



Australian Government






Medicare Australia

Australian childhood
immunisation
register

Australian Childhood Immunisation Register

Guide to requesting access to the secure internet site

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The Australian Childhood Immunisation Register (ACIR) secure site

The Australian Childhood Immunisation Register (ACIR) secure site is a component of Medicare Australia's website. It allows you to check the immunisation history of a child, send immunisation data and produce statistical and identified immunisation reports.

The secure site is only available to approved immunisation and information providers who have completed the online **Request Access** form and received the welcome letter from Medicare Australia containing an authentication file name.

If you experience any difficulty either requesting access or logging on to the secure site, call the ACIR Internet Helpdesk on **1300 650 039***.

Hardware and software requirements

The following table displays the minimum hardware and software requirements recommended in order to access Medicare Australia's website.

Computer	A PC with a Pentium II processor or better
Operating system	Windows 98, NT, 2000, ME, XP or Vista 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

Requesting access to the ACIR secure site

Step 1

Go to the Medicare Australia website www.medicareaustralia.gov.au

Step 2

Click on the **For health professionals** tab on the Medicare Australia homepage.

Step 3

Select the **Health Professional Online Services Logon** at the top right.



Step 4

Select **Register for ACIR** from the panel on the right.



Step 5

Enter your details in the online **Request access** form and click on the **Request Access** button.

Provider/Registration Number	<input type="text"/>
Password	<input type="password"/> <small>Password must consist of 8 alpha/numeric characters</small>
Verify Password	<input type="password"/>
Email Address	<input type="text"/>
Fax Number	STD code <input type="text"/> number <input type="text"/>
Email Notification	<input type="radio"/> Yes <input checked="" type="radio"/> No <small>Email me when my reports have been produced</small>
<input type="button" value="Request Access"/> <input type="button" value="Reset"/>	

Provider/Registration Number field—enter your Medicare provider or ACIR registration number.

Password field—choose a password of eight alpha/numeric characters. You need to remember the password you enter as it is needed to log on to the ACIR secure site.

Verify password field—re-enter your nominated password.

Email address field—this is an optional field. If you enter your email address, it allows the ACIR to contact you electronically and keep you informed of changes to the site.

Fax number field—this is an optional field.

Email notification button—this is optional. If you provide your email address and also change the **Email Notification** button to **Yes**, the ACIR sends an automated email when an online report has been produced for you and is available to download.

After requesting access

After you have requested access, Medicare Australia will send you a welcome letter in the mail which includes your authentication file name. The letter states that, in order to log on to the ACIR secure site, you need the authentication file name, the password you entered when requesting access and your provider number.

If you need assistance, a guide to logging on to the ACIR secure site is available from www.medicareaustralia.gov.au/acir then click on **Publications & guidelines**.

Contact details

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.