

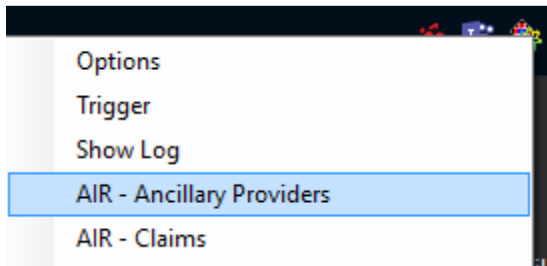
# How To: Australian Immunisation Register Claims

## Setup

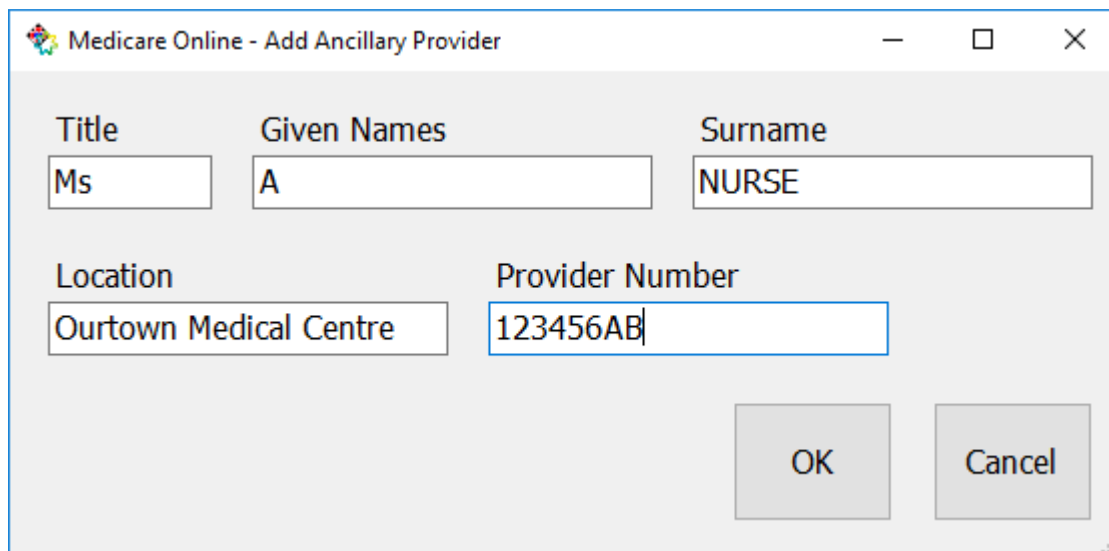
### Ancillary Providers

Ancillary Providers are immunisation providers who may not be setup as full providers in Medilink. There is a special setup area just for them.

Right-click Medicare Online in taskbar, and choose AIR – Ancillary Providers.



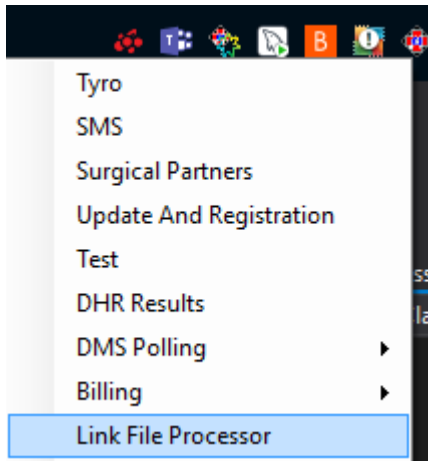
Add New Ancillary Provider's here as necessary:

A screenshot of a Windows dialog box titled 'Medicare Online - Add Ancillary Provider'. The dialog box contains several text input fields and two buttons. The fields are: 'Title' with 'Ms', 'Given Names' with 'A', 'Surname' with 'NURSE', 'Location' with 'Ourtown Medical Centre', and 'Provider Number' with '123456AB'. The 'Provider Number' field is currently selected. At the bottom right, there are 'OK' and 'Cancel' buttons.

