

# 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.

A screenshot of the PRODA website interface. At the top, there is a navigation bar with the Australian Government Services Australia logo on the left, the text 'PRODA Provider Digital Access' in the center, and a menu on the right with 'Profile' highlighted in a blue box, followed by 'Services | Organisations | Logout'. Below the navigation bar is a 'Privacy Notice' box with the text: 'By linking to any of the online services below, you agree that your personal and / or your organisation's information (including your organisations' personnel details) may be shared with the relevant department or agency to determine appropriate access to their online system.' Below the privacy notice is the heading 'My linked services' and a card for 'Health Professional Online Services' with two buttons: 'Go to service' and 'Link identifiers'.

# Delegation requests

## Delegates can:

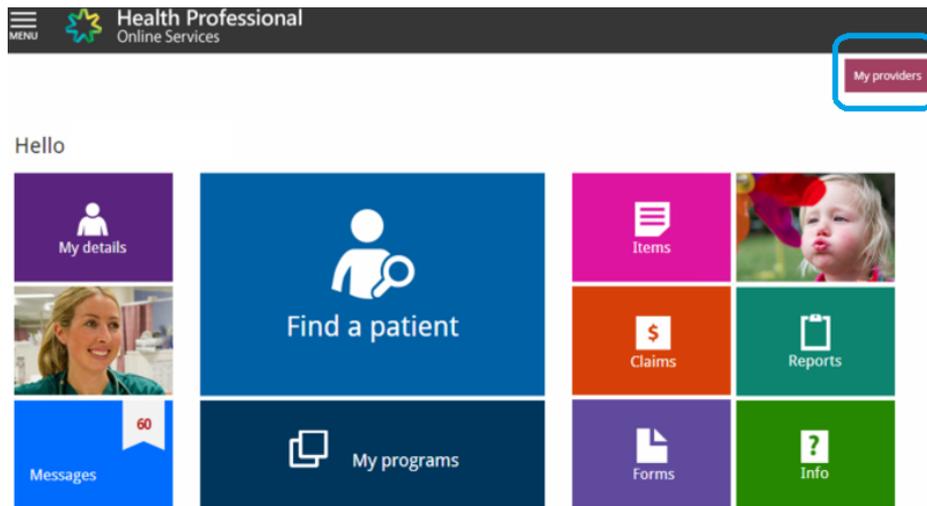
1. submit request to a Provider for delegation access

## 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. Note: select **My Programs** to access AIR.
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.

To act on behalf of a provider within HPOS, click 'Select' against the record.

To request new delegation, click 'Request delegation' button below.

RA Number	First name	Last name	Delegation end date	Status	Action
<input type="text"/>	<input type="button" value="Clear"/>				
					<input type="button" value="Select"/> <input type="button" value="Edit"/>

## My delegation requests

Displayed below are your requests for delegation access. Approved requests will be displayed in the My providers table above.

A provider can change the delegation end date requested.

Requests expire in 14 days from the date the request was made. Expired requests will be removed from the table view below.

RA Number	First name	Last name	Delegation end date	Request status	Action
<input type="text"/>	<input type="button" value="Clear"/>				
				<input type="text" value="Pending Approval"/>	<input type="button" value="Remove"/>

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

## Request new delegation

*Request delegation access for the provider displayed below.*

*The delegation end date can be changed for a period of up to 12 months.*

RA Number	First name	Last name	Delegation end date
			<input type="text"/> * 

Functions *	Deselect all
<b>Provider</b>	
Find a patient	<input checked="" type="checkbox"/>
My programs	<input checked="" type="checkbox"/>
<b>Messages</b>	
My mailbox	<input type="checkbox"/>
Statements and Subscriptions	<input type="checkbox"/>
<b>Forms</b>	
Secure Form Upload (For access, please select 'My mailbox' under Messages)	<input type="checkbox"/>
Online Forms (For access, please select 'My mailbox' under Messages and 'Find a patient' under Provider)	<input type="checkbox"/>
<b>My details</b>	
Provider personal details	<input type="checkbox"/>
My provider number details	<input type="checkbox"/>
Create new location	<input type="checkbox"/>

### Other functions include:

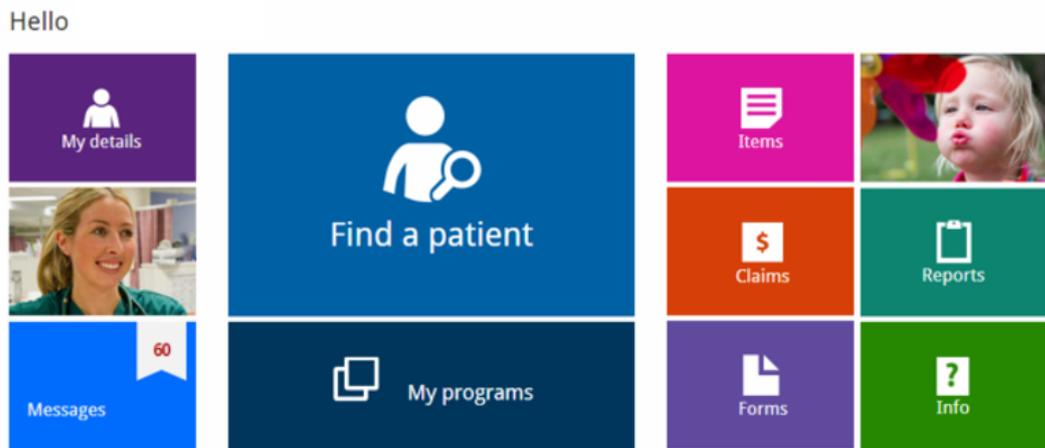
1. **HPOS functions:** mailbox, statements and subscriptions, Secure Form Upload, Online Forms, find a patient and patient profile, multiple details request.
2. **Services:** Australian Immunisation Register (if eligible), Online PBS Authorities system applications, Medicare Bulk Bill claim, Medicare Patient Claim, DVA claim, MBS items online checker.
3. **Information (if eligible):** Department of Veterans' Affairs Patient Treatment reports, Prescription Shopping Patient Summary reports, Therapeutic Goods Administration (TGA) Recall and Hazard Alerts, DVA Webclaim reports, Medicare Bulk Bill reports, provider personal details (excluding banking details), provider number details (including creating a new provider location), track and scale.

# Accessing the AIR as a Delegate

Delegates must select the provider they intend to act on behalf of when accessing the AIR or performing [other functions](#) in HPOS.

## Delegates: How to act on behalf of selected provider

1. Log into PRODA > go to HPOS.
2. Select **My providers** from the HPOS home page.
3. From the My providers table select, Select in the **Action** column.
4. You will then be acting on behalf of the provider in HPOS.
5. To stop acting, select Stop acting button on the right hand side of the header.
6. Delegates can act on behalf of Providers for **12 months**, unless otherwise specified



Home > My providers

## My providers

To act on behalf of a provider within HPOS, click 'Select' against the record.

To request new delegation, click 'Request delegation' button below.

RA Number	First name	Last name	Delegation end date	Status	Action
					Clear
				Active	Select Edit

Request delegation

## My delegation requests

Displayed below are your requests for delegation access. Approved requests will be displayed in the My providers table above.

A provider can change the delegation end date requested.

Requests expire in 14 days from the date the request was made. Expired requests will be removed from the table view below.

RA Number	First name	Last name	Delegation end date	Request status	Action
					Clear

No records found.