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INFORMATION SHEET

Note: If you requested your report to be produced Monthly – AIR will generate your report and have it ready to download on the 1st day of each month.

How to analyse AIR Due/Overdue 10A Report

The 10A report identifies patients due/overdue for immunisation, for all providers linked to the one PIP practice. Practices can use this report to identify and recall patients due/overdue for immunisation or identify transmission errors and missing information from AIR.

Analyze the 10A Report

1. Open your newly saved excel version of your 10A report
2. Click in the top left corner of the worksheet to highlight the entire worksheet. Hover the mouse/cursor over the join of two columns until you see the cursor change to a double arrow and then double click. This will expand all columns to fit the content within them.

3. Add filters:
   a. Click in the top left corner of the worksheet to highlight the entire worksheet
   b. Click on the ‘Data’ Tab and click on ‘Filter’
   c. Filters allow you to sort and analyse the data in your report.

Step 1: Identify ‘Error Pend’ records

Error pend records are vaccination records that have been submitted to AIR for the child but have some sort of error with the data. The most common error is a dose number error. You can sort the entire report to show only those records with a ‘Pend’ status and amend them.

1. Locate the column titled ‘EPS STATUS’ (usually column V)
2. Filter this column to show only ‘☑ P’ Status records. P indicates a Pend record.
3. Now filter the RSN (Reason) column next to it to only show ‘102’, ‘103’ and ‘109’ reasons. These are the reasons relating to dose number error.

The most common dose number errors are listed below:

<table>
<thead>
<tr>
<th>Vaccination</th>
<th>Error Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Act-HIB (18-month-old)</td>
<td>Incorrectly listed as dose 1 instead of Dose 4</td>
</tr>
<tr>
<td>PRIORIX TETRA or PROQUAD (18-month-old)</td>
<td>Incorrectly listed as dose 1 instead of dose 2</td>
</tr>
<tr>
<td>QUADRACEL or INFANRIX-IPV (4-year-old)</td>
<td>Incorrectly listed as dose 1 instead of Dose 5</td>
</tr>
<tr>
<td>NIMENRIX (if given to a child who had already received MENITORIX on the old schedule)</td>
<td>Incorrectly listed as dose 1 instead of Dose 2 (as the dose relates to the MEN C antigen and it would be the second time the child has received this antigen)</td>
</tr>
</tbody>
</table>
How can we amend these errors once identified?
Errors need to be corrected either by logging into AIR directly and attempting to correct yourself or contacting AIR with the details of the error and the correct information. Practices must also correct the error in their own patient files also to prevent an error at the next vaccination visit.

See our resource How to identify and amend dose number errors in AIR for instructions on how to amend errors relating to dose numbers in AIR.

Step 2: Identify patients overdue for scheduled vaccinations
Note: AIR classifies a child as overdue if they are one month past the due date.

Remove any current filters on your spreadsheet (e.g. ‘error pend filter sort’) so you can see all records in the report again.

The single file format of this report will also include details of vaccines the patient has already received. These may be useful to reference if it is a complicated case but for ease of report use, it is suggested you de-select these history records so that you see only those patients who have NOT received a required vaccine yet. The ‘Due Date’ column will be blank when a vaccine has already been administered.

The 10A report also includes all vaccines that are due in the future (not yet past due) so you will see records with a due date past today’s date. You don’t need these in your report either. To filter out the ‘Blank’ due dates and future due dates – follow these steps:

1. In the ‘Date Due’ column, click on the filter arrow at the top of the column
2. Untick any dates that are past today’s date, also untick the ‘Blanks’ (shown at the bottom of the date list)
3. Now you will be left with a report of only those children who are overdue and what they are overdue for.
4. Sort your filtered ‘Date Due’ column to ‘Sort by Newest to Oldest’. Your overdue list is now sorted by the most recently overdue at your practice

Identify overdue or amend data transmission errors

1. Work through your list, comparing with your practice software patient information.
2. If patient has had the immunisation/s they are listed as overdue for, notify AIR via regular means. You can also update the records directly on AIR with your online access.
3. If patient has not had the immunisation/s they are listed as overdue for, use recall/reminder system and contact the patient.

Common reasons why the vaccination record may have not originally transferred successfully from your practice software to AIR

- The dose number was incorrect
- The patient’s address details in your software did not match that in AIR (patient needs update address with the practice or update address in Medicare if it has changed – this will then transfer to AIR)
Setting up an email notification for your AIR report

When requesting reports, you can select to receive an email notification when the report is produced. This is a helpful reminder when receiving regular reports (i.e. monthly or quarterly). Follow the steps below to request email notifications and also check the email address is correct.

1. **Request email notification**

   The GP can request an email notification be sent whenever the report is ready to view. This is useful for practices who have set up to have a report generated monthly. The email will remind you to go and access your report from AIR. Email notifications are set up within the Provider Menu in AIR.

2. **Check the email address of the email notifications**

   ![AIR Main Menu]

   ![Provider Menu]

   ![Email notification]

   **Further support:**
   If you are having difficulty with AIR online access or these reports, please call the AIR online helpdesk on 1300 650 039.