Australian Government

Medicare Australia

Australian childhood immunisation register

Australian Childhood Immunisation Register

Guide to Identify Child and Record Encounter

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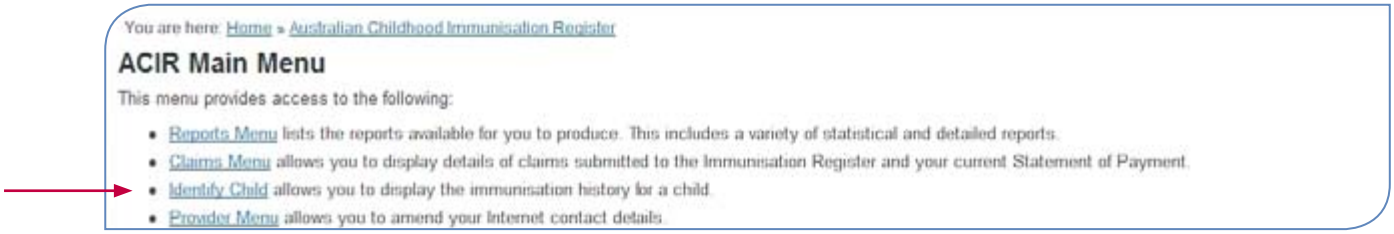
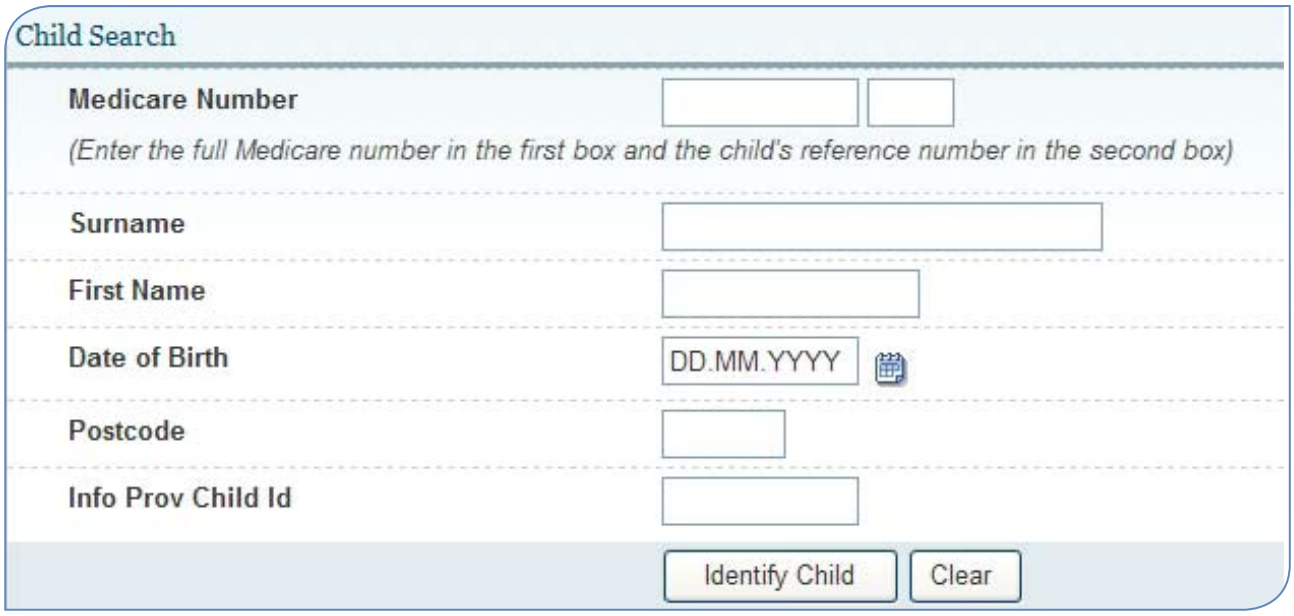
Identifying a child

Step 1 After logging on to the ACIR secure site, select **Identify Child** from the ACIR Main Menu.



Step 2 Complete the **Child Search** fields and click on the **Identify Child** button.



