



How to access ACIR Online:

The Australian Childhood Immunisation Register (ACIR) can be accessed through the Health Professionals Online Services (HPOS) portal. Access via the portal:

- Ensures clinicians can get a complete Immunisation History summary within a few minutes.
- Reduces practice nurse administration time.
- Eliminates the need to call ACIR directly.
- Allows direct entry of immunisation details, improves accuracy of records and ensures the practice is able to claim full incentive payments for completed catch up schedules.

Step One: Eligibility for ACIR Online

- General Practitioners can access the ACIR site via the HPOS portal using their Public Key Infrastructure (PKI) Individual Certificate. ACIR services in HPOS can be requested by completing the online request access form. This document does not detail this option.
- If the GPs are not familiar with HPOS, can use the simple ancillary provider option which requires their Medicare provider number and ACIR authentication file name. This document details this option (See step 2).

Step Two: Requesting ACIR website access

GPs will request ACIR website access using the user name allocated to them by ACIR. An ACIR authentication file needs to be requested via the Department of Human Services website. To obtain an ACIR user name and authentication file:

Go to: www.humanservices.gov.au

- Health Professionals
- General Practitioners
- Australian Childhood Immunisation Register for health professionals
- Managing (tab)
- Accessing ACIR using HPOS – Read more about Accessing ACIR using HPOS
- Register and request access
- Online request access form (2nd paragraph)
- Enter General Practitioners provider number and nominated password

The 'Request Access' screen looks like this:

Health Professional Online Services

Main menu

- Introduction to Health Professional Online Services
- Approved Pathology Collection Centre Services
- Forms
- User Guides
- FAQs
- Education
- Administrative Position Statements
- Contact us

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Request Access

Immunisation providers who have already registered with the ACIR may request access to the ACIR secure site.

Filling the form out below:

- **Provider/Registration Number**
 - Public Sector Providers - enter your number allocated for use with the ACIR
 - Medicare general practitioners - enter your full provider number of your principal practice.
- **Password**
 - retain for use when initially accessing the ACIR secure site
 - for security purposes you will be asked to change your password after initial login and every six months thereafter.
- **Email Address and Fax Number**
 - may be used by Medicare Australia to provide you with information or assistance in relation to the ACIR and Feedback Reporting Facility Internet sites
 - will not be released to any other party.
- **After Validation**
 - an authentication file name will be posted to your current mailing address (recorded on the ACIR).

Call the ACIR Internet Helpdesk on 1300 650 039 if you need further assistance.

Provider/Registration Number	
Password	Password must consist of 8 alpha/numeric characters.
Verify Password	
Email Address	
Fax Number	STD code number
Email Notification	☐ Yes ☒ No Email me when my reports have been produced
Request Access Reset	

Any messages relating to the access request process will appear below

The General Practitioner will be advised in writing of their ACIR authentication file name. The password created when requesting ACIR website access will be required to download the authentication file name.

If the General Practitioner has previously had access to ACIR they will be advised to contact the Immunisation Register Help Desk at acir@humanservices.gov.au or 1300650039 to confirm their registration information and possibly have their access reset.

Step Three: Downloading the ACIR Authentication file name

Your ACIR Authentication File Name will be any combination of letters, character and numbers from the keyboard. You need to download the authentication file name to be able to log on. Go to: www.humanservices.gov.au

- Health Professionals
- Health professionals online services “Log on”
- ACIR log on only
- “click here”
- Enter your ACIR user name (sent via post from Medicare in a separate letter from the authentication file name). Then enter the authentication file name (sent via post from Medicare) and download file
- You cannot change the authentication file name when saving the html file. It is recommended that the authentication file name is saved inside a folder, name the folder accordingly eg ACIR logon.
- Your computer may automatically save the file in a download folder. You can cut and paste the file into a folder where you wish to save it.

The ‘Obtain Authentication File’ screen looks like this:

Step Four: Log on to ACIR:

Once the authentication is downloaded, access to ACIR online login will be available. The User Name and Password are used to log on. The password will be the same as the one used when access was originally requested (in step 2). The password will have to be changed after the initial log on.

