



## Effective and Efficient Immunisation Reporting procedures

### Tips on using the GPPI Practice Report (GPPI020A)

The GPPI Practice Report is sent out quarterly and identifies all children in your practice who are matched by HIC and ACIR (using Medicare number) and recorded as being “not fully immunised”.

When you obtain this report, you need to review the information on the ACIR report against the information in your medical records. If the words “not fully immunised” appear next to “assessment status”, the following may provide reasons why and directions to take:

- a) Children you have immunised but have not reported to the ACIR, or ACIR have not received the encounter forms or processed them:
  - ➔ make the adjustments on the report and send back to the ACIR
- b) Children who have attended your practice and are actually due/overdue for a vaccination:
  - ➔ identify, contact patient, immunise, and notify the ACIR immediately
- c) Children who have been immunised by another provider
  - ➔ notify ACIR on History Form (IMMU 13)