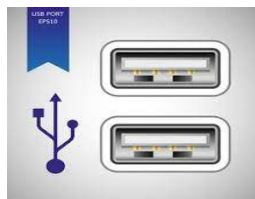


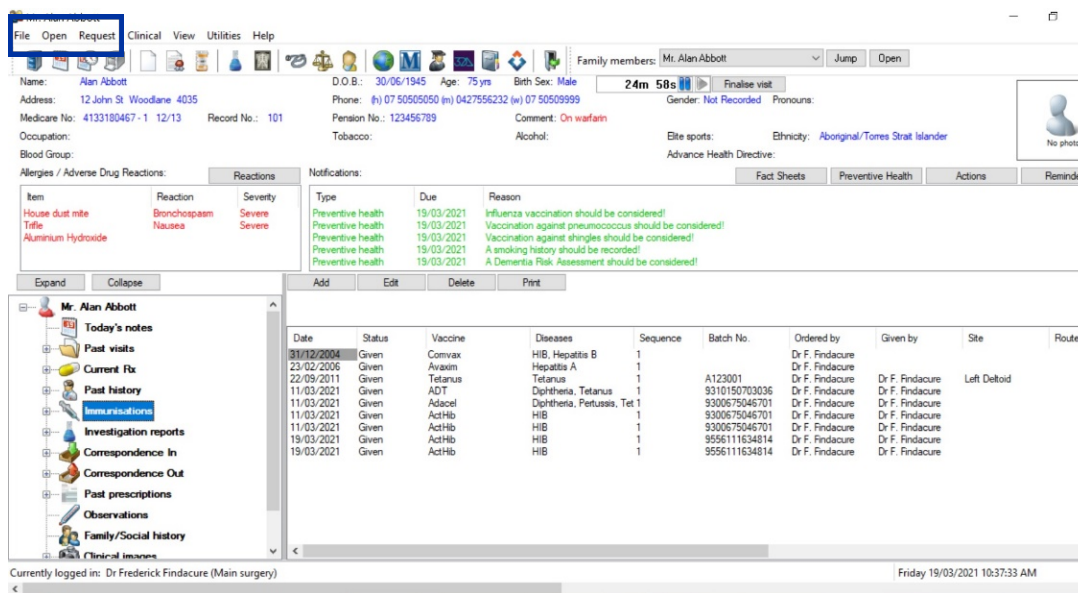
## Step 1

Plug-in the barcode scanner to the “USB port” of your laptop or desktop.



## Step 2

Log into **Best Practice** and open the patient's file.

