

# INFORMATION SHEET



## How to request AIR Due/Overdue 10A Report

The 10A report identifies patients due/overdue for immunisation, for all providers linked to the one PIP practice. The information can be broken down by MBS service date range. Practices can use this report to identify and recall patients due/overdue for immunisation or identify possible transmission errors and missing information from AIR.

Only accredited practices can access the 10A report. All other practices can use the 11B report which will list all overdue patients linked to one specific provider.

**You will need:** Your practices' PIP (Practice Incentive Payment) Practice ID.

**Note:** This report can currently only be accessed through a GP Login via the GP's PRODA account. You cannot access the 10A report using a Practice/Organisational login.

**Individual provider (GP) PRODA login:** If needed, the GP can [create a PRODA account here](#).

**NOTE:** It can take from 2 – 24hours for your report to generate and be available to view on the AIR secure site.

**Monthly reports** will be available on the first day of the month.

### 1. Once you are logged in, select 'Reports Menu'

Australian Immunisation Register

Main Menu Welcome

Claims The AIR is a national register that records all vaccinations given to individuals of all ages, including National Immunisation Program (NIP) schedule vaccines, flu, shingles and travel vaccines. The AIR is administered under the Australian Immunisation Register Act 2015 and AIR data is protected under the Privacy Act 1988.

Identify Individual Please ensure you are aware of the Terms and Conditions of accessing this site.

Payment Statements Click on a Main Menu link to:

Provider Menu

- Claims - Upload claims or view details of claims submitted to the AIR
- Identify Individual - Search an individual to:
  - View immunisation history information
  - Record immunisation encounters
  - View and/or print an immunisation history statement
  - Record a catch up schedule
  - Edit an immunisation encounter where incorrect details were previously submitted (if you submitted the original record to the AIR)
  - Submit an immunisation medical exemption (if you are an eligible vaccination provider\*)
- Payment Statements - View your payment and financial statements
- Provider Menu - Review location, email and address details
- Reports - Generate and view immunisation reports. This includes a variety of statistical and detailed reports

Reports \* See the department's [website](#) or the [AIR education resources](#) to learn more about immunisation medical exemptions.

### 2. Under Reports Menu, select the 'Request a Report' Tab and select the AIR010A - Due/Overdue Immunisation Practice Report – click 'Next'

Australian Immunisation Register

Main Menu Reports

Claims Request Modify View

Identify Individual Request a Report

Payment Statements Please select a report you require.

Provider Menu Required Report

Reports

- AIR001A-Number of Individuals Registered with AIR [More info](#)
- AIR002A-Number (or percentage) of individuals who have received valid vaccinations [More info](#)
- AIR010A-Due/Overdue Report - by Immunisation Practice [More info](#)
- AIR011B-Due/Overdue Report - by Vaccination Provider [More info](#)
- AIR021A-Due/Overdue Report - by Medicare GP [More info](#)

### 3. Fill in the following information required on the page:

#### Request New Report

AIR010A - Due/Overdue Report - by Immunisation Practice

Report Criteria All fields marked with \* are mandatory

**Name of Report \***

**Frequency of Report \*** Once Only Weekly Monthly Quarterly [Help](#)

**Report End Date \*** Enter an end date to cease production of Monthly report, e.g. 20/08/2014

**Output of Report \*** Comma Separated (single file) Comma Separated (multiple files) [Help](#)

**PIP Practice ID \***

**MBS Service Period \*** Include Individuals seen for a MBS service within the practice in the past:  
 [Help](#)

**Immunisation Status \*** Select the immunisation status of individuals to include in this report.  
 Not Fully Immunised Individuals

**Due/Overdue by Disease \*** Include individuals overdue for:

**Age Selection Range \*** By Birth Date By Age  
 The maximum Age Selection Range permitted is 5 years.  
 From  To

**Include individuals who have**

- Select all
- A Natural Immunity recorded.
- A Medical Contraindication recorded.
- Made a single visit to the practice during the MBS service period.
- Returned mail.

**Output settings**

A separate file will be produced for each section identified below only when options have been selected from that section. Only one file will be produced with each individual's personal details when all options of each section are not selected.