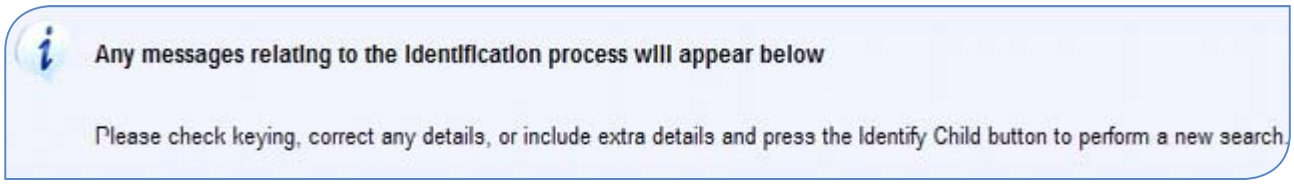
Search criteria

Where possible, use the child's Medicare card number and Individual Reference Number (IRN) to search for a child, as this is a unique identifier. There is an automatic tab from the Medicare number field to the IRN field.

If the child's Medicare number and IRN are not known, enter as a minimum the child's surname, first name and date of birth.

Search return

When a unique match **cannot** be made, the following message is displayed:



The **Clear** button clears all the data entered on the page so that a new search can be performed.

If the child's correct surname, first name and date of birth are entered, and a unique match cannot be made, you can still record an encounter by pressing the **Record Encounter(s)** button. Refer to page 6 for information about how to record an encounter.

When a unique match **is** found, the child's details, due details, immunisation history, and any natural immunity and medical contraindication information recorded are displayed.

This information is displayed in two formats:

- if you have access to the record encounter function, the details are shown under the **Record Encounter** heading. See example on page 3
- if you do not have access to the record encounter function, the details are shown under the **Immunisation History** heading. See example on page 4.

Expand/Collapse

On the Record Encounter page, the **Child Details** and **Encounter Details** are automatically expanded to show the information recorded under these headings. The **Due Details**, **Immunisation History** and **Natural Immunity (NI) and/ Medical Contraindication (MC) Information** sections are collapsed to show only the headings. An example of the Record Encounter page is shown on page 3.

On the Immunisation History page, all sections are automatically expanded. An example of the Immunisation History page is shown on page 4.

To expand or collapse sections, click on **Expand all sections** or **Collapse all sections**.

If you want to select a particular section to expand or collapse, click on the arrow next to the section heading.

▶ If the arrow is pointing right, the data in the section is collapsed and only the heading is displayed.

▼ If the arrow is pointing down, all data in the section is expanded and displayed.

Details shown for providers with access to Record Encounter

You are here: Home » Australian Childhood Immunisation Register

Record Encounter

Please select the vaccines administered to the child you have identified. You may also record the current address of the child if the address below is incorrect. Once the form has been completed press the Record Encounter(s) button.

Expand Child and Encounter details Collapse Child and Encounter details

Child Details

Medicare Number	22959569313
Surname	RANDALL
First name	GRACE
Date of birth	12.06.2002
Aboriginal/Torres Strait Islander	○ Yes ○ No
Address	15 STAND STREET
Suburb/Town	GOWRIE
Postcode	2904

Encounter details

Who performed this immunisation encounter?

...

Recommended age

Note: You may complete multiple encounters prior to submitting

2 months | 4 months | 6 months | 12 months | 18 months | 4 years | Other

Date of Service	DD.MM.YYYY
Vaccine	...
	...
	...

Has this child received the birth dose of Hepatitis B vaccine?

○ Yes ○ No

Record Encounter(s) | New Search | Clear

Immunisation History

Displayed below are the child's next due dates, full immunisation history and any Natural Immunity and Medical Contraindication information recorded. If you require details about another child you may use the New Search button within the Encounter Details section.

Expand sections below Collapse sections below

- Due Details
- Immunisation History
- Natural Immunity (NI) and / Medical Contraindication (MC) Information

Details shown for providers without access to Record Encounter

You are here: Home » Australian Childhood Immunisation Register

Immunisation History

Displayed below are the child's details, next due dates, full immunisation history and any Natural Immunity and Medical Contraindication information recorded. If you require details about another child you may use the New Search button.

