PRODA Australian Immunisation Register (AIR) Transition

You only need to set up your organisation's access to the Australian Immunisation Register (AIR) once. Then you'll be able to use PRODA to manage who can access the AIR on behalf of your organisation. Complete the following steps to setup access to the AIR.

1. Apply to become a vaccination provider.

If your organisation does not already have an AIR provider number, you'll first need to apply to become a vaccination provider.

To do this, complete the Australian Immunisation Register - Application to register as a vaccination provider form. Follow the instructions on the form to submit your application.

If your organisation has multiple locations, you'll need an AIR provider number for each site that provides vaccination services. You will need to submit a separate application for each location.

2. Setup the pharmacy as a 'PRODA Organisation'.

When you have your organisation's AIR provider number you can register for an organisation PRODA account.

Only one person in the organisation needs to do this. They need to be an authorised contact on the Australian Business Register. They will also need their own individual PRODA account.

If your organisation has multiple locations, you can register them as sub organisations in PRODA. You can only register organisations as sub organisations if they have the same ABN.

3. Link your organisation PRODA account to the AIR.

Once your organisations application to become a vaccination provider location has been approved, you will be provided with:

- an AIR provider number (for the organisation only)
- an AIR linking code

You'll need to enter these numbers when adding AIR to your organisation PRODA account.

If your organisation was registered with the AIR before 17 January 2020, use your AIR site authentication filename for the AIR linking code.

When you add the AIR to your organisation PRODA account, you'll also need to answer some questions to verify your relationship.

Make sure you have the organisation details that are registered with the AIR available so you can verify your organisation relationship. You need to answer the questions correctly to successfully link to the AIR. Refer to help verify your relationship if you get a notification that the system can't do this.

4. Add members to your organisation PRODA account.

Add your vaccinating pharmacists as members to your organisation in PRODA.
Each vaccinating pharmacist needs their own individual PRODA account and to give you their RA number so you can add them.

You'll need to delegate Health Professional Online Services (HPOS) as an attribute when setting up member access. Once added and HPOS has been delegated, members will be able to access the AIR on behalf of your organisation.

5. How to navigate to AIR once setup.

Once the above steps have been completed, you and the vaccinating pharmacists listed as members, can view the AIR by:
1. logon to your own PRODA individual account
2. under 'My Linked Services' the' Health Professional Online Services (HPOS)' tile will display
3. select 'Go to Service' on the tile to access HPOS
4. select the name of the organisation or sub-organisation
5. in HPOS, select 'My programs'
6. select the 'Australian Immunisation Register (AIR) tile'

Where to get more information?
All queries regarding PRODA access requirements for individual pharmacists to access the AIR should be directed to the AIR on 1800 653 809. All other enquiries and support requests are asked to be sent to support@countrysaphn.com.au.