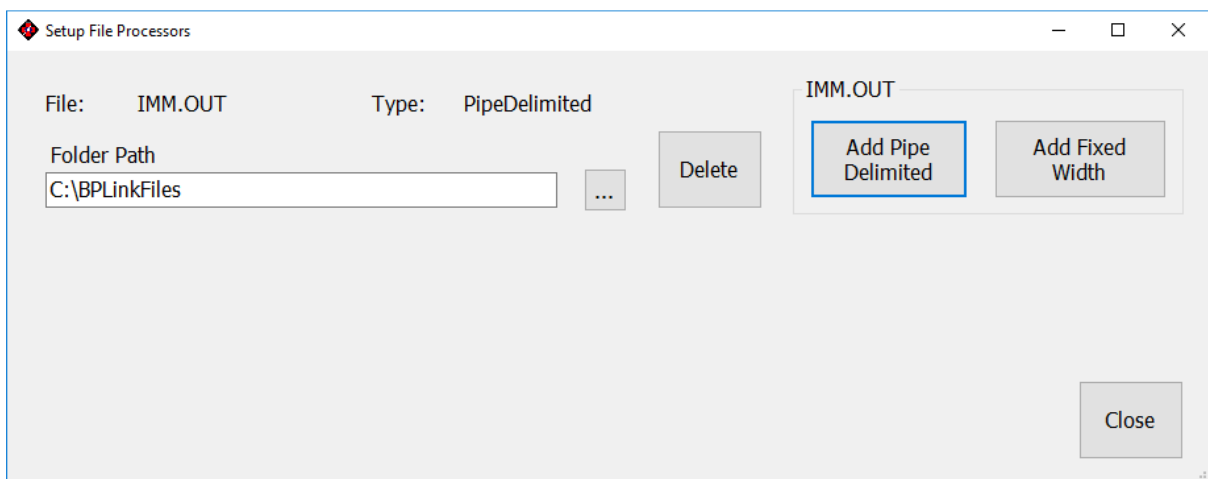
IMM.OUT Import

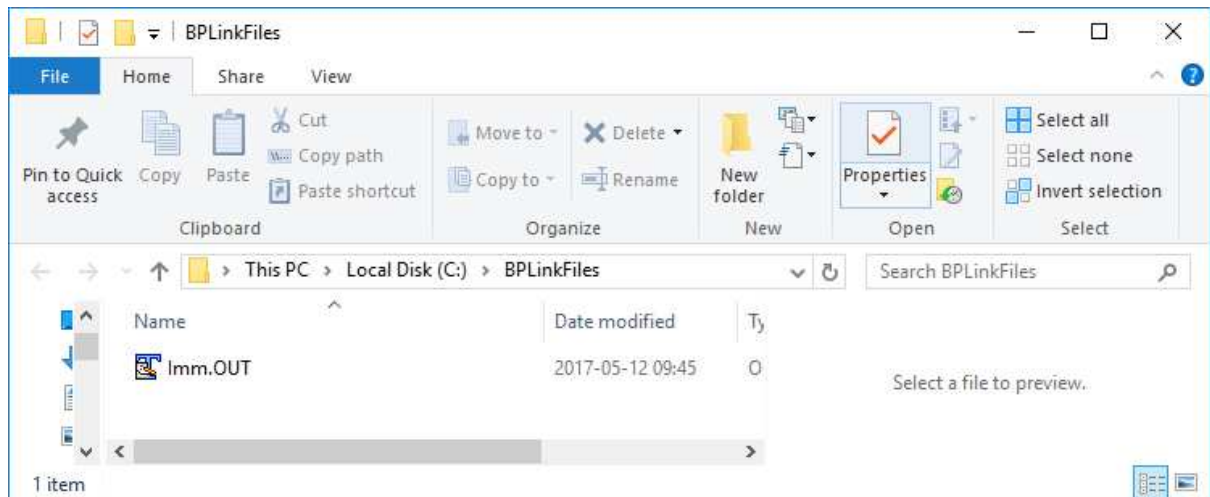
If you are using 3<sup>rd</sup> party clinical software, for example Medical Director or Best Practice, you can generate a file called IMM.OUT that will contain your immunisation records. Please refer to your clinical software provider for instructions on how to do this.

To import this file in to Medilink, thereby creating the AIR Claims automatically, you should right click MediLinkIt in the taskbar, and choose Link File Processor.



Depending on your setup of your 3<sup>rd</sup> party clinical software, Add a Pipe Delimited or Fixed Width IMM.OUT File Processor, and ensure that the Folder Path is setup to where your clinical software is exporting these files to.