Expand all sections Collapse all sections

Child Details

Medicare Number	22959569313
Surname	RANDALL
First name	GRACE
Date of birth	12.06.2002
Address	15 STAND STREET
Suburb/Town	GOWRIE
Postcode	2904

A Natural Immunity / Medical Contraindication is recorded

Due Details

Disease	Dose	Due Date
Measles	1	12.06.2003
Mumps	1	12.06.2003
Rubella	1	12.06.2003
Poliomyelitis	3	01.03.2008

Immunisation History

Date	Vaccine/Brand	Dose	Status	Reason Code	Immunising Provider Type
01/01/2008	BCG	1	A		General Practice
01/01/2008	Infanrix-HepB	2	A		General Practice
01/01/2008	Meningitec	1	A		General Practice
01/01/2008	Polio Sabin	2	A		General Practice
01/01/2008	Varilrix	1	A		General Practice

STATUS
A - Accepted

Natural Immunity (NI) and / Medical Contraindication (MC) Information

Code	Vaccine/Disease	Start/Notification Date	End Date
MC	Infanrix-HepB	01.03.2008	

New Search

Section information

The following details are returned when the **Identify Child** search is successful.

Child Details:

- Medicare number
- surname
- first name
- date of birth
- address, suburb/town, postcode.

The Medicare number is only displayed if it was entered as a search criteria in the **Child Search** screen. The address displayed is the most recent address recorded for the child on the ACIR.

Due Details:

- disease
- dose
- due date.

This section lists the next required dose of each antigen according to the immunisation schedule for the child's date of birth. The antigens are listed in date order (earliest due date first), then in alphabetical order.

Recommended antigens for a 'catch-up' schedule are not displayed. A catch-up schedule may be required where a child has missed out on previously scheduled vaccines, or where the scheduled vaccines have changed.

Immunisation History

- Date: the date the vaccination was given
- Vaccine/brand: click on the vaccine name to display the antigens
- Dose: e.g. dose 1 is the first dose of each antigen given
- Status: the status of the episode/encounter (see table below for possible status codes)
- Reason code: the reason code/s associated with the status
- Immunising provider type: e.g. Medicare General Practitioner

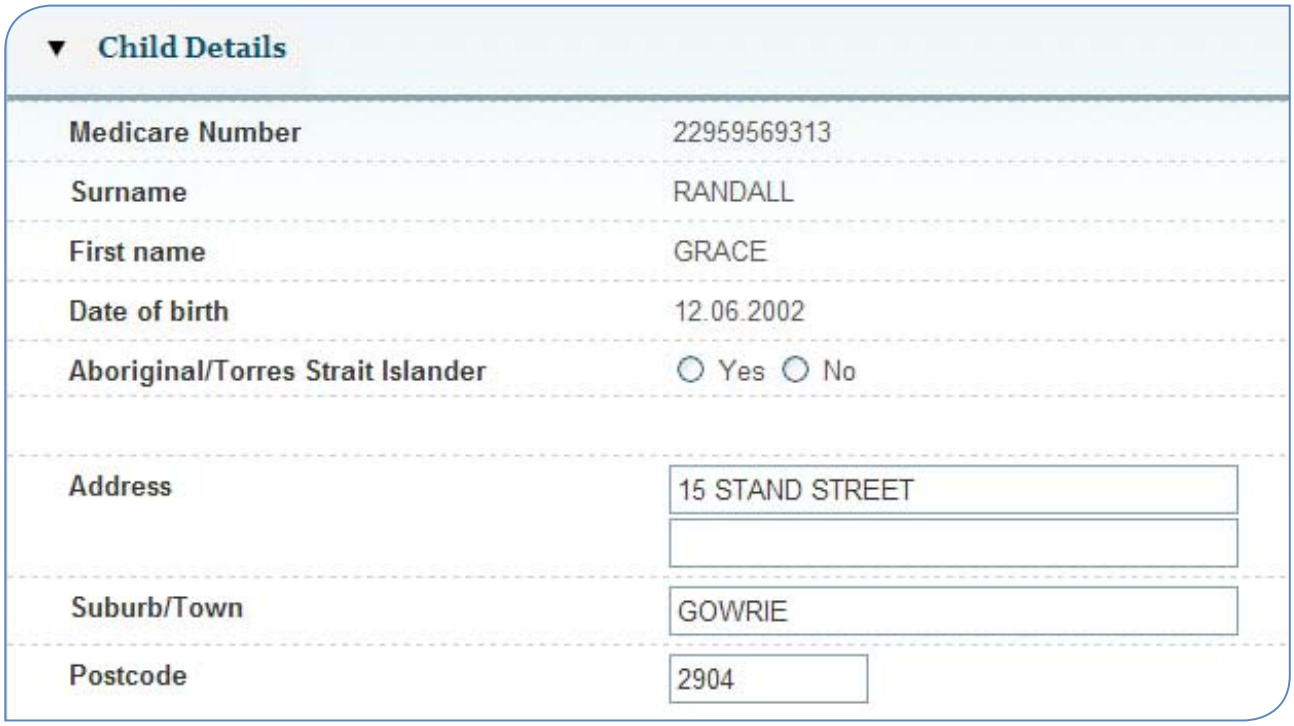
Possible status codes	
A	Accepted
C	Requires clarification by provider
P	Partially processed
R	Rejected
Y	Has been clarified by provider

