

# Australian Childhood Immunisation Register

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## Guide to Identify Child and Record Encounter



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# Contents

<b>Identifying a child</b>	<b>1</b>
Search criteria -----	2
Search return -----	2
Expand / Collapse -----	3
Details shown for providers with access to Record Encounter-----	4
Details shown for providers without access to Record Encounter-----	5
Section information-----	6
Child Details-----	6
Due Details -----	6
Immunisation History-----	6
<b>Recording an encounter</b>	<b>7</b>
Child Details -----	7
Address-----	7
Aboriginal / Torres Strait Islander indicator-----	7
Encounter details -----	8
Who performed this immunisation encounter? -----	8
Recommended age-----	9
Date of service-----	9
Vaccine details -----	9
Hepatitis B birth dose -----	10
Submitting the encounter(s)-----	11
Claim ID -----	11
Encounter processing details -----	11
Error messages -----	12
<b>Hardware and software requirements</b>	<b>13</b>
Enable JavaScripting -----	13
<b>Contacts</b>	<b>14</b>

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# Identifying a child


After logging on to the ACIR secure site, select **Identify Child** from the Main Menu.

## Main Menu

This menu provides access to the following:

- [Reports Menu](#) lists the reports available for you to produce. This includes a variety of statistical and detailed reports.
- [Claims Menu](#) allows you to display details of claims submitted to the Immunisation Register and your current Statement of Payment.
- [Identify Child](#) allows you to display the immunisation history for a child.
- [Provider Menu](#) allows you to amend your Internet contact details.

Once **Identify Child** has been selected, the following **Child Search** fields will be displayed:

Child Search	
<b>Medicare Number</b>	<input type="text"/> <input type="checkbox"/> (Enter the full Medicare number in the first box and the child's reference number in the second box)
<b>Surname</b>	<input type="text"/>
<b>Date of Birth</b>	<input type="text" value="DD. MM. YYYY"/> 
<b>Info Prov Child Id</b>	<input type="text"/>
<b>First Name</b>	<input type="text"/>
<b>Postcode</b>	<input type="text"/>
<input type="button" value="Identify Child"/> <input type="button" value="Clear"/>	

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## Search criteria

Where possible, the child's Medicare card number and reference number should be used to search for a child, as this is a unique identifier.

<b>Medicare Number</b>	<input type="text"/>	<input type="text"/>	(Enter the full Medicare number in the first box and the child's reference number in the second box)
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**Note:** there is an automatic tab from the Medicare number field to the child's reference number field.

If the child's Medicare number and reference number are not known, enter as a minimum the child's surname, first name and date of birth.

<b>Surname</b>	<input type="text"/>	<b>First Name</b>	<input type="text"/>
<b>Date of Birth</b>	<input type="text" value="DD.MM.YYYY"/>	<b>Postcode</b>	<input type="text"/>

## Search return

When a unique match cannot be made, the following message will be displayed:

<p><b>Any messages relating to the identification process will appear below</b></p> <p>Please check keying, correct any details, or include extra details and press the Identify Child button to perform a new search, or record an encounter by pressing the Record Encounter(s) button.</p>
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**Note:** The **Clear** button  clears all the data entered on the page so that a new search can be performed.

If the child's correct surname, given name and date of birth have been entered, and a unique match cannot be made, you can still record an encounter by pressing the Record Encounter(s)  button.

**Note:** Refer to page 8 for information about how to record an encounter.

When a unique match **is** found, the Child's Details, Due Details, Immunisation History, and any Natural Immunity and Medical Contraindication information recorded will be displayed.

This information is displayed in two formats:

- If you have access to **Record Encounter**, the details will be shown under the heading 'Record Encounter'. See example on page 5.
- If you do not have access to **Record Encounter**, the details will be shown under the heading 'Immunisation History'. See example on page 6.

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## Expand / Collapse

On the 'Record Encounter' page, the **Child Details** and **Encounter Details** are automatically expanded to show the information recorded under these headings. The **Due Details**, **Immunisation History** and **Natural Immunity (NI) and / Medical Contraindication (MC) Information** sections are collapsed to show only the headings. An example of the Record Encounter page is shown on page 5.

On the 'Immunisation History' page, all sections are automatically expanded. An example of the Immunisation History page is shown on page 6.