## Update Vaccines

Periodically the list of AIR vaccines will be updated by Medicare.

As a result, you may find that a new vaccine is not available in your system.

Currently there is no mechanism to automatically obtain and update these vaccines to the system.

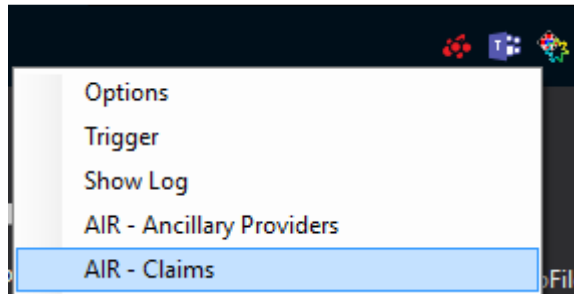
To manually update this list, you need to:

1. Download: <http://www.medilink.com.au/ImportVaccines.zip>
2. Unzip it to a folder.
3. Run ImportVaccines.EXE.
4. Select the Vaccines.CSV file in that same folder (it should already be selected).
5. Click GO. It should finish and close almost immediately.
6. Restart Medilink for the AIR module to pick up the new vaccines.

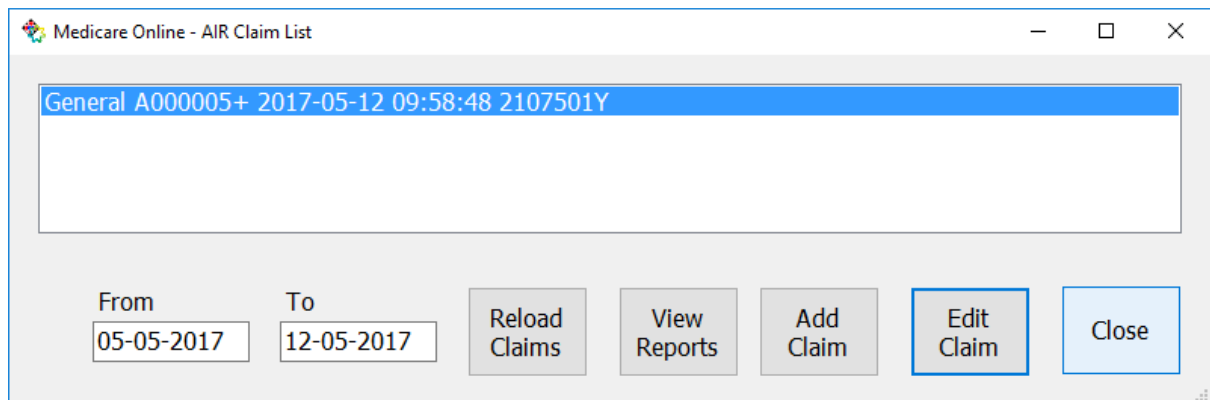
Note: You only need to run this import once (\*not\* per computer).

## Claiming

Right-click on the Medicare Online icon in the taskbar and click AIR - Claims.



The initial screen shows your recent claims, (you can set the date range and Reload Claims to look at older ones). From here, click Add Claim to add a new claim. Alternatively, if you are importing claims automatically you will already have claims sitting there, but not transmitted yet; highlight one and click Edit.



In the Add/Edit Claim screen, you can Add Encounters (i.e. patients), and then underneath each Encounter Add Episodes (i.e. vaccines). The Imm Provider Number is the provider who administered the immunisation, whereas the Info Provider Number is the provider or body providing immunisation data.

Medicare Online - AIR Edit Claim

Claim Type:  Claim Id:  Imm Provider No:  Info Provider No:

Encounters

1	A BOY	2017-01-01	11111111113	TOWNSVILLE	4814
2	A GIRL	2016-05-05	22222222227	TOWNSVILLE	4814

Episodes

0101	ROTTEQ	M033311	1
0102	IFHX	A21CC826A	1
0103	PRVTH	R37147	1

Buttons: Add, Edit, Del (for Encounters); Add, Edit, Del (for Episodes); Save, Send Now, Close

Once you are happy with the claim, press Send Now to send it. Alternatively, you can Save it, and come back later to review/edit the claim.