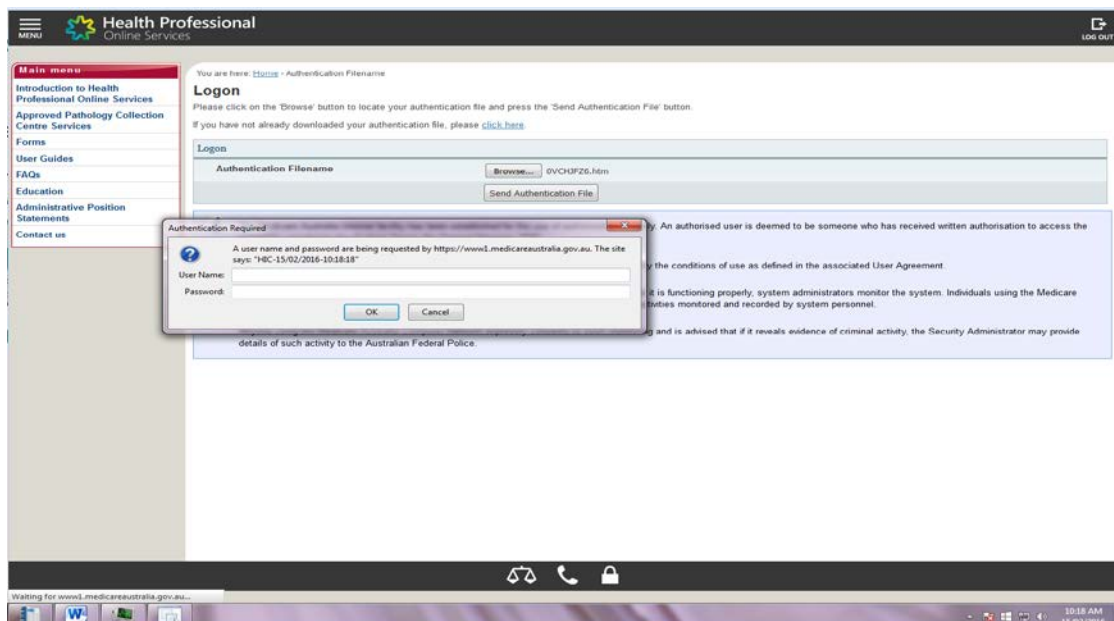
Go to: www.humanservices.gov.au

- Health Professionals
- Health professionals online services “Log on”
- ACIR log on only
- Click “Browse”

The ACIR authentication file previously saved on your computer will be required for access. Double click on the authentication file name and click send authentication file.

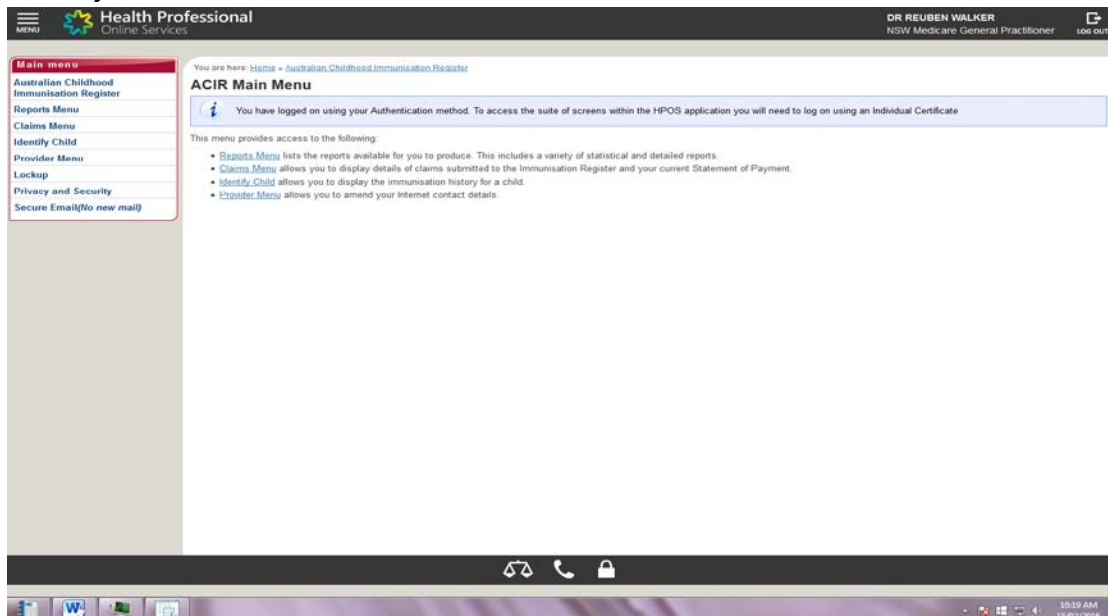
Enter the ACIR user name and password and click OK.

The ‘Log On’ page will look like this:



Step Five: Access to ACIR online is now complete. Here providers can check immunisation histories. They can enter immunisations as well as check which immunisations the patient is due for.

Below is the ACIR Main Menu. To look up the immunisation history for a child, please select 'Identify Child'.



On this page providers can search via the child's Medicare card number and reference number. If the Medicare card reference number is unknown, start with 1 and keep going until the correct child surfaces. Not all fields are required if using the Medicare card number and child's reference number.

Or search via the child's surname, first name and date of birth.

If a postcode number is entered ACIR will only search in that postcode area for the child's details. This maybe a necessary field if the child is registered on multiple Medicare card numbers.

The 'Identify Child' page looks like this:

Press the 'Identify Child' button to be taken to the page pictured below. Scroll down to 'Due Details' and 'Immunisation History'. The information can be viewed by clicking these tabs to drop down.

Disease	Dose	Due Date
Poliomyelitis	3	13.08.2012
Hepatitis B	3	08.07.2013
Pertussis	4	20.08.2013

Date	Vaccine/Brand	Dose	Status	Reason Code	Immunising Provider Type
14/05/2012	Infanrix IPV	1	A		Community Health Worker
23/05/2012	Proton	1	A		Community Health Worker
13/06/2012	Infanrix IPV	2	A		Community Health Worker
24/10/2012	Proton	2	A		Community Health Worker
20/02/2013	Boostrix	3	A		Community Health Worker
20/02/2013	HBVAX II	1	A		Community Health Worker
08/05/2013	HBVAX II	2	A		Community Health Worker
22/08/2013	Meningites	1	A		Community Health Worker
04/11/2013	Varivax	1	A		Community Health Worker

If an immunisation has been performed, or the ACIR record does not match the Immunisation Blue Book then the ACIR record can be updated here, as pictured below. Click the drop down menu and select the reason for entering the encounter. Select which immunisation has been completed and 'Record Encounter'. This is helpful for correcting records and entering overseas vaccines. All immunisations can be entered this way as an alternative to submitting to ACIR via practice software. It is at the discretion of the practitioner how they would like to submit.

Vaccines can be entered through the 2, 4, 6 months etc tabs below. Entering a catch up schedule can be done via the 'Other' tab and selecting from the drop down menu. Click the 'Record Encounter' button so that the data is saved.