To expand or collapse sections, click on **Expand** or **Collapse**.

[Expand](#) / [Collapse](#) all sections

If you want to select a particular section to expand or collapse, click on the arrow next to the section heading.

- ▶ If the arrow is pointing right, the data in this section is collapsed and only the heading is displayed.
- ▼ If the arrow is pointing down, all data in this section is expanded and displayed.

## Details shown for providers with access to Record Encounter

### Record Encounter

Please select the vaccines administered to the child you have identified. You may also record the current address of the child if the address below is incorrect. Once the form has been completed press the Record Encounter(s) button.

[Expand](#) / [Collapse](#) all sections

Child Details			
<b>Medicare Number</b>	22935568223	<b>Address</b>	33 PENNY LANE
<b>Surname</b>	RIGBY		
<b>First Name</b>	ELEANOR	<b>Suburb/Town</b>	ARANDA
<b>Date of Birth</b>	15.03.2004	<b>Postcode</b>	2614
<b>Aboriginal/Torres Strait Islander</b>	<input type="radio"/> Yes <input type="radio"/> No		
<a href="#">View Due Details</a> <a href="#">View Immunisation History</a> <a href="#">A Natural Immunity / Medical Contraindication is recorded</a>			

Encounter Details					
Who performed this immunisation encounter? ...					
Recommended Age:					
<input type="checkbox"/> 2 Months	<input type="checkbox"/> 4 Months	<input type="checkbox"/> 6 Months	<input type="checkbox"/> 12 Months	<input type="checkbox"/> 4 Years	<input type="checkbox"/> Other
Date of Service	<input type="text" value="25.01.2005"/>				
Vaccine	<input type="text" value="..."/>	<input type="text" value="..."/>	<input type="text" value="..."/>		
<b>Note:</b> You may complete multiple encounters prior to submitting.					
Has this child received the birth dose of Hepatitis B vaccine? <input type="radio"/> Yes <input type="radio"/> No					
<input type="button" value="Record Encounter(s)"/>		<input type="button" value="New Search"/>		<input type="button" value="Clear"/>	

### Immunisation History

Displayed below are the child's next due dates, full immunisation history and any Natural Immunity and Medical Contraindication information recorded. If you require details about another child you may use the New Search button within the Encounter Details section.

[Expand](#) / [Collapse](#) all sections

▶ <b>Due Details</b>
▶ <b>Immunisation History</b>
▶ <b>Natural Immunity (NI) and / Medical Contraindication (MC) Information</b>

## Details shown for providers without access to Record Encounter

### Immunisation History

Displayed below are the child's details, next due dates, full immunisation history and any Natural Immunity and Medical Contraindication information recorded. If you require details about another child you may use the New Search button.

[Expand](#) / [Collapse](#) all sections

Child Details			
<b>Medicare Number</b>	22935568223	<b>Address</b>	33 PENNY LANE
<b>Surname</b>	RIGBY	<b>Suburb/Town</b>	ARANDA
<b>First Name</b>	ELEANOR	<b>Postcode</b>	2614
<b>Date of Birth</b>	15.03.2004		

[A Natural Immunity / Medical Contraindication is recorded](#)

Due Details		
Disease	Dose	Due Date
Diphtheria	3	20.09.2004
Pertussis	3	20.09.2004
Poliomyelitis	3	20.09.2004
Tetanus	3	20.09.2004
HIB Schedule B	3	15.03.2005
Measles	1	15.03.2005
Meningococcal C	1	15.03.2005
Mumps	1	15.03.2005
Rubella	1	15.03.2005

Immunisation History					
Date	Vaccine/Brand	Dose	Status	Reason Code	Immunising Provider Type
17/05/2004	<a href="#">Infanrix-HepB</a>	1	A		Medicare General Practitioner
17/05/2004	<a href="#">Polio Sabin</a>	1	A		Medicare General Practitioner
17/05/2004	<a href="#">PedvaxHIB</a>	1	A		Medicare General Practitioner
20/07/2004	<a href="#">Comvax</a>	2	A		Aboriginal Health Service
20/07/2004	<a href="#">IPOL</a>	2	R	103	History
20/07/2004	<a href="#">Polio Sabin</a>	2	A		Aboriginal Health Service
20/07/2004	<a href="#">Tripacel</a>	2	A		Aboriginal Health Service

#### STATUS

A - Accepted

#### Reason Code

103 - SAME ANTIGEN/DOSE HAS PREVIOUSLY BEEN REPORTED BY A DIFFERENT PROVIDER

Natural Immunity (NI) and / Medical Contraindication (MC) Information			
Code	Vaccine/Disease	Start/Notification Date	End Date
MC	Engerix-B	27.07.2004	

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## Section information

The following details will be returned when the **Identify Child** search is successful.