**Details to include** [Help](#)

<b>Individual details</b> <span style="float: right;">2/9 selected ^</span> <input type="checkbox"/> Select all <input type="checkbox"/> Aboriginality <input checked="" type="checkbox"/> Address Details <input type="checkbox"/> Contact Number <input type="checkbox"/> Country of Birth <input type="checkbox"/> Email Address	<input checked="" type="checkbox"/> Individual's Medicare Number <input type="checkbox"/> Mobile Number <input type="checkbox"/> Multiple Birth Indicator <input type="checkbox"/> Returned Mail
<b>Overdue details</b> <span style="float: right;">1/1 selected ^</span> <input checked="" type="checkbox"/> Due/Overdue Details	
<b>Vaccine details</b> <span style="float: right;">1/1 selected ^</span> <input checked="" type="checkbox"/> Vaccine Details	
<b>Exemptions</b> <span style="float: right;">0/2 selected ^</span> <input type="checkbox"/> Select all <input type="checkbox"/> Medical Contraindication <input type="checkbox"/> Natural Immunity	

Request Report Back

- **Name of Report** - Give a name for the report, e.g. "Monthly Overdue report".
- **Frequency of Report** - How often you would like to receive the report, select 'Monthly'.
- **Report End Date** - If you select the report to be produced monthly or quarterly, you are required to give an end date, e.g. 12 months from today's date. Note: you will have to then request this report again in 12 months' time.
- **Output of Report** – Select 'Comma Separated (single file)'
- **PIP Practice ID** – Enter your Practice Incentive Payment (PIP) Number.
- **MBS Service Period** – Includes patients seen for any MBS service at your practice. Select '24 months' as these would be considered your 'active patients'.
- **Immunisation Status** – Select 'Not Fully Immunised'.
- **Due/Overdue by Disease** – Select 'All Diseases'.
- **Age Breakdown** – Select 'By Age' and From Birth to 5 years
- **Include individuals where** – it is recommended not to select any of these. Individuals of these conditions don't need to be included as these patients are not priority in being followed up for overdue immunisations.
- **Output Settings** – select as per the image
- Click '**Request Report**' to complete the request.

**Australian Immunisation Register**

Main Menu	Reports
Claims	Request <span style="margin-left: 20px;">Modify</span> <span style="margin-left: 20px;">View</span>
Identify Individual	Receipt page
Payment	<span style="color: green; font-weight: bold;">Success!</span> <small>AIR010A - Due/Overdue Report - by Immunisation Practice report request has been received successfully.</small>

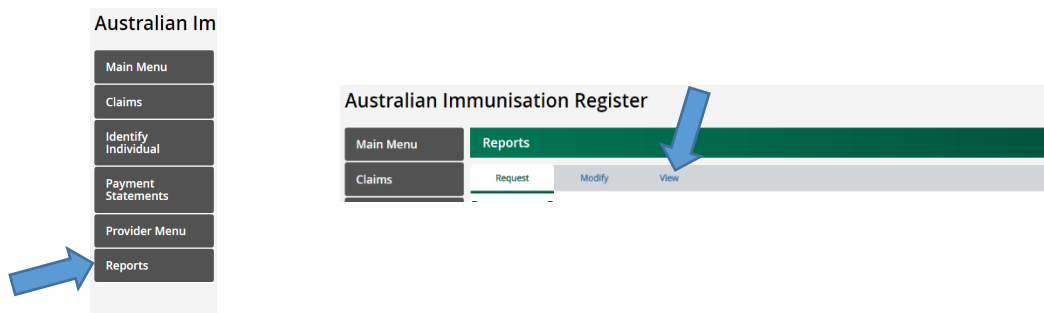


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## View and Save your 10A Report

1. To view the report, logon to AIR, go to 'Reports Menu' click on the 'View Reports' tab.
  - a. Select your report and click the down arrow on the right to download the report.



2. **Download the file(s)** - The file will be in CSV format. You can open and save this to excel format to work effectively on it.
  - a. Once the report is downloaded, click "open" to see a BP#### file and a SF#### file in a new zip file window.

**BP file:** An explanatory document of the report;

**SF file: this contains all the information about the overdue children including**

- Details of overdue diseases of the immunisation overdue individuals;
- Details of immunisation history (vaccines they have already received) of these individuals who are marked as 'overdue' for one or more vaccines
- Personal details of individuals (MC number, DOB, contact details etc)
- Natural immunity of individuals (if recorded)

3. **Open and Save As** - Open the **SF file** and select '**File**' > '**Save As**' and save in a folder on your pc. We Suggest creating a new folder in your 'Documents' folder titled 'AIR Overdue Lists'.
  - a. Rename the file:
    - i. **File name:** the current year, month
    - ii. **Save as type:** select Excel Workbook(\*.xlsx) e.g. "2017January.xlsx"

### Remember:

After the initial report is generated the first time, the monthly report will then automatically be generated for you by AIR on the first of each month. The account that requested the report (e.g. the individual's AIR login) will need to access and download this report each month.

**Refer to the 'How to Analyse your 10A Report Instructions' document to learn how to analyse your report.**