

Australian Childhood Immunisation Register

Information Kit



Table of contents

CHAPTER 1

About the Australian Childhood Immunisation Register (ACIR)

CHAPTER 2

Family Assistance Payments and the ACIR

CHAPTER 3

Sending information to the ACIR

CHAPTER 4

ACIR internet site and release of information

CHAPTER 5

Provider payments and statements

CHAPTER 1

About the Australian Childhood Immunisation Register (ACIR)

Background and administration	2
The National Immunisation Program and the Australian Standard Vaccination Schedule	2
Vaccination schedule	3
Child registration	4
Immunisation initiatives	4
ACIR information payment	4
Information available from the ACIR	5
Immunisation history statements for parents	5

Background and administration

The ACIR is a national database that provides comprehensive information on the immunisation status of all children under seven years of age, living in Australia.

The ACIR is administered by Medicare Australia. It was established on 1 January 1996 as part of a national strategy to increase age-appropriate childhood immunisation rates in Australia and to improve the level of immunisation service delivery.

It was developed in response to a decline in childhood immunisation in Australia and an increase in preventable childhood diseases.

The vaccines recorded on the ACIR include those vaccines that are included on the National Immunisation Program (NIP), as well as other childhood vaccines registered for use in Australia.

The ACIR is also able to record details of vaccinations administered overseas (where the immunisation services are reported by a recognised Australian immunisation provider).

The National Immunisation Program and the Australian Standard Vaccination Schedule

The NIP provides free vaccines to Australians. The NIP is an Australian, state and territory Governments initiative.

The ASVS is a list of vaccines recommended by the National Health and Medical Research Council (NHMRC). Not all vaccines recommended for children on the ASVS may be funded as part of the NIP.

Vaccination schedule

The National Immunisation Program Schedule Valid from 1 November 2005

The National Immunisation Program Schedule November 2005 (0–4 Years)	
Age	Disease immunised against
Birth	Hepatitis B
2 months	Diphtheria, tetanus and pertussis Hepatitis B Hib Polio Pneumococcal (refer to note 1)
4 months	Diphtheria, tetanus and pertussis Hepatitis B Hib Polio Pneumococcal (refer to note 1)
6 months	Diphtheria, tetanus and pertussis Hepatitis B—or at 12 months Hib (refer to note 2) Polio Pneumococcal (refer to note 1)
12 months	Measles, mumps and rubella Hepatitis B—or at 6 months Hib Meningococcal C (refer to note 3)
18 months	Varicella (refer to note 4)
4 years	Diphtheria, tetanus and pertussis Polio Measles, mumps and rubella

Note:

1. Pneumococcal vaccine is funded under the NIP for children born from 1 January 2005.
2. Four doses of Hib vaccine are due at 2, 4, 6 and 12 months of age when 'PRP-T Hib' containing vaccine is used.
3. Meningococcal C vaccine is funded under the NIP for children born from 1 January 2002.
4. Varicella vaccine is funded under the NIP for children born from 1 May 2004.

Child registration

Children under the age of seven who are enrolled in Medicare are automatically included on the ACIR. The information held on the Medicare enrolment database is matched with the ACIR database each night, and any changes to a child's details, such as change of address, are also used to update the ACIR.

Children not enrolled in Medicare can be added to the ACIR when the details of an immunisation are supplied by a provider. This provides a comprehensive base population for a national database on the immunisation status of children throughout Australia.

Immunisation initiatives

Since the ACIR commenced operation on 1 January 1996, a number of initiatives have been introduced to boost childhood immunisation rates in Australia. These include linking immunisation eligibility criteria to the Maternity Immunisation Allowance (MIA), and Child Care Benefit (CCB), the introduction of the General Practice Immunisation Incentives (GPII) scheme and the publication of immunisation coverage rates. The other initiatives that have been put in place are identified and discussed in detail in the document *Immunise Australia—The Seven Point Plan*.

A copy of *Immunise Australia—The Seven Point Plan* is available at www.health.gov.au/pubhlth/strateg/immunis/7point.htm Further immunisation information is available on the Immunise Australia Program Internet site at www.health.gov.au/pubhlth/strateg/immunis/index.htm

ACIR information payment

Immunisation providers receive an information payment for notifying the ACIR of a vaccination which completes one of the individual childhood immunisation schedules—for example, the schedule due at 2 months of age.

The amount is agreed between each state or territory and the Commonwealth, and is up to \$6 for each completed individual schedule.

Information available from the ACIR

The ACIR can provide information about:

- the immunisation status and history of a child (including immunisations given overseas and notified to the ACIR by a recognised Australian immunisation provider)
- areas of low immunisation coverage
- geographical areas at high risk due to large numbers of unimmunised children.

Immunisation history statements for parents

An Immunisation history statement is generated from ACIR data and sent to parents at key immunisation milestones (1, 2 and 5 years). Parents may also obtain additional statements:

- online at www.medicareaustralia.gov.au
- from a Medicare Office
- by calling 1800 653 809.

The statement includes the child's immunisation details and also identifies information not recorded on the ACIR, which could lead to the child's record being assessed as not up-to-date.

If a sentence is included on the statement indicating that the child has received all vaccinations required by five years of age, it can be used by parents to satisfy the immunisation requirements for school enrolment in NSW, ACT and Victoria. This means that providers in these jurisdictions will no longer be required to complete the regulated school entry immunisation certificate.

The Immunisation history statement can also be used as proof of immunisation for Centrelink/Family Assistance Office (FAO) purposes. To assist parents with claiming the Australian Government's family assistance payments (CCB and MIA), a declaration will appear at the bottom of their statement stating the child's immunisation status for FAO purposes.

Immunisation history statements are automatically issued for children on their:

- first birthday
- second birthday and
- fifth birthday, and/or upon completion of the last National Immunisation Program age schedule at 4 years.

A parent may call the ACIR on **1800 653 809** if they do not want to receive Immunisation history statements.

An example of the Immunisation history statement is shown on the following pages.