### Child Details

- Medicare Number
- Surname
- First Name
- Date of Birth
- Address, Suburb/Town, Postcode

**Note:** the Medicare Number will only be displayed if it was entered as a search criteria in the **Child Search** screen. The address displayed will be the most recent address recorded for the child on the ACIR.

### Due Details

- Disease
- Dose
- Due Date

This section lists the next required dose of each antigen according to the immunisation schedule for the child's date of birth. The antigens are listed in date order (earliest due date first), then in alphabetical order.

**Note:** recommended antigens for a 'catch-up' schedule will not be displayed. A catch-up schedule may be required where a child has missed out on previously scheduled vaccines, or where the scheduled vaccines have changed.

### Immunisation History

- Date: the date the vaccination was given
- Vaccine/Brand: click on the vaccine name to display the antigens
- Dose: e.g. dose 1 is the first dose of each antigen given
- Status: the status of the episode/encounter
- Reason Code: the reason code(s) associated with the status
- Immunising Provider Type: e.g. Medicare General Practitioner

The possible status codes are:

- A Accepted
- C Requires clarification by provider
- P Partially processed
- R Rejected
- Y Has been clarified by provider

Where the status code is C, P, R or Y, a **Reason Code** will be displayed. An explanation of this code will be shown in a box below the Immunisation History. If there is more than one status and/or reason code, click on the arrow to display the other explanations.

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## Recording an encounter

Once the **Identify Child** process has been completed, you can send information to the ACIR about the child you have identified. To do this, you must have access to **Record Encounter** (see example on page 5).

### Child Details

Child Details	
<b>Medicare Number</b>	22935568223
<b>Surname</b>	RIGBY
<b>First Name</b>	ELEANOR
<b>Date of Birth</b>	15.03.2004
<b>Aboriginal/Torres Strait Islander</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>Address</b>	33 PENNY LANE
<b>Suburb/Town</b>	ARANDA
<b>Postcode</b>	2614

[View Due Details](#)   [View Immunisation History](#)   [A Natural Immunity / Medical Contraindication is recorded](#)

### Address

The address displayed should be checked against the information held by your practice/clinic. If the address details are incorrect, you can record the correct address in the **Address** fields.

If ACIR has an incomplete address, or you have indicated that you do not have parental/guardian consent to access the child's information, you will need to complete the address details before the encounter can be processed. An alert will appear under the **Address** fields asking you to "Please confirm the child's address".

### Aboriginal / Torres Strait Islander indicator

Parental/guardian consent must be obtained before you complete the Aboriginal/Torres Strait Islander details. Leave the radio buttons blank if you have not been given consent by the child's parent/guardian to include this information.

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## Encounter details

**Encounter Details**

Who performed this immunisation encounter? ...

Recommended Age:

2 Months | 4 Months | 6 Months | 12 Months | 4 Years | Other

Date of Service: 20.01.2005

Vaccine: ...

...


...

**Note:** You may complete multiple encounters prior to submitting.

Has this child received the birth dose of Hepatitis B vaccine?  Yes  No

Record Encounter(s) | New Search | Clear

### Who performed this immunisation encounter?

Click on the arrow  and select the appropriate option to indicate who performed the immunisation encounter.

...

I performed this encounter

Another provider performed this encounter in Australia

This encounter was performed overseas

- ***“I performed this encounter”***  
Use this option to send details of vaccinations that you have given. This data could also be completed manually on an Immunisation Encounter form (IMMU-2).

If you are a GP with more than one practice location, an additional question will ask you to select the practice location where you gave this service.

Who performed this immunisation encounter? I performed this encounter

Please select the practice location of this service ...

