

Australian Childhood Immunisation Register

**Guide to requesting access
to the secure internet site**



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The ACIR secure site

The Australian Childhood Immunisation Register's (ACIR) secure site is a component of Medicare Australia's website. It allows you to check the immunisation history of a child, send immunisation data, and produce statistical and identified immunisation reports.

The secure area is only available to approved immunisation and information providers who have completed the online **Request Access** form and received the welcome letter from Medicare Australia containing their Authentication File.

In order to access Medicare Australia's website, the following table illustrates the minimum hardware and software requirements recommended.

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

Requesting access to the secure site

Medicare Australia's website at www.medicareaustralia.gov.au has four options to choose from:

- ABOUT MEDICARE AUSTRALIA
- YOUR HEALTH
- HEALTH CARE PROVIDERS
- HEALTH SOFTWARE VENDORS.

To request access to the ACIR secure site, first click on **HEALTH CARE PROVIDERS**.

A menu bar will appear on the left side of the web page. From the menu bar:

- click on **Programs & Services**
- then click on **Australian Childhood Immunisation Register**
- then click on **Request Access**.

At this point you should **view the recommended technical requirements** (available by clicking on the blue link) to ensure you have the minimum software and hardware required.

Once this has been done, click on the [Request access](#) link on the web page.

ACIR Secure Site

Welcome to the Australian Childhood Immunisation Register's secure online system.

The ACIR's secure site is available to all recognised immunisation providers with Internet access. Here you will be able to request and customise information using the reporting system, record immunisation services (for providers who send data directly to Medicare Australia), display a child's recorded immunisation history, and monitor claims lodged under your provider number.

[Request access](#) to the ACIR secure site.

Please [view the recommended technical requirements](#) to ensure that you have the appropriate hardware and software installed on your PC to enable access to the ACIR secure site.

To request access to the ACIR secure site, enter your details in the **Provider/Registration Number** field, the **Password** field, and the **Verify Password** field.

You need to remember the password you enter, as this password will be required to logon to the ACIR secure site.

Entering an email address in the **Email Address** field allows the ACIR to contact you electronically, and keep you informed of changes to the site.

If you submit your email address and also change the **Email Notification** button to **Yes**, an automated email response will be forwarded to your email address when an online report is produced for you. This email is to notify you the report has been produced and is available to view or download.

Provider/Registration Number	<input type="text"/>
Password	<input type="password"/> <i>Password must consist of 8 alpha/numeric characters</i>
Verify Password	<input type="password"/>
Email Address	<input type="text"/>
Fax Number	STD code <input type="text"/> number <input type="text"/>
Email Notification	<input type="radio"/> Yes <input checked="" type="radio"/> No <i>Email me when my reports have been produced</i>
<input type="button" value="Request Access"/> <input type="button" value="Reset"/>	

Any messages relating to the access request process will appear below

After requesting access

After you have requested access, you will receive a welcome letter from Medicare Australia containing the Authentication File. The letter will state that, in order to logon to the ACIR secure site, you will need the Authentication File, the password you entered when requesting access, and your provider number.

If you require assistance with this process, please call the ACIR internet help desk on 1300 650 039 or email acir@medicareaustralia.gov.au

Contact details

ACIR general enquiries:	1800 653 809
ACIR Internet helpdesk:	1300 650 039
ACIR Internet address:	www.medicareaustralia.gov.au
ACIR email:	acir@medicareaustralia.gov.au
ACIR fax number:	(08) 9214 8163
ACIR address:	Australian Childhood Immunisation Register Medicare Australia GPO Box M933 Perth WA 6843
GPII general enquiries:	1800 246 101
Feedback reporting facility email:	provider.feedback@medicareaustralia.gov.au

Help Desk 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 with ACIR enquiries, and provider.feedback@medicareaustralia.gov.au with feedback reporting enquiries, or telephone the Internet helpdesk on **1300 650 039**.