Australian Government
Medicare Australia

GPO BOX M933, PERTH WA 6843
PHONE 1800 653 809

MRS S CITIZEN
123 HOME ROAD
TUGGERANONG ACT 2900

Immunisation History Statement

Child's Name: JOHN CITIZEN
Date of Birth: 09/10/2004



The Australian Childhood Immunisation Register provides parents and guardians with a record of childhood immunisations. Your child's immunisation statement is on the back of this letter. You may find it useful to keep the statement as a record of their immunisations.

This statement can also be used when proof of immunisation is required. For example:

- Where a sentence is included stating that your child has received all vaccinations required by five years of age, the statement can be used as proof of immunisation when enrolling your child in school, as required in ACT, NSW and Victoria.
- Where the immunisation status for the Family Assistance Office is shown as up-to-date, the statement can help with eligibility for the Child Care Benefit and Maternity Immunisation Allowance.

Please take the time to check the statement to see if your child's immunisation details are up-to-date. If there is an immunisation missing on the statement, it may simply be that this letter was sent before your child's doctor or immunisation provider forwarded the details to the Immunisation Register.

If you have any questions about the Immunisation Register or this statement, please call us on 1800 653 809. To request a new immunisation history statement for your child at any time, please telephone or visit our web site at www.medicareaustralia.gov.au.

Kathi Williams
Manager
ACIR

20/04/2006

Australian childhood
immunisation
register

Immunisation History Statement



For John Citizen

Date of Birth 09/10/2004

Immunisation Status Up to Date

As at 20/04/2006

Schedule	Immunisation	Date Given	Brand Name Given	Provider Type
2 months	Diphtheria Tetanus Pertussis Polio Hib Hepatitis B Pneumococcal	04/12/2004	Infanrix-IPV Comvax Prevenar	Public Hospital
4 months	Diphtheria Tetanus Pertussis Polio Hib Hepatitis B Pneumococcal	06/02/2005	Infanrix-IPV Comvax Prevenar	Health Centre
6 months	Diphtheria Tetanus Pertussis Polio Pneumococcal	20/04/2005	Infanrix-IPV Prevenar	GP
12 months	Measles Mumps Rubella Hib Hepatitis B Meningococcal C	12/10/2005	Priorix Comvax Menjugate	GP
18 months	Varicella	08/04/2006	Varivax	Health Centre

Disease(s) to be covered	Date Due
Diphtheria Tetanus Pertussis	09/10/2008
Polio	09/10/2008
Measles Mumps Rubella	09/10/2008

Immunisation Status for Family Assistance Office: Up to date

Every effort is made to ensure that the information contained on the Australian Childhood Immunisation Register is correct. The data is based on information provided to Medicare Australia by immunisation providers and the accuracy of data is dependent on the quality and timeliness of information provided. Immunisation records are only available from 1 January 1996.

CHAPTER 2

Family Assistance Payments and the ACIR

Overview of the Australian Government family assistance payments and the ACIR	2
Link between the ACIR and Centrelink.....	2
Immunisation exemptions for family payments.....	3

Overview of the Australian Government family assistance payments and the ACIR

Since the ACIR began, a number of initiatives have been introduced to increase childhood immunisation rates in Australia. Data held on the ACIR is now used to determine a family's entitlement to the following Australian Government family assistance payments:

- The Maternity Immunisation Allowance (MIA)
- The Child Care Benefit (CCB)

A family is eligible to receive the MIA from the Family Assistance Office (FAO) or Centrelink when their child turns 18 months of age and is fully immunised. Claims for the MIA payment must be made before the child's second birthday.

The CCB is paid to families by the FAO or Centrelink as part of the Australian Government's tax reform from 1 July 2000, and assists with the cost of placing a child into care.

Children must be up to date with immunisation, or have an exemption from immunisation, as part of the eligibility criteria for payment of the CCB and MIA. Systems that process government benefits are updated nightly with information from the ACIR to help determine payment eligibility.

For a family's entitlement to these payments to be accurately assessed, it is important for providers to send immunisation data to the ACIR promptly.

Link between the ACIR and Centrelink

When a parent fills out a CCB/MIA application form, they are asked to supply their child's Medicare number and give permission to attempt a match with the ACIR. Once this information has been processed, the child is flagged for an attempted match with the ACIR in the next data transmission.

Where a match is found, the immunisation status of that child is transmitted back to Centrelink. Where a match is not found, a mismatch code is sent to Centrelink.

If the immunisation status of a child changes, the ACIR automatically sends the updated immunisation status to Centrelink overnight.

**Immunisation
exemptions for
family payments**

The following immunisation exemptions for CCB and MIA apply. If:

- the child has a medical condition and cannot be vaccinated
- the parents have personal, philosophical, religious or medical beliefs that immunisation should not occur
- the child has a natural immunity to a disease
- the required vaccines are unavailable.

For these exemptions to apply, immunisation providers must complete and send to the ACIR either a Medical contraindication form, Conscientious objection form, or a letter written on practice stationery explaining the reasons why the exemption applies.

For more information on ACIR forms, see chapter 3.

CHAPTER 3

Sending information to the ACIR

Electronic Data Interchange (EDI)-----	2
Internet -----	2
Online claiming -----	2
Manual notifications -----	3
Data collection by state/territory health departments -----	3
Accuracy of data on the ACIR -----	4
Disclaimer -----	4
Flow of data to and from the ACIR -----	5
Forms -----	6
Immunisation encounter header form (IMMU-1) -----	6
Immunisation encounter form (IMMU-2) -----	7
Immunisation history form (IMMU-13) -----	8
Medical contraindication form (IMMU-11)-----	11
Conscientious objection form (IMMU-12) -----	13
Stationery re-order forms (IMMU-3 & IMMU-3a) -----	15
Payment account details for immunisation providers form (IMMU-5)-----	18
Natural immunity -----	19
Recording details of a deceased child-----	19

There are four ways to send information to the ACIR.

- Electronic Data Interchange (EDI)
- Internet
- Online claiming
- Manually via hardcopy forms

Electronic Data Interchange (EDI)

A number of software suppliers have developed products allowing immunisation providers to send data to Medicare Australia via EDI. These products meet the formats required by the ACIR. Providers must complete an application form to transmit immunisation data electronically before using this facility.

