (if required).

**Note:** To make a record-only entry of vaccine provided elsewhere, change provider to 'not given here'.

The Immunisation List can be printed for individual patients.

Best Practice Clinic Immunisation list			
Mast. Benjamin James Abbott		Date of Birth: 04/06/2015	
Date	Vaccine	Seq.	Batch
18/05/2001	DTPA+HEPB (Pertussis, Diphtheria, Tetanus, Hepatitis B)	2	45618
18/05/2001	HIB (HIB)	2	00561
18/05/2001	SABIN (Polio myelitis)	2	789131
20/07/2001	SABIN (Polio myelitis)	3	7943
27/02/2002	HIB (HIB)	3	441616
27/02/2002	MMR (Measles, Mumps, Rubella)	1	744313
01/04/2004	VARIVAX (Varicella-Zoster)	1	1312
23/02/2006	Prevenar (Pneumococcus (7 valent))	2	
23/02/2006	Quadacel (Diphtheria, Tetanus, Pertussis, Polio myelitis)	1	
23/02/2006	Convax (HIB, Hepatitis B)	1	

## Sending Immunisations to AIR

1. From the Main screen access *Utilities > Australian Immunisation Register*.
2. List displays all recorded immunisations for selected date range (will default to start of month):
  - i. Practices should use this opportunity to ensure batch numbers are entered against each entry.
  - ii. You can right-click on a particular entry and open patient to make changes (remember to refresh list/F5 after change).
3. Click 'Send to AIR'.

**IMPORTANT:** If you have previously used other software for uploads to AIR, you will need to **Clear Vaccination Register** before your first upload from Best Practice.

1. From the Main screen, access *Utilities > Australian Immunisation Register*.
2. Select *File > Print* and print list.
3. Respond 'yes' to prompt (mark all the immunisation records as notified to AIR).

## Troubleshooting - Using AIR Utility

### Patient enquiring about sent vaccinations?

1. Access *View > Sent Vaccinations*.
2. Provide confirmation of date sent.
3. Right-click and select '**Resend Notification**'.

### Viewing rejections

Rejected transactions will show after sending to AIR (e.g., *Batch no. missing (QLD) Missing Medicare/DVA details Old MIMS info recorded*).

#### To fix...

- a) edit, refresh and resend; or
- b) exclude record and fix later.

## Not using Medicare Online Claiming?

Upload the records through PRODA/AIR portal and manually mark the records as sent.

1. From the Main screen access *Utilities > Australian Immunisation Register*.
2. Filter by provider or location if necessary.
3. To exclude record, right-click and select '**Exclude**'.
4. Go to *File > Print*.

**Note:** Check they've printed successfully before marking as sent!

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(prev. page)

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## Setup Users

Consider the following, for the roles in your clinic:

- Permissions>**Immunisations** – allow 'add/edit/delete' or 'view only'
- **Report Permissions** see section 4

## Add Immunisation Batch Numbers

1. From the Main screen, access **Setup > Immunisation Batches**.
2. Select Vaccine and **add batch number and expiry date**.

**Note:** You can also set default brand/batches for Influenza vaccinations.

**Note:** Batch numbers can also be added and saved permanently during the record immunisation process. However, setting up batches ahead of time is more reliable and efficient for clinical users.

## Reminders *Thought Starters...*

- Consider configuring Immunisation reminders by common vaccine types
- Reminders created from record immunisation workflow will be labelled with specific vaccine
- Run 'Reminders List' regularly and filter by reason to focus on Immunisations

## Maximise Your Database

1. From the Main screen, access **Utilities > Search**.
2. Run supplied queries to identify patients for upcoming immunisations (e.g., Patients over 65 seen in last 2 yrs, not had Fluvax in last year, not opted out and not allergic).
3. Run Reminders List and send communications to increase patient numbers for immunisations.

## Create Custom Fees

An option to improve billing and auditing precision, is to create custom fee items for each of your commonly billed vaccines

1. Access **Setup > Practice Fees**.
2. Create custom fee items (e.g., Boostrix vaccine).

**Note:** Different fees can be set for each schedule.

## Consider using Resource Columns for Appt. Book

For quick and easy **immunisation bookings**, create a 'Resource' user type for your 'Treatment Room A', 'Treatment Room B', etc.

For **flu clinics**, setup a special layout containing 3 columns named something like 'Flu Clinic 1', 'Flu Clinic 2', etc.

These can then be used to book 3 appts. for each appt book row, which can be picked up by any clinician and/or nurse.

## Print Vaccine Lists for Practice

1. From the Main screen, access **Clinical > Immunisations**.
2. Filter list by Vaccine (all Influenza, HPV); provider; born before/after dates.
3. Print or save as XML, CSV or TXT format.
4. Keep for record or provide to health body.

Immunisation list			Best Practice Clinic 1 Best Avenue Bendalong 4670 Phone: 0744444444			VSP Number: 123456	
Patient details			Vaccine	Sequence	Date given	Batch	Given by
Rocky Barnett 6 Jeffrey Cr. Dennington, 5280 D.O.B. 27/02/1997 Sex: Female			Affinis Quad (AFLR)	1	10/07/2019	A74125	Dr F. Fintona Provider No. 2411391L
Kindra Casey 4 Spr Cot. Breakfast Point, 2137 D.O.B. 20/04/1960 Sex: Female			Fluvax (FLU/VAX)	1	06/07/2019	A22111	Dr F. Fintona Provider No. 2411391L
Farah Esson 3 Israel Cr. Hughes, 2005 D.O.B. 21/11/1956 Sex: Female			Affinis Quad (AFLR)	1	10/07/2019	Q74125	Dr F. Fintona Provider No. 2411391L
Costelloe D. Maly 7 Knut Pl. Helios Springs, 0862 D.O.B. 22/01/1970 Sex: Female			Fluax Tetra (FLUTET)	1	10/07/2019	q7415	Dr F. Fintona Provider No. 2411391L

## Want useful Reports for Immunisation Management?

### Total Vaccines Report:

- Check monthly (or as needed)
- Shows vaccines provided
- and what has been uploaded to AIR
- Potential stocktake and ordering tool.

### Transactions report for stocktake:

- A great report for auditing across-the-board
- Can show custom items charged – *great if you've created fees for common vaccine types*
- Use for strategic planning, stocktake, ordering.

## Converting from Other Software?

You will be prompted to mark all converted vaccine records as sent to AIR

Remember to **clear vaccination register** (see prev. page).

## Using Other Billing Software?

Search 'Export immunisations' in our Knowledge Base via **Help > Online**.

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