Where the status code is C, P, R or Y, a **Reason Code** is displayed. An explanation of this code is shown in a box below the immunisation history. If there is more than one status or reason code, click on the arrow to display the other explanations.

Recording an encounter

Once the **Identify Child** process is completed, you can send vaccination information to the ACIR about the child you have identified. To do this, you must have access to **Record Encounter** (see example on page 3).

Child Details



Address

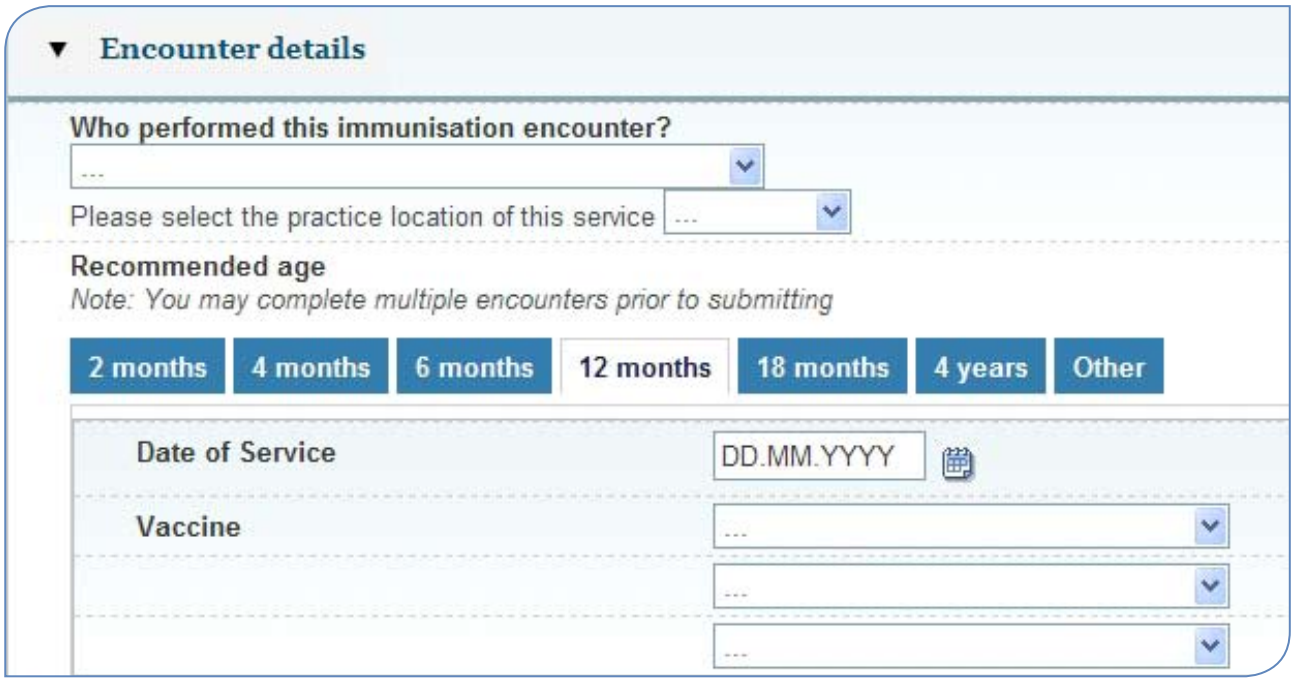
Check the address displayed against the information held by your practice/clinic. If the address details are incorrect, you can record the correct address in the **Address** fields.