For a list of software suppliers or further information on registering, call the Medicare Australia EDI Helpdesk on 1300 550 115.

Internet

www.medicareaustralia.gov.au

Record Encounter: Authorised immunisation providers can send immunisation records via the record encounter function on the ACIR secure site. Providers must request access to the ACIR secure site, log on and accept the terms and conditions in order to use this facility.

The following guides are available for download from the internet site:

- Guide to requesting access to the secure site
- Internet logon procedures
- Guide to identifying a child and recording an encounter

EDI Upload (IDI): This enables immunisation providers (using Medicare Australia approved software) to upload immunisation data via the ACIR secure site. Providers must complete an application form to transmit immunisation data electronically, request access to the secure site, log on and accept the terms and conditions before they can submit data via this facility.

For a list of registered software suppliers or further information, call the Medicare Australia EDI Helpdesk on 1300 550 115.

Providers who send immunisation data directly to their state or territory health department should continue to do so.

Online claiming

Medicare Australia's online claiming facility creates an electronic claim from the provider's health care location patient demographic information. There is no need to re-key information. It then uses the internet to send the claim to Medicare Australia for processing and payment. Immunisation providers can submit general immunisation data, immunisation history data and immunisation next-due-date to Medicare Australia using this facility.

For more information about registering for online claiming, contact the Medicare Australia eBusiness Service Centre on 1800 700 199.

Manual notifications

Immunisation encounter form: This form can be used by immunisation providers to report the details of vaccinations they have given.

Immunisation history form: This form can be used by immunisation providers to report the details of vaccinations given by another provider. This form has the facility to indicate if a vaccination was administered overseas.

GPII Practice Report (GPII020A): The ACIR will also accept immunisation information via an updated GPII020A report. Providers can write additional details on the appropriate page from the report and send this to the ACIR.

Alternatively, details can be sent using the:

- ACIR secure internet site at www.medicareaustralia.gov.au
- Electronic data interchange, or
- Immunisation encounter form

If the immunisation was given at the provider's practice, provide the:

- vaccine brand
- dose number
- date given
- immunisation provider's name and Medicare provider number

If an immunisation provider outside the practice gave the immunisation, provide the:

- vaccine brand
- dose number
- date given
- label the information 'immunisation given elsewhere', 'history information' or 'immunisation given overseas'.

Medical contraindication and Conscientious objection forms: Medical contraindication forms and Conscientious objection forms can also be used to update a child's details on the ACIR.

Data collection by state/territory health departments

The notification of immunisation information in Queensland, and for public providers in the Northern Territory, is through the state/territory health department. In some circumstances, these immunisation providers send data directly to the ACIR, in which case, the ACIR transmits data back to the state/territory to ensure their local databases are up to date.

**Accuracy of data
on the ACIR**

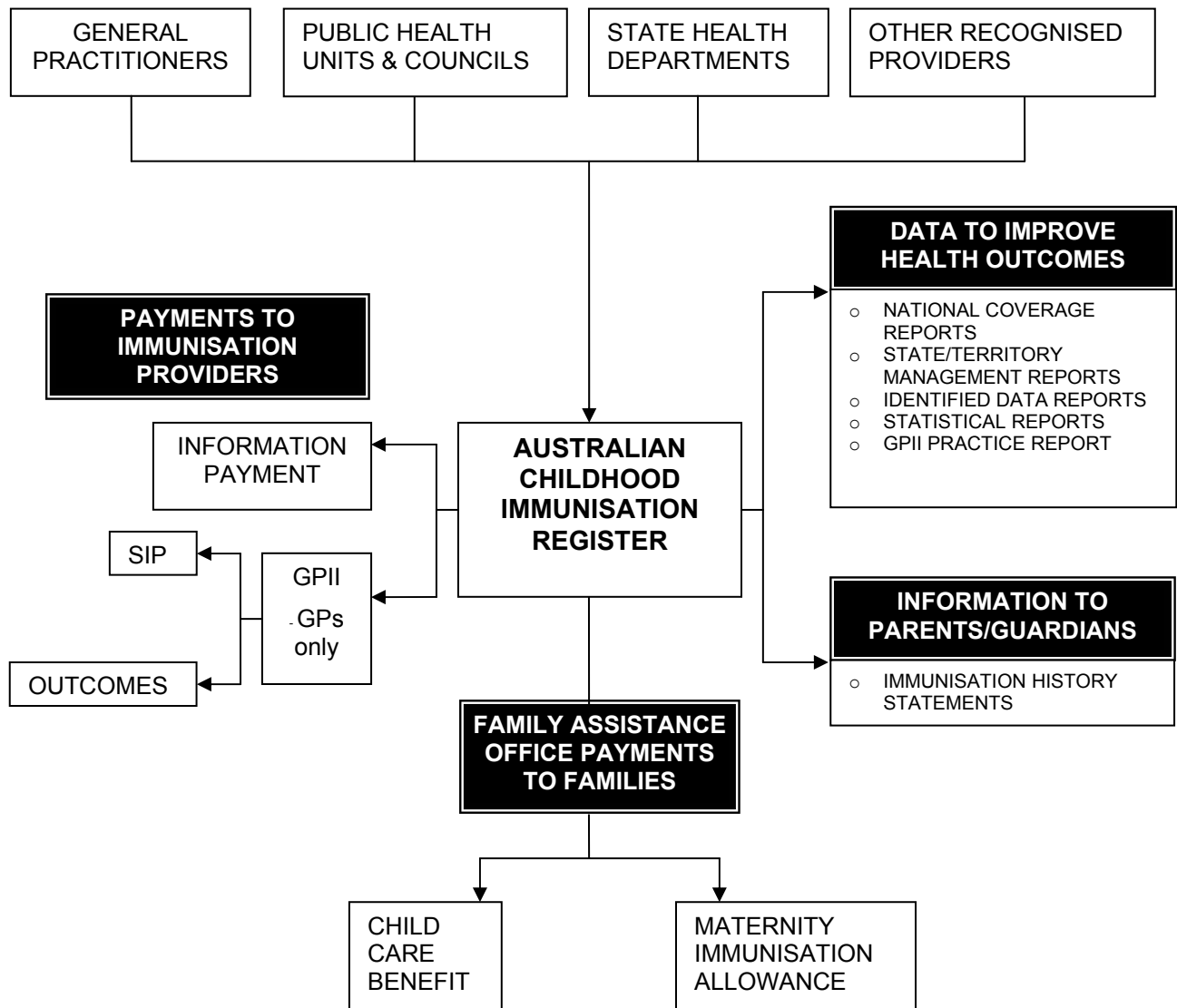
Medicare Australia relies on providers to send immunisation data to the ACIR. To maintain an accurate and complete record, it is essential that providers send this information as soon as possible.