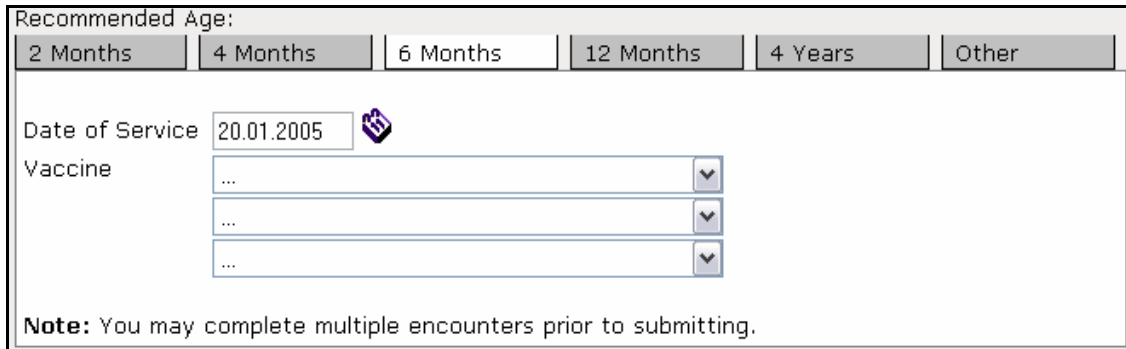
- ***“Another provider performed this encounter in Australia” or “This encounter was performed overseas”***  
These options allow you to send a child’s immunisation details, even though you did not give the vaccination. This data could also be completed manually on an Immunisation History form (IMMU-13).

Immunisation history data helps the ACIR to accurately calculate the immunisation coverage levels for practices receiving the GPII Outcomes Payment. It also assists parents with their eligibility to claim the Australian Government’s **Child Care Benefit** and **Maternity Immunisation Allowance** family assistance payments.

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## Recommended age

The encounter details appear in 'tabs' according to the recommended immunisation age.



Recommended Age:

2 Months | 4 Months | 6 Months | 12 Months | 4 Years | Other

Date of Service: 20.01.2005 

Vaccine: ...


Vaccine: ...

Vaccine: ...


**Note:** You may complete multiple encounters prior to submitting.

The tabs will be highlighted according to the age of the child and the vaccine details (if any) already recorded on the ACIR. E.g. as all the required antigens for the 2 and 4 months schedules are recorded on the ACIR, the **6 Months** tab is automatically highlighted and displayed.

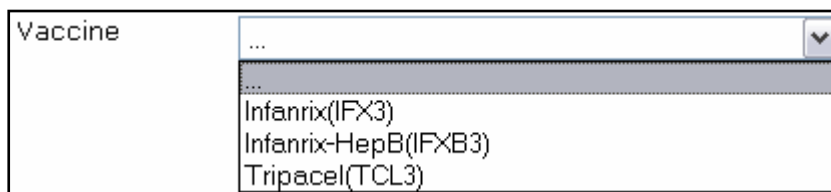
## Date of service

The **Date of Service** field defaults to the current date. If the immunisation service date is different to the current date, either overkey with the correct date details or click on the calendar function  next to the **Date of Service** field to select the correct date from an electronic calendar.

## Vaccine details

To enter the vaccine information, click on the arrow  and select the appropriate vaccine brand name from the list of vaccines licensed for use in Australia. The vaccines are listed by vaccine type and brand name.

e.g.




Vaccine: ...

...

Infanrix(IFX3)

Infanrix-HepB(IFXB3)


Tripacel(TCL3)

If a vaccine has been given that is not listed in the drop down box (e.g. Influenza), click on the **Other** tab. Click on the arrow  in the first box and select the required vaccine.

**Note:** Correct brand reporting is essential. Only select the 'Generic' vaccine names when reporting "Another provider performed this encounter in Australia" or "This encounter was performed overseas" and the vaccine brand name is not known.

