AIR access via PRODA

Australian Immunisation Register access

GP access to AIR

Medicare providers (GPs) can now access Australian Immunisation Register (AIR) with their Provider Digital Access (PRODA) account through Health Professional Online Services (HPOS).

Nurse access to AIR

Nurses need to be a "**Delegate**" of a GP to have access to the Australian Immunisation Register (AIR), among other delegation functions. See instructions below on how to request delegation.

Authentication file access to AIR

The AIR is **switching off** the authentication file logon method in the near future. It is important that all vaccination providers register for a PRODA account to access the AIR site using HPOS.
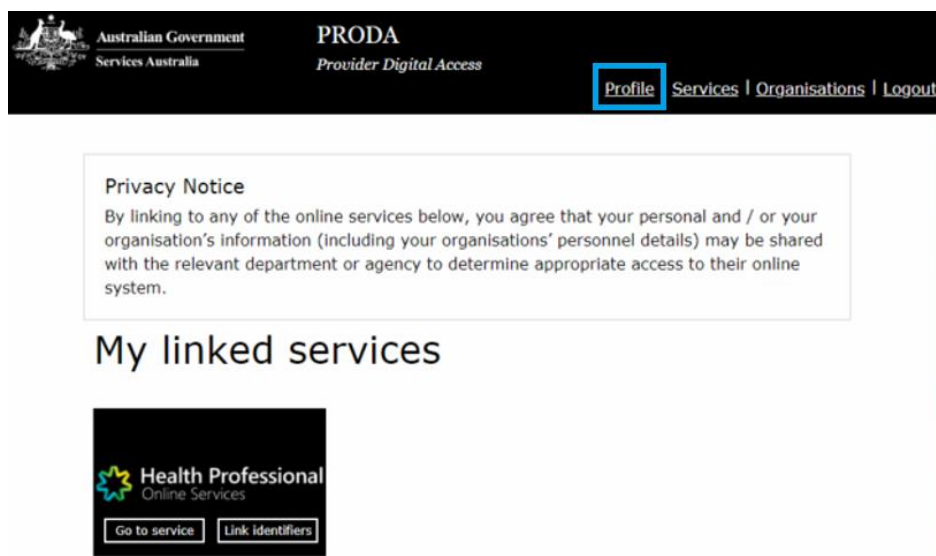
PRODA delegations

You will need

1. **PRODA** access for both delegates and provider
2. **RA number** for both delegates and provider

Note that **Provider** refers to GP; and **Delegate** refers to practice nurse, practice manager, practice staff

Find your RA number

1. Login to your PRODA account.
2. Click **Profile** at the top right menu.
3. The RA number will be listed under the **My Details** section.
4. If the RA number is not shown, contact the Human Services eBusiness Service Centre on 1800 700 199.
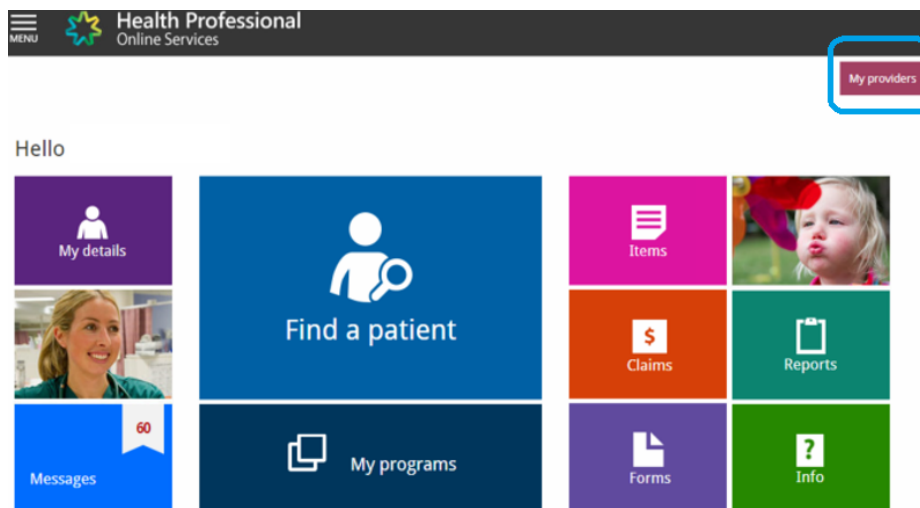
Delegation requests

Delegates can:
1. submit request to a Provider for delegation access

Providers can:
1. approve or decline a delegation request (must be actioned in 14 days of request)
2. directly delegate access to Delegates

Delegates: How to request delegation

1. Log into PRODA > go to HPOS.
2. Select **My providers** from the HPOS home page.
3. Select Request delegation.
4. Enter the **RA number** for your nominated Provider then select Search.
5. Select the **functions** you want to use on behalf of the provider. To access **AIR**, select **My Programs**.
6. Select **Request** to submit your request to the provider. The pending request will appear in the **My delegate requests** list.
7. The delegation request will be sent to the provider for approval. The provider will have 14 days to action the request.

Providers: How to approve delegation request

1. Log into PRODA > go to HPOS.
2. Select **My details.**
3. Select **My delegates.**
4. Select **Review**.
5. Providers have 14 days to action requests. The **functions** that you want to delegate can be amended before you approve.
6. Select **Approve** to confirm the delegate and end date or Reject to reject the request.
7. If you approve the request, the new delegate will appear in the My delegates list.

Delegation functions

Delegates can request access to a range of functions, services and information in HPOS.

To request access to AIR: Delegates must select "**My programs**" from the list of functions.