Disclaimer

Every effort is made to ensure that information contained on the ACIR is correct. However, for reasons beyond the control of Medicare Australia, Medicare Australia does not warrant the accuracy or completeness of any information contained in a record held on the ACIR. Immunisation providers should not rely upon, nor base clinical decisions about immunisation, solely upon the data contained on the ACIR.

Flow of data to and from the ACIR

This diagram illustrates how immunisation information provided by recognised immunisation providers and state/territory health departments flows to the ACIR, and the payments, reports, letters and history statements generated using this information.



Forms

Immunisation encounter header form (IMMU-1)¹

An Immunisation encounter header form (IMMU-1) must be included with every batch of Encounter forms sent.

The following details are required to be recorded on the form:

- details of servicing provider
- date of service (if not stated on attached IMMU-2 forms).

DETAILS OF SERVICE PROVIDER	Immunisation encounter header form		35	7000/IMMU-1
	Provider name _____		DATE OF SERVICE Only complete if not provided on each Immunisation encounter form [] [] - [] [] - [] []	
	Address _____			
	Locality _____		NUMBER OF ENCOUNTER FORMS [] []	
	Postcode _____			
	Please supply Medicare provider/ACIR registration number if imprinter not used.		DECLARATION BY PROVIDER WHO RENDERED THE IMMUNISATION SERVICES To the best of my knowledge and belief all information provided is true.	
	MEDICARE PROVIDER/ACIR REGISTRATION NUMBER [] [] [] [] [] [] [] [] [] []			
	_____ Signature of provider who rendered the services		HOLD BOTH ENDS FIRMLY – PULL TO SEPARATE	
	_____ Date			
	PROVIDER COPY		Designed 10/05	

¹ Providers that send their immunisation information via their state/territory health department do not use this form.

**Immunisation
history form
(IMMU-13)**

The Immunisation history form (IMMU-13) was introduced so that immunisation providers could send a child's immunisation details to the ACIR, even though they did not administer the vaccination. Vaccinations given overseas can also be reported to the ACIR using this form. This process helps to ensure the child's record on the ACIR is up-to-date.

The History form also assists in providing accurate data to calculate the immunisation coverage levels for practices entitled to receive the GPPI Outcomes Payment.

If a child's immunisation history is not available, but the provider believes the child is appropriately immunised, the provider may indicate on the form when the child's next vaccination is due. This date is used to determine the child's immunisation status for eligibility for some family assistance payments.

A copy of the Immunisation history form is shown on the following two pages.



Information about the Immunisation history form

The Immunisation history form should only be used when the Australian Childhood Immunisation Register (the ACIR) does not have the complete immunisation history for a child and **another immunisation provider performed the service**: vaccinations administered by you should be reported to the ACIR using the standard processes (i.e. internet, Electronic Data Interchange, Immunisation encounter form or Medicare Australia's online claiming).

Proof of immunisation

- Proof of immunisation should be obtained before completing Part B of this form and signing the declaration at Part C (i.e. written documentation or confirmation from the last immunisation provider).
- If the child's immunisation history is not available, and you believe that the child is age-appropriately immunised, tick the box at the bottom of Part B and include the date of the child's next due vaccination.

Immunisation details

- **Only include immunisations on this form that are not already recorded on the ACIR.** With parental/guardian consent, you can check a child's history on the ACIR by phoning the enquiry line on **1800 653 809**.
- Only immunisations given on or after 1 January 1996 to children up to seven years of age are recorded on the ACIR.

Immunisation history details at Part B

- If the vaccine brand name is not known, you can write the generic term in the '**Other (please specify)**' section (e.g. DTPa instead of Infanrix).
- If the child has received a vaccination for an antigen not shown on the form, write the vaccine brand name or antigen in the '**Other (please specify)**' section.

Immunisations given overseas

- If the immunisations were given to the child while overseas, note this in the '**if given overseas**' column.
- Please write the generic vaccine term in the '**Other (please specify)**' section if the vaccine brand name is not known, or has not been in use in Australia. For example, DTP will suffice for a diphtheria, tetanus and pertussis vaccine, as the vaccine term is well known.

Provider declaration

- Part C must be completed by a recognised immunisation provider (e.g. GP, Council, Health Service, etc.).
- Medical practitioners should supply their Medicare provider number, and other immunisation providers should write their ACIR registration number in the space provided.

Distribution

The Immunisation history form is produced in triplicate.

- Send the **ORIGINAL** to Medicare Australia, GPO Box 295, HOBART TAS 7001 or lodge at your nearest Medicare office.
- Retain the **PROVIDER'S COPY** for your own medical records.
- Ensure the **PARENT'S COPY** is given to the parent or guardian for their records.

Replacement stationery

Additional copies of the Immunisation history form can be requested by contacting the ACIR's stationery suppliers on **1800 067 307** (quote form number IMMU-13). The form can also be printed from the Medicare Australia website at www.medicareaustralia.gov.au/providers/forms/acir.htm – printed forms will not appear in triplicate.

Privacy note

The information provided by you on this form will be used to update the ACIR. The ACIR may disclose this information to the Commonwealth Services Delivery Agency (Centrelink), a parent or guardian of the stated child, or to authorised immunisation providers and bodies as authorised by law.

For further information about the ACIR, phone the enquiry line on **1800 653 809**.