Vaccines listed in the **Other** tab are:

...	H-B-VAX II(HBVP)
ActHIB(PRPT)	Havrix Junior(HAJV)
Avaxim(AVAXM)	Infanrix-Hexa(IFHX)
BCG(BCG)	Infanrix-IPV(IFIP)
CDT(CDT)	Infanrix-Penta(IFPA)
Engerix B(ENGP)	JE-VAX(JEVAX)
Fluarix(FLRIX)	Mencevax ACWY(MENVAX)
Fluvax(FLUVAX)	Meningitec(MENTEC)
Fluvirin(FLVRN)	Menjugate(MENJUG)
Generic Diphtheria(GNDIP)	Menomune(MENUME)
Generic DTPa(DTPA)	MMRii(MMRCSL)
Generic Hepatitis A(GNHPA)	NeisVac-C(NEISVC)
Generic Hepatitis B(GNHEP)	Pediacel(PDCL)
Generic HIB(GNHIB)	PedvaxHIB(PRPOMP)
Generic Influenza(GNFLU)	Pneumovax 23(PNEUMO)
Generic Japanese Encephalitis(GNJEN)	Poliacel(PLCL)
Generic Measles(GNMEA)	Prevenar(PRVNR)
Generic Meningococcal C(GNMEN)	Priorix(MMRSKB)
Generic Mumps(GNMUM)	ProHIBit(PRPD)
Generic MMR(MMR)	Quadracel(QDCL)
Generic Pertussis(P)	Triple Antigen(DTP)
Generic Pneumococcal(GNPNE)	Twinrix Junior(HATWVNJ)
Generic Poliomyelitis(GNPOL)	Vaqa Paed Adol(HAVAQ)
Generic Rubella(GNRUB)	Varilrix(VLRX)
Generic Tetanus(GNTET)	Varivax(VRVAX)
Generic Varicella-Zoster(GNVAR)	Vaxigrip(VAXGRP)

Once you have selected the vaccine, a **Dose** field will appear. Click on the arrow  and select the relevant dose number for the vaccine.

Date of Service	<input type="text" value="28.01.2005"/>		Dose	<input type="text" value="..."/>
Vaccine	<input type="text" value="Fluvax(FLUVAX)"/>			<input type="text" value="..."/>


### Hepatitis B birth dose


Complete the Hepatitis B birth dose section if you are immunising the child for the first time and have sighted a record showing that the child has received this vaccine. Leave this section blank if you have not confirmed that the vaccination has been given.

Has this child received the birth dose of Hepatitis B vaccine?	<input type="radio"/> Yes	<input type="radio"/> No
--	---------------------------	--------------------------

**Note:** If the child's Hepatitis B birth dose has been previously notified to the ACIR, this question will not be displayed.


When the **Yes** button is selected, a date of service box will appear.

Hepatitis B date of service	<input type="text" value="DD.MM.CCYY"/>	
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Enter the date of service in the box, either by overkeying with the correct date details or clicking on the calendar function  next to the **Date of Service** field to select the correct date from an electronic calendar.

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## Submitting the encounter(s)

Once all the encounter details for the child have been entered, click on the **Record Encounter(s)** button. 

**Note:** You may complete multiple encounters prior to submitting the data.

Any messages relating to submitting the encounter will appear in a message box below the **Record Encounter(s)** button.

### Claim ID

When the encounter details have been entered and are successfully received by the ACIR, the message displayed will contain a claim ID reference (e.g. W050128!). The 'W' and '!' are part of the claim ID and indicate that the encounter was transmitted via **Record Encounter**.

**Any messages relating to recording an encounter will appear below**

The encounter details entered have been received successfully and the claim ID is W050128!.

Details of this claim are available for viewing below or by using the Claims Summary facility. To record another encounter for the same child, please add the new details and select the Record Encounter(s) button. However, you may also search for another child by selecting the New Search button.

Please take note of the claim ID for reconciling data with your monthly ACIR Statement of Payment.

**Note:** Encounters recorded as '*Another provider performed this encounter in Australia*' and/or '*This encounter was performed overseas*' will not be shown on the monthly ACIR Statement of Payment.

### Encounter processing details

Details about the submitted encounter(s) will be displayed below the message containing the claim ID.

e.g.

Current Encounter Processing Details			
Encounter 1			
Service Date	Vaccine/Brand	Dose	Who performed this immunisation encounter
24/01/2005	Prevenar	1	I performed this encounter

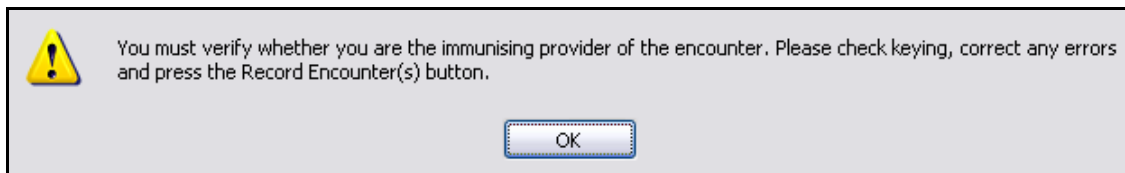
**Note:** Encounter details can take up to 24 hours to be displayed on the child's history.