If the ACIR has an incomplete address, you need to complete the address details before the encounter can be processed. An alert appears under the **Address** fields asking you to “Please confirm the child’s address”.

Aboriginal/Torres Strait Islander indicator

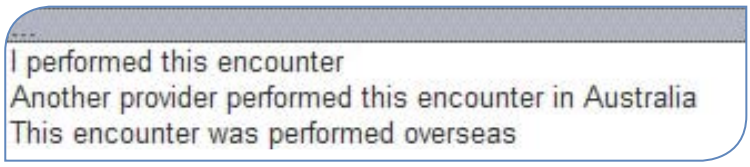
The parent or guardian’s consent must be obtained before you complete the Aboriginal/Torres Strait Islander details. Leave the radio buttons blank if you have not been given consent by the child’s parent or guardian to include this information.

Encounter details



Who performed this immunisation encounter?

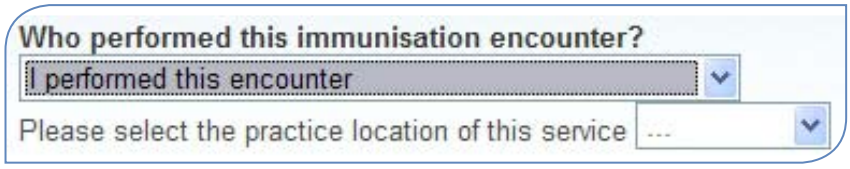
Click on the arrow next to the blank field and select the appropriate option to indicate who performed the immunisation encounter.



- *I performed this encounter*

  Use this option to send details of vaccinations that you have given. This data could also be completed manually on an *Immunisation encounter* form (IMMU-2).

  If you are a GP with more than one practice location, an additional question asks you to select the practice location where you gave the service.



- *Another provider performed this encounter in Australia* **or** *This encounter was performed overseas*

  These options allow you to send a child's immunisation details, even though you did not give the vaccination. This data could also be completed manually on an *Immunisation history* form (IMMU-13).

  Immunisation history data helps the ACIR to accurately calculate the immunisation coverage levels for practices receiving the GPII Outcomes Payment. It also assists parents with their eligibility to claim the Child Care Benefit and Maternity Immunisation Allowance family assistance payments.

Recommended age

The encounter details appear in tabs according to the recommended immunisation age.

The tabs are highlighted according to the age of the child and the vaccine details (if any) already recorded on the ACIR. For example, if all the required antigens for the 2 and 4 month schedules are recorded on the ACIR, the **6 months** tab is automatically highlighted and displayed.

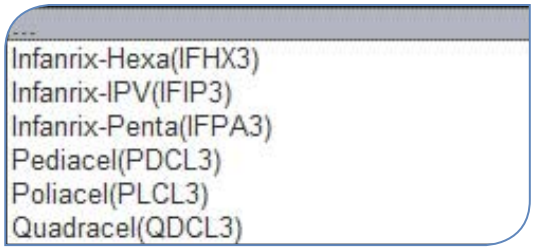
Date of service

Key the immunisation service date in the **Date of Service** field or click on the calendar function to select the correct date from an electronic calendar.

Vaccine details

To enter the vaccine information, click on the arrow next to the blank field and select the appropriate vaccine brand name from the list of vaccines licensed for use in Australia. The vaccines are listed by vaccine type and brand name.

For example:



If a vaccine has been given that is not listed in the drop down box (for example, Influenza), click on the **Other** tab. Click on the arrow next to the first blank field and select the required vaccine.

Important: correct brand reporting is essential. Only select the 'generic' vaccine names when reporting "**Another provider performed this encounter in Australia**" or "**This encounter was performed overseas**" and the vaccine brand name is not known.