IMMU-13 (Designed 14/10/05)

**Medical
contraindication
form (IMMU-11)**

A recognised immunisation provider can complete a Medical Contraindication form (IMMU-11) to state that a vaccination has not been provided to a child for medical reasons. The ACIR cannot receive this notification verbally or electronically. Parents/guardians can get this form from Medicare offices, their immunisation provider, or from Medicare Australia's website at www.medicareaustralia.gov.au

Information contained on the Medical contraindication form is used to update the child's immunisation record, and allows parents to remain eligible for some family assistance payments.

Any medical contraindications recorded for a child will be shown on their Immunisation history statement.

A copy of the Medical contraindication form is shown on the following page.

**Conscientious
objection form
(IMMU-12)**

In circumstances where a parent/guardian has a philosophical or religious objection to immunisation, a Conscientious objection form (IMMU-12) may be completed by the parent/guardian and a recognised immunisation provider and sent to the ACIR.

Parents/guardians can get this form from Medicare offices, their immunisation provider, or from Medicare Australia's website at www.medicareaustralia.gov.au

Once a conscientious objection has been recorded against a child's registration on the ACIR, Immunisation history statements will not be produced for that child. If the child is registered on an additional Medicare card, the child will have another registration on the ACIR, and statements will still be sent for this registration until a conscientious objection has been recorded against the additional Medicare card.

Information contained on the Conscientious objection form is used to update a child's immunisation record, and allows parents to remain eligible for some family assistance payments.

A copy of the Conscientious objection form is shown on the following page.

**Stationery
re-order forms
(IMMU-3 &
IMMU-3a)**

Queensland and Northern Territory providers who send data via their state/territory health department can use the ACIR Stationery re-order form (IMMU-3a) to order Immunisation history forms, Conscientious objection forms and Medical contraindication forms. Additional immunisation stationery is provided by the state/territory health department.

All other providers who send data directly to the ACIR can use the Stationery re-order form (IMMU-3) to order the immunisation encounter and encounter header forms in addition to the above forms.

The Stationery re-order forms can be obtained by contacting the ACIR on 1800 653 809 or can be downloaded from the Medicare Australia website at www.medicareaustralia.gov.au

A replacement re-order form is supplied with each delivery of stationery. Completed forms can be mailed to the address provided on the form, or urgent requests can be faxed to (02) 6230 0477. For more information on ordering ACIR forms, contact 1800 067 307.

Copies of the IMMU-3 and IMMU-3a Stationery re-order forms are shown on the following pages.



Stationery re-order form

NSW VIC SA WA TAS ACT

Please PRINT all details

Provider name	Medicare provider / ACIR registration number
---------------	--

Delivery address (PO Box not acceptable for courier delivery)

Name of person placing the order (or contact person)	Contact phone number ()	Facsimile number ()
--	-----------------------------	-------------------------

Signature	Date / /
-----------	-------------

FORM DESCRIPTION	CODE	CONTENT PER UNIT	DE CODE	NO. OF UNITS
IMMUNISATION ENCOUNTER HEADER FORM	IMMU-1	30	151	
IMMUNISATION ENCOUNTER FORM	IMMU-2	60	152	
ENVELOPE	ENV-3	30	153	
IMMUNISATION HISTORY FORM	IMMU-13	10	162	
MEDICAL CONTRAINDICATION FORM	IMMU-11	6	183	
CONSCIENTIOUS OBJECTION FORM	IMMU-12	6	184	
PARENTS / GUARDIANS BROCHURE	1381.22.12.2005	50	524	
POSTER	POST-1	1	186	

<p>Please post your re-order form to:</p> <p>Postal address Medicare Australia Locked Bag 1026 Tuggeranong ACT 2901</p> <p>Facsimile (02) 6230 0477</p> <p>Additional information & enquiries call: 1800 067 307</p>	<p>One re-order form is supplied with every order delivered. Complete and mail the form to the address supplied. Urgent replacement orders may be arranged by faxing your order to:</p> <p>(02) 6230 0477</p> <p>Date received:</p>
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<p>Privacy note</p> <p>The information provided by you on this form will be used by the Australian Childhood Immunisation Register and its stationery distributor to forward requested ACIR stationery to you. This information will not be disclosed to any other bodies.</p>

IMMU-3
19.06.06



Stationery re-order form

QLD NT

Please PRINT all details

Provider name	Medicare provider / ACIR registration number
---------------	--

Delivery address (PO Box not acceptable for courier delivery)

Name of person placing the order (or contact person)	Contact phone number ()	Facsimile number ()
--	-----------------------------	-------------------------

Signature	Date / /
-----------	-------------

FORM DESCRIPTION	CODE	CONTENT PER UNIT	DE CODE	NO. OF UNITS
IMMUNISATION HISTORY FORM	IMMU-13	10	182	
MEDICAL CONTRAINDICATION FORM	IMMU-11	6	183	
CONSCIENTIOUS OBJECTION FORM	IMMU-12	6	184	
PARENTS / GUARDIANS BROCHURE	1381.22.12.2005	50	524	
POSTER	POST-1	1	186	

<p>Please post your re-order form to:</p> <p>Postal address Medicare Australia Locked Bag 1026 Tuggeranong ACT 2901</p> <p>Facsimile (02) 6230 0477</p> <p>Additional information & enquiries call: 1800 067 307</p>	<p>One re-order form is supplied with every order delivered. Complete and mail the form to the address supplied. Urgent replacement orders may be arranged by faxing your order to:</p> <p>(02) 6230 0477</p> <p>Date received:</p>
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<p>Privacy note</p> <p>The information provided by you on this form will be used by the Australian Childhood Immunisation Register and its stationery distributor to forward requested ACIR stationery to you. This information will not be disclosed to any other bodies.</p>

IMMU-3a
16.06.06

Payment account details for immunisation providers form (IMMU-5)

Immunisation providers can use the Payment account details for immunisation providers form to record new, or change existing bank account details on the ACIR.

A copy of the Payment account details for immunisation provider form is shown below.

Payment account details for immunisation providers

Note: these details will be used in making Service Incentive Payments and payment for notification of information to the Australian Childhood Immunisation Register (the ACIR). All payments will be made to the bank account nominated on this form.

If you wish payments in respect of some practice locations to be made to a different bank account, you should complete an additional form.