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## Error messages

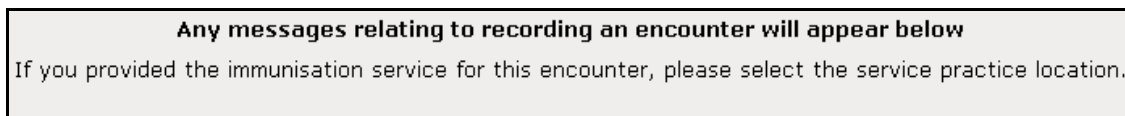
If there are any errors in the data you have submitted, error messages will be returned. Follow the instructions contained in the message to complete the **Record Encounter** process.

*Example 1* - If you have not indicated '**Who performed the immunisation encounter**' the following message will appear:



Return to this question and select one of the options from the drop down menu.

*Example 2* - If you are a GP with more than one practice location, and have not selected the practice location where the service was given, the following message will appear:



Return to this question and select the relevant service practice location.

If you believe you have made an error in the data that you have submitted (e.g. incorrect vaccine brand or dose number), please contact the ACIR general enquiries line on 1800 653 809.

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## Hardware and software requirements

Computer	A PC with a Pentium II processor or better
Operating system	Windows 98, NT, 2000, ME or XP operating systems
Memory	Minimum 64 Mb RAM (128 recommended)
Browser software	Internet Explorer 5.5 or higher
Modem	A modem to connect to the internet (56 kbps minimum)
Internet access	A connection to an Internet Service Provider (ISP)
Screen resolution	Minimum screen resolution is 800 by 600 pixels (1024 by 768 recommended)
Decompression software	PC based decompression utility
JavaScript enabled	A scripting language that adds interactive functions to HTML pages.

### Enable JavaScripting

The Record Encounter page uses JavaScripting. This enables a level of interactivity to the page, including the display of the Recommended Age 'tabs'. If your Record Encounter page does not display as per the example on page 5, you may need to turn on JavaScripting within your internet browser.

1. Open your internet browser.
2. Go to the Tools menu.
3. Select Internet Options.
  - In the Internet Options window, select the Security tab.
  - Under the Security Tab, select the Internet Web content zone.
  - Click on the Custom level button to open the Secure Settings window.
    - In the Security Setting window, scroll down until you see the section called Scripting.
    - Under Scripting, there is a category called Active Scripting. Select the Enable option, then click on OK.
4. The Security setting window will close.
5. Click OK to close the Internet Options window.

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## Contacts

<b>ACIR general enquiries:</b>	1800 653 809
<b>ACIR internet help desk:</b>	1300 650 039*
<b>ACIR internet address:</b>	<a href="http://www.medicareaustralia.gov.au">www.medicareaustralia.gov.au</a>
<b>ACIR email address:</b>	<a href="mailto:acir@medicareaustralia.gov.au">acir@medicareaustralia.gov.au</a>
<b>ACIR fax number:</b>	(08) 9214 8163
<b>ACIR mailing address:</b>	Australian Childhood Immunisation Register Medicare Australia PO Box M933 Perth WA 6843
<b>GPII general enquiries:</b>	1800 246 101
<b>Feedback reporting facility email:</b>	<a href="mailto:provider.feedback@medicareaustralia.gov.au">provider.feedback@medicareaustralia.gov.au</a>

Helpdesk operators are on hand to assist you with general enquiries and to provide support with accessing the ACIR or feedback reporting facility sites. Please email [acir@medicareaustralia.gov.au](mailto:acir@medicareaustralia.gov.au) with ACIR enquiries, and [provider.feedback@medicareaustralia.gov.au](mailto:provider.feedback@medicareaustralia.gov.au) with feedback reporting enquiries, or telephone the ACIR internet help desk on **1300 650 039\***.

\*Local call rates. Normal mobile and public phone charges apply.