Vaccines listed in the **Other** tab are:

ActHIB(PRPT)
Avaxim(AVAXM)
BCG(BCG)
CDT(CDT)
Engerix B(ENGP)
Fluarix(FLRIX)
Fluvax(FLUVAX)
Fluvirin(FLVRN)
Generic Diphtheria(GNDIP)
Generic DTPa(DTPA)
Generic Hepatitis A(GNHPA)
Generic Hepatitis B(GNHEP)
Generic HIB(GNHIB)
Generic Influenza(GNFLU)
Generic Japanese Encephalitis(GNJEN)
Generic Measles(GNMEA)
Generic Meningococcal C(GNMEN)
Generic Mumps(GNMUM)
Generic MMR(MMR)
Generic Pertussis(P)
Generic Pneumococcal(GNPNE)
Generic Poliomyelitis(GNPOL)
Generic Rotavirus(GNROX)
Generic Rubella(GNRUB)
Generic Tetanus(GNTET)
Generic Varicella-Zoster(GNVAR)
H-B-VAX II(HBVP)
Havrix Junior(HAVJ)
Hiberix(HBX)
HibTITER(HBOC)
Infanrix(IFX)
Infanrix-HepB(IFXB)
JE-VAX(JEVAX)
Mencevax ACWY(MENVAX)
Meningitec(MENTEC)
Menjugate(MENJUG)
Menomune(MENUME)
MMRII(MMRCSL)
NeisVac-C(NEISVC)
PedvaxHIB(PRPOMP)
Pneumovax 23(PNEUMO)
Polio Sabin(OPV)
Prevenar(PRVNR)
Priorix(MMRSKB)
ProHIBit(PRPD)
Rotarix(ROTRIX)
RotaTeq(ROTTEQ)
Tripacel(TCL)
Triple Antigen(DTP)
Twinrix Junior(HATWNJ)
Vaqta Paed Adol(HAVAQ)
Varilrix(VLRIX)
Varivax(VRVAX)
Vaxigrip(VAXGRP)

Once you have selected the vaccine, a **Dose** field appears. Click on the arrow next to the blank dose field and select the relevant dose number for the vaccine.

Date of Service	01.04.2009	***Dose***
Vaccine	Fluvax(FLUVAX)	DOSE 1

Hepatitis B birth dose

Complete the Hepatitis B birth dose section if you are immunising the child for the first time and have sighted a record showing that the child received this vaccine. Leave this section blank if you have not confirmed that the vaccination was given.

Has this child received the birth dose of Hepatitis B vaccine?
○ Yes ○ No

If the child's Hepatitis B birth dose has been previously notified to the ACIR, this question is not displayed.

When the **Yes** button is selected, a date of service box appears.

Hepatitis B date of service
DD.MM.YYYY

Enter the date of service in the box, either by overkeying with the correct date details or clicking on the calendar function next to the **Date of Service** field to select the correct date from an electronic calendar.

Submitting the encounters

Once all the encounter details for the child are entered, click on the **Record Encounter(s)** button.

You may complete multiple encounters prior to submitting the data.

Any messages relating to submitting the encounter appear in a message box below the **Record Encounter(s)** button.

Claim ID

When the encounter details are entered and successfully received by the ACIR, the message displayed contains a claim ID reference (for example, W050128!). The '**W**' and '**!**' are part of the claim ID and indicate that the encounter was transmitted via **Record Encounter**.

Any messages relating to recording an encounter will appear below

The encounter details entered have been received successfully and the claim ID is W090527!

Details of this claim are available for viewing below or by using the Claims Summary facility. To record another encounter for the same child, please add the new details and select the Record Encounter(s) button. However, you may also search for another child by selecting the New Search button.

Please take note of the claim ID for reconciling data with your monthly ACIR statement of payment.

Encounters recorded as **Another provider performed this encounter in Australia** or **This encounter was performed overseas** are not shown on the monthly ACIR statement of payment.

Encounter processing details

Details about the submitted encounters are displayed below the message containing the claim ID.