Immunisation provider details (Individual or Organisation Name)

Name

Location details: Include all your Provider Numbers which you wish to be linked to the bank account below. If there is insufficient space, please attach a separate list.

Provider number	<input style="width: 100%;" type="text"/>	Phone number	<input style="width: 100%;" type="text"/>	Fax number	<input style="width: 100%;" type="text"/>
Provider number	<input style="width: 100%;" type="text"/>	Phone number	<input style="width: 100%;" type="text"/>	Fax number	<input style="width: 100%;" type="text"/>
Provider number	<input style="width: 100%;" type="text"/>	Phone number	<input style="width: 100%;" type="text"/>	Fax number	<input style="width: 100%;" type="text"/>

Note: Practice phone number needs to be supplied in case further information is required.

Bank details for electronic funds transfer

These details identify where payment for notification of information to the ACIR and Service Incentive Payments will be directed in relation to the above listed provider numbers.

Account name

Account number BSB number

Bank/institution

Address of branch

Postcode

Declaration

I hereby authorise Medicare Australia to direct all payments, relating to the notification of information to the ACIR and Service Incentive Payments, for the locations indicated by the provider numbers listed on this form, to the above named bank account.

I declare that, to the best of my knowledge, all information provided is true and correct.

Provider name (please print)

Signature Date / /

Please mail the completed form to Medicare Australia, GPO BOX M933, Perth WA 6843 or fax (08) 9254 4810
For additional information or enquiries about the ACIR, call 1800 653 809

Privacy note: The information provided by you on this form will be used by the Australian Childhood Immunisation Register to identify your nominated bank details for the purpose of making electronic payments (where applicable) by the Immunisation Register. Its collection is authorised by law. Details of your bank account will be disclosed to the relevant bank institutions to facilitate payment of your claim.

Office use only

Date processed	Operator number	Signature
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

IMMU-5 240206

Natural immunity

A form has not been developed to record information about a child's natural immunity to a disease. Providers are required to advise the ACIR in writing using their letterhead if a child has a natural immunity to a disease. The provider number of the provider supplying the information should be included.

Please Note: A natural immunity is recorded at the disease level. Unless a natural immunity has been recorded against **all** diseases covered by the vaccine, they will still be regarded as due/overdue for any remaining elements in the vaccine—for example, if a child has a record of natural immunity to mumps, they are still regarded as due or overdue for measles and rubella.

Any natural immunity recorded for a child will be shown on their Immunisation history statement.

Immunisation history forms, Medical contraindication forms and Conscientious objection forms were introduced to help families comply with legislation linking immunisation status with some family assistance payments. Recording a child's natural immunity on the ACIR also helps families to comply with this legislation.

Recording details of a deceased child

The ACIR needs to be notified of a child's death to prevent correspondence being sent to bereaved parents. There are two ways to submit this information to the ACIR:

1. Contact 1800 653 809.
2. Advise the ACIR in writing by sending the following details on practice letterhead:
 - provider details (including name and address); and
 - details of the child (including name, address, date of birth, Medicare number and the date of death).

Note: The provider must sign any written notification.

This information should be sent to:

Medicare Australia
GPO Box M933
PERTH WA 6843

Or faxed to: (08) 9254 4810

CHAPTER 4

ACIR internet site and release of information

ACIR internet site	2
General Area	2
Overview	2
Statistical information	2
Immunisation history statement	2
Secured area	3
Overview	3
Requesting access	3
Logging on	3
Identifying a child and recording an encounter	3
EDI/IDI claims	3
Reports	4
ACIR internet site enquiries	6
Legislation	6
Release of information	6
Applicant's obligations	7

ACIR internet site

Medicare Australia has developed the ACIR internet site with two main areas; a general area and a secured area.

The ACIR internet site address is:
www.medicareaustralia.gov.au

General Area

Overview

Anyone with internet access may view the general area which includes the following:

- overview of the ACIR
- online Immunisation history statements
- ACIR publications and guidelines
- ACIR forms
- vaccination schedule
- contact details
- links to Commonwealth and state health department internet sites.

Statistical information

Statistical information available on the general area includes:

- child registrations (identifies the number of children registered on the ACIR under the age of seven within each state and territory. The figures in this table represent the total base population of the ACIR)
- vaccines (identifies the number of valid vaccinations administered to children under seven years of age within each state/territory)
- provider (identifies the number and percentage of valid vaccinations supplied to the ACIR by the type and location of the immunising provider)
- coverage (identifies the percentage of fully immunised children aged <12–15, <24–27 and <72–75 months of age).

Immunisation history statement

On the general area of the ACIR internet site, parents/guardians can view and print a copy of their child's Immunisation history statement, or request that it be forwarded by mail.

Secured area

Overview

The ACIR secure site is a component of Medicare Australia's website. It allows authorised providers and healthcare professionals to check the immunisation history of a child, send immunisation data, and produce statistical and identified immunisation reports.

Requesting access

The *Guide to requesting access to the secure site* details the steps that need to be taken when first requesting access to the ACIR secure site. This guide is available for download from the internet site.

Logging on

The *Internet logon procedures* lists the steps that need to be taken once a provider has completed the online request access form and has received the welcome letter from Medicare Australia. This guide is available for download from the internet site.

Identifying a child and recording an encounter

Guide to identifying a child and recording an encounter shows providers the steps that need to be taken in order to successfully record an encounter. This guide is available for download from the internet site.

EDI/IDI claims

Immunisation providers can (using Medicare Australia approved software) upload immunisation data via the ACIR internet site. The provider must complete an application form to transmit immunisation data electronically before they can submit data via this facility. This form is available for download from the internet site.

Reports

The ACIR produces a number of statistical and identified reports for immunisation providers who are registered to use the secured area of the ACIR internet site.

The following table indicates which reports are available to each type of immunisation provider.

		Council	Division of General Practice	Flying Doctor Service	Medicare GP	General Practice	Public Hospital	Private Hospital	Aboriginal Health Service	Community Health Centre	Aboriginal Health Worker	Public Health Unit
	•	•	•	•	•	•	•	•	•	•	•	•
	•		•	•		•	•	•	•	•	•	•
ACIR002B	•			•		•	•	•	•	•	•	•
ACIR003A	•		•	•		•	•	•	•	•	•	•
ACIR005A	•											
ACIR011A	•	•	•	•		•	•	•	•	•	•	•
ACIR011B		•		•	•	•	•	•	•	•	•	•
ACIR012A	•	•	•				•	•		•		•
ACIR015A	•	•					•	•		•		•
ACIR016A	•		•									•
GPII020A					•							
ACIR021A					•							
ACIR032A			•									
ACIR033A			•									
ACIR034A			•									
ACIR036A			•									

The following information provides an outline of the information contained in each of the reports listed in the table above. Further assistance on requesting, downloading or viewing these reports can be obtained by calling the ACIR's internet help desk on 1300 650 039.

ACIR001A: The ACIR001A report shows the number of children recorded on the ACIR for the business address postcode of the requesting provider in various age groups. The data represents the number of current children under 7 years of age on the ACIR.

ACIR002A: The ACIR002A report shows the number of valid vaccinations for each child in various age groupings for the business address postcode of the requesting provider.

ACIR002B: The ACIR002B report shows the number of valid vaccinations administered by a selected provider, and age of the child at current or vaccination date.

ACIR003A: The ACIR003A report shows the number of children whose parents have opted out of the register by the business address postcode of the requesting provider.

ACIR005A: The ACIR005A report provides the number and percentage of providers who have submitted valid vaccination information to the ACIR. This information is identified by provider type and locality and can be broken down by receipt date range.

ACIR011A: The ACIR011A is a detailed report identifying children due and/or overdue for immunisations by their locality. This report can be broken down by postcode or postcode range.

ACIR011B: The ACIR011B is a detailed report of children due and/or overdue for immunisations for the immunisation provider. This report may be used to identify children where the provider requesting the report is recorded as the child's last immunising service provider, or has immunised the child in the last 12 months.

ACIR012A: The ACIR012A Database Exchange Report is a detailed child immunisation report produced by the ACIR overnight.

ACIR015A: The ACIR015A report identifies children where the immunisation information or service has been supplied or administered by other providers, within a locality. The information in the report can be used to ensure that providers have up-to-date and accurate records and includes the option of breaking down the information according to the ACIR processing date.

ACIR016A: The ACIR016A report provides a list of provider's contact details identified by locality and breaks down the information by the type of provider.

GPII020A: The GPII020A GPII practice report identifies children assessed for the quarterly GPII feedback statement which is sent to all GPII registered practices. Where the GPII practice has an existing quarterly report request, the report is automatically generated after the GPII feedback statements are produced.

ACIR021A: The ACIR021A report enables general practitioners (GPs) to follow-up children who are classified as due/overdue for one or more antigens. The report identifies children for all current practice locations the GP has when requesting the report.

ACIR031A: The ACIR31A report identifies all activities undertaken on the ACIR secure site. This report is automatically generated and mailed to providers at the end of each month.

ACIR032A: The ACIR032A report identifies practices registered for GPII within a division at the time the report is produced. The report includes the number of Whole Patient Equivalents (WPE) and the GPII coverage rate for each practice, and whether or not the practice has received a GPII practice report for the two most recent quarters.

ACIR033A: The ACIR033A report identifies Medicare providers and general practices in a divisional area providing information to the ACIR within a specified 12 month period. The report can be broken down by specified postcodes within a division or selected to include all postcodes attached to the division.

ACIR034A: The ACIR034A report identifies the names and addresses of practices registered with GPII within a divisional area that have an approved GPII status.

ACIR036A: The ACIR036A report identifies children who are due or overdue for one or more immunisations within a Divisional area.

ACIR internet site enquiries

For all ACIR internet site enquiries call the ACIR's internet help desk on 1300 650 039.

Legislation

Data recorded on the ACIR is collected under Section 46 of the *Health Insurance Act 1973* and is released in accordance with the provisions of this Act and the *Privacy Act 1988*.

Release of information

Information about children and their immunisation status can be released to a recognised immunisation provider where the information is sought for a purpose relating to the immunisation or health of the child.

Information can be released to authorised persons for immunisation or health-related purposes. Individuals or groups requesting identifiable information must complete a written agreement (which is included on the following pages). Conditions of the release are listed in the written agreement.

Applicant's obligations

The following Agreement under Section 46E(2) of the *Health Insurance Act 1973* seeks an undertaking from the applicant that they will:

- not use the ACIR information except for the purpose for which it was provided
- not, either directly or indirectly, give the ACIR information to another person and
- ensure that any record of the ACIR information that is in the applicant's possession is protected by security safeguards, that it is reasonable in the circumstances to take, against loss of the record or misuse of the information.

In signing the agreement, the applicant also acknowledges the provisions of section 130 of the *Health Insurance Act 1973* as set out in the agreement. Section 130 provides that a person to whom the information is given under Section 46E must accept the conditions listed above regarding the use and storage of identified information.

Contravention of section 130 carries with it financial penalties directly related to a penalty point system.



Agreement under Section 46E(2) of the *Health Insurance Act 1973*

This agreement is made by:

An individual immunisation provider (the "Applicant")

Name of Immunisation Provider.....
Business address of Provider.....
.....
GPII or PIP Practice number (if applicable).....
Telephone no (.....) Fax no (.....)

OR

A Medical Practice - each of the individual signatories (each being an "Applicant")
together constitute the Practice known as:

Name of Practice.....
Business address of Practice.....
.....
GPII or PIP Practice number (if applicable).....
Contact name.....
Telephone no (.....) Fax no (.....)

Background

The *Health Insurance Act 1973* (the Act) makes provision in relation to the Australian Childhood Immunisation Register (the ACIR) and enables Medicare Australia to provide identifying information from the ACIR to certain people for a purpose relating to the immunisation or health of a child.

Medicare Australia cannot release any identified information to you unless this Agreement is completed and signed as required.

You, as the Applicant, are recognised by Medicare Australia as a provider of immunisation services to children specified by Schedule 1A to the *Health Insurance Regulations*.