Current Encounter Processing Details

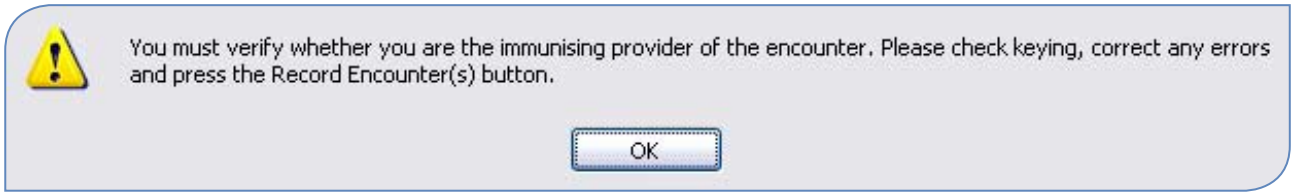
Encounter 1			
Service Date	Vaccine/Brand	Dose	Who performed this immunisation encounter
29/06/2003	Meningitec	1	I performed this encounter
29/06/2003	Comvax	3	I performed this encounter
29/06/2003	Priorix	1	I performed this encounter

Encounter details can take up to 24 hours to be displayed on the child's history.

Error messages

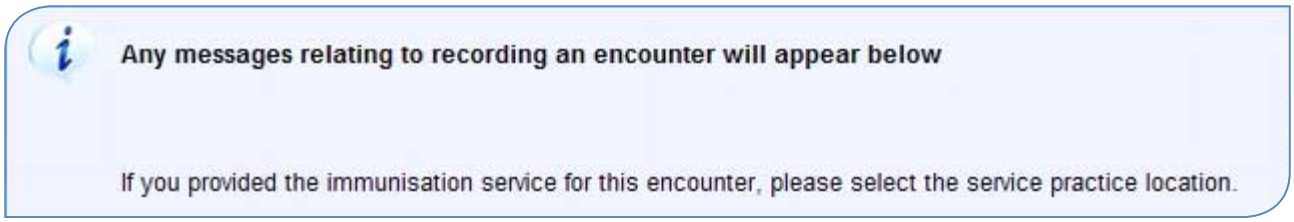
If there are any errors in the data you have submitted, error messages are returned. Follow the instructions contained in the message to complete the **Record Encounter** process.

Example 1—If you have not indicated who performed the immunisation encounter, the following message is displayed.



Return to this question and select one of the options from the drop down menu.

Example 2—If you are a GP with more than one practice location, and have not selected the practice location where the service was given, the following message is displayed.



Return to this question and select the relevant service practice location.

If you believe you have made an error in the data that you submitted (for example, an incorrect vaccine brand or dose number), please contact the ACIR general enquiries line on **1800 653 809****.

Hardware and software requirements

Computer	A PC with a Pentium II processor or better
Operating system	Windows 98, NT, 2000, ME or XP operating systems
Memory	Minimum 64 Mb RAM (128 recommended)
Browser software	Internet Explorer 5.5 or higher
Modem	A modem to connect to the internet (56 kbps minimum)
Internet access	A connection to an Internet Service Provider (ISP)
Screen resolution	Minimum screen resolution is 800 by 600 pixels (1024 by 768 recommended)
Decompression software	PC based decompression utility
JavaScript enabled	A scripting language that adds interactive functions to HTML pages.

Enable JavaScripting

The **Record Encounter** page uses JavaScripting. This enables a level of interactivity to the page, including the display of the **Recommended Age** tabs.

If your Record Encounter page does not display as per the example on page 4, you may need to turn on JavaScripting within your internet browser.

Step 1

Open your internet browser.

Step 2

Go to the **Tools** menu.

Step 3

Select **Internet Options**.

- Select the **Security** tab.
- Select the **Internet Web** content zone.
- Click on the **Custom** level button to open the **Secure Settings** window.
  - Scroll down until you see the section called **Scripting**.
  - There is a category called **Active Scripting**. Select the **Enable** option, then click on **OK**.

Step 4

The Security Settings window closes.

Step 5

Click **OK** to close the Internet Options window.

Contacts

ACIR general enquiries:	**1800 653 809****
ACIR Internet help desk:	**1300 650 039***
ACIR Internet address:	**www.medicareaustralia.gov.au/acir**
ACIR email address:	**acir@medicareaustralia.gov.au**
ACIR fax number:	**08 9254 4810**
ACIR mailing address:	**Australian Childhood Immunisation Register** **Medicare Australia** **PO Box M933** **Perth WA 6843**
GPII general enquiries:	**1800 246 101****

* Call charges apply.
**Call charges apply from mobile or pay phones only.

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