The Chief Executive Officer of Medicare Australia may authorise you to receive identifying information for a purpose relating to the immunisation or health of a child, if you agree in writing to the various matters referred to in section 46E(2) of the Act.

You understand that:

1. You are not in breach of this Agreement or the *Health Insurance Act 1973* if:
 - (a) you are legally required to give the identifying information to a court; or
 - (b) you are an Immunisation Provider and you give the identifying information in the course of performing the function of immunising children.

You agree that:

2. You will, even after you cease to be a recognised Immunisation Provider:
 - a) not use the identifying information except for a purpose relating to the immunisation or health of a child for which the information is given; and
 - b) not, either directly or indirectly, give the identifying information to another person; and
 - c) protect any record of the identifying information, in your possession, against loss or misuse using security measures which are reasonable in the circumstances.

You understand that:

3. Under section 130(3B) of the *Health Insurance Act 1973*:

You must not use the information except for the purpose for which it was requested.

Penalty: 5 penalty units (a penalty unit is defined in the *Commonwealth Crimes Act 1914*)

Privacy note:

The information provided by you in this agreement will be used by Medicare Australia to record your acceptance of the conditions contained in the Agreement and its collection is authorised by the *Health Insurance Act 1973*. Information on this form will not be disclosed to any other individual, organisation or agency.

Please mail or fax all pages of this Agreement to:

Immunisation Section, Medicare Australia
GPO BOX 295, HOBART TAS 7001

or fax to: (03) 6281 0555

For any enquiries in relation to this document, phone 1800 246 101.

Agreement

** Note: All Provider signatures must be witnessed*

Individual Immunisation Provider application

Provider name Provider number.....

Signature..... Dated.....

*Witness name (please print).....

Witness signature..... Dated.....

OR

Medical Practice application (must be signed by all Providers working at the practice)

Provider name..... Provider number.....

Signature..... Dated.....

Provider name..... Provider number.....

Signature..... Dated.....

Provider name..... Provider number.....

Signature..... Dated.....

Provider name..... Provider number.....

Signature..... Dated.....

Provider name..... Provider number.....

Signature..... Dated.....

Provider name..... Provider number.....

Signature..... Dated.....

**Please attach an additional page where the above does not accommodate all
"Applicant" signatories, accompanied by a witness signature.**

*Witness name (please print).....

Witness signature..... Dated.....

CHAPTER 5

Provider payments and statements

ACIR information payments	2
Payment dates	2
Outstanding payments	2
Cut-off date for sending data	2
Bank account details	3
Statement of payment	4
When statements are produced	4
Requesting duplicate statements	5
Financial statements	5

ACIR information payments

An ACIR information payment of up to \$6 is paid to immunisation providers who send immunisation encounter information to the ACIR which completes one of the age-based vaccination schedules.

Only immunisation data for encounters performed within Australia can receive a payment. Immunisation data received about a child's natural immunity or via an Immunisation history form, Conscientious objection form or Medical contraindication form will not attract an information payment.

Payment dates

ACIR information payments and GP Service Incentive Payments (SIP) are made by Electronic Funds Transfer (EFT) within the last week of every month, excluding December when they are made within the week before Christmas.

Outstanding payments

Medicare Australia will notify providers of payments that could not be paid due to incorrect bank account details.

Once the ACIR receives written confirmation of the new bank account details, including the signature of the provider, any outstanding payments will be automatically deposited into the nominated bank account at the time of the next payment run.

Cut-off date for sending data

There is no cut-off date for sending immunisation information to the ACIR. All immunisation services provided on or after 1 January 1996 to children under the age of seven years may be recorded on the ACIR. However, to ensure data is accurate and up-to-date on the ACIR, it is essential that information is sent promptly. This also assists with eligibility for some family assistance payments.

Bank account details

The ACIR needs a provider's bank account details in order to make an ACIR Information Payment or a GPII SIP.

To change a provider's bank account details, the ACIR needs written confirmation. There are two ways for immunisation providers to send this information to the ACIR.

1. Complete and send the ACIR Payment Account Details for Immunisation Providers form to Medicare Australia. This form is available by calling 1800 653 809 or can be downloaded from Medicare Australia's website at www.medicareaustralia.gov.au
2. Send new/amended bank account details on practice letterhead. Include the:
 - provider's details (name/s, address, phone number and Medicare provider number/s)
 - new/amended account details (name of bank, account number and BSB number)
 - signature/s of each general practitioner or immunisation provider.

This information should be sent to:

Medicare Australia
GPO Box M933
Perth WA 6843

Or faxed to: (08) 9254 4810

Statement of payment

Immunisation providers are issued with a hardcopy statement of payment each month. Statements of payment reconcile the ACIR information payments, and where applicable, the SIP paid to immunisation providers.

There are two types of statements available to providers:

1. Detailed statement of payment which includes:

- summary of payment details
- details of encounters processed since the previous month (paid and rejected episodes)
- details of episodes that require clarification
- explanation of the reason codes used in the statement

2. Summary statement of payment which includes:

- summary of payment details
- details of episodes that require clarification
- rejected episodes
- explanation of the reason codes used in the statement

If a provider wishes to receive the detailed statement of payment they should call the ACIR on 1800 653 809 and ask to have their statement type changed.

Statements include details of encounters that require clarification (if any). Providers are asked to clarify the information on the RETURN TO MEDICARE AUSTRALIA page by either correcting/amending the details displayed on the page and returning it to the ACIR or by contacting the ACIR on 1800 653 809.

Clarification details may be sent to:

Medicare Australia
GPO Box M933
Perth WA 6843

Or faxed to: (08) 9254 4810

When statements are produced

Statements are produced and mailed to providers within seven days of a payment being made.

**Requesting
duplicate
statements**

Immunisation providers are able to print a copy or order a duplicate statement for the current payment/statement run.

This can be done online through the ACIR secure site at www.medicareaustralia.gov.au (for authorised providers) by accessing the claims menu and then statement of payment option.

Alternatively, providers can contact the ACIR on 1800 653 809 to request a duplicate statement.

**Financial
statements**

A financial statement can be requested from the ACIR at the end of a financial year. The statement details the total amount paid to the provider throughout that financial year.