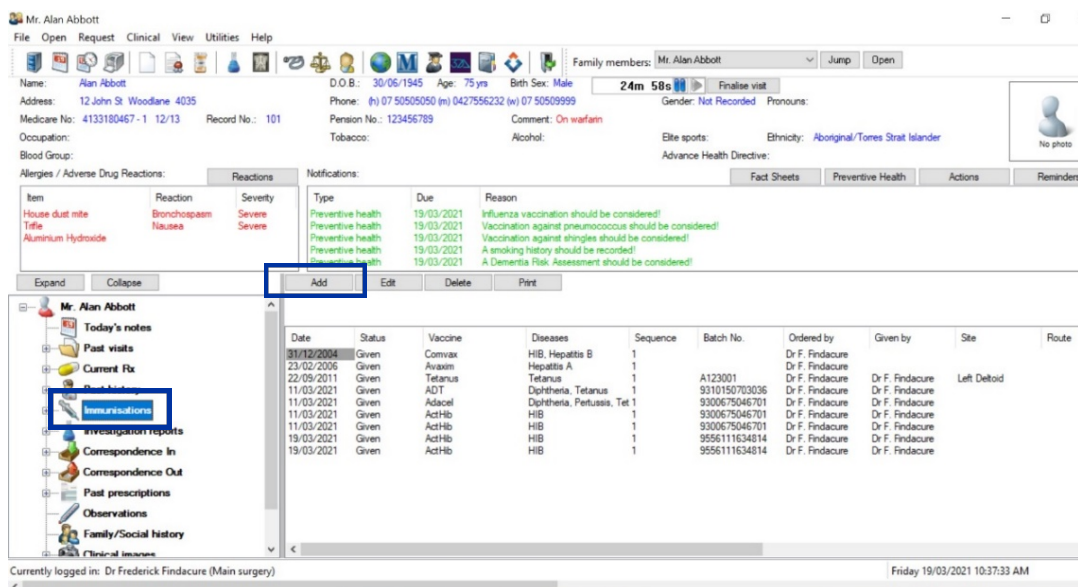


The screenshot shows the Best Practice software interface for patient Mr. Alan Abbott. The patient's details include: Name: Alan Abbott, D.O.B.: 30/06/1945, Age: 75 yrs, Birth Sex: Male, Address: 12 John St Woodlane 4035, Medicare No.: 4133180467-1, Record No.: 101, Pension No.: 123456789, Comment: On warfarin, Tobacco: Alcohol: Elite sports: Ethnicity: Aboriginal/Torres Strait Islander. The interface displays a list of immunisations with columns for Date, Status, Vaccine, Diseases, Sequence, Batch No., Ordered by, Given by, Site, and Route. The immunisation list includes:

Date	Status	Vaccine	Diseases	Sequence	Batch No.	Ordered by	Given by	Site	Route
31/12/2004	Given	Convax	HIB, Hepatitis B	1		Dr F. Findacure			
23/02/2006	Given	Avaxim	Hepatitis A	1		Dr F. Findacure			
22/09/2011	Given	Tetanus	Tetanus	1	A123001	Dr F. Findacure	Dr F. Findacure	Left Deltoid	
11/03/2021	Given	ADT	Diphtheria, Tetanus	1	9310150703036	Dr F. Findacure	Dr F. Findacure		
11/03/2021	Given	Adacel	Diphtheria, Pertussis, Tet 1	1	9300675046701	Dr F. Findacure	Dr F. Findacure		
11/03/2021	Given	ActHib	HIB	1	9300675046701	Dr F. Findacure	Dr F. Findacure		
11/03/2021	Given	ActHib	HIB	1	9300675046701	Dr F. Findacure	Dr F. Findacure		
19/03/2021	Given	ActHib	HIB	1	9556111634814	Dr F. Findacure	Dr F. Findacure		
19/03/2021	Given	ActHib	HIB	1	9556111634814	Dr F. Findacure	Dr F. Findacure		

## Step 3

Click “Immunisation” the “Add” vaccine.



The screenshot shows the Best Practice software interface for patient Mr. Alan Abbott, similar to the previous screenshot. The 'Immunisations' section in the left-hand navigation menu is highlighted with a blue box. The 'Add' button in the immunisation table is also highlighted with a blue box. The immunisation list is the same as in the previous screenshot.

## Step 4

Choose “Astra Zeneca – COVID-19” vaccine.

*Please note: The Comirnaty vaccine has been selected in this example as the Astra Zeneca vaccine was not available at the time*

Immunisation

Available Vaccines

Vaccine	Against
Comirnaty	COVID-19
Comvax	HIB, Hepatitis B
Dengue fever	Dengue fever
Dengvaxia	Dengue fever
Diphtheria	Diphtheria
DTP	Diphtheria, Pertussis, Tetanus

## Step 5

AIR requires the batch number of each vaccination to be uploaded into the AIR. This is short enough to enter by hand (8 digits).

**THIS IS MANDATORY**

Click on “**Save batch details**” and enter the “**Batch Expiry**” date before entering the batch/lot number into the “**Batch No.**” field.

Criteria

Comirnaty	COVID-19
Comvax	HIB, Hepatitis B
Denque fever	Denque fever

Billing provider:   Include inactive providers

Given by:

Date:  Site:  Sequence:

Route:  IMI  SC  Oral  Intradermal

Batch No.:  Batch Expiry:  30/06/2021  Save batch details

Serial No.:

Comment:

### Step 6

If you have a barcode scanner, and your clinical software has this enabled, you can opt to scan the barcode (that includes the GTIN, batch number, expiry date and serial number if it exists) for upload to the AIR. **THIS IS OPTIONAL**

Click the mouse to ensure the cursor is in the “**Serial No.**” field.

Use the “**Barcode Scanner**” to scan the **Barcode/QR code** on the **Astra Zeneca – COVID-19 vial/box**.

Criteria	Criteria
Comimaty	COVID-19
Comvax	HIB, Hepatitis B
Denque fever	Denque fever

Billing provider:   Include inactive providers

Given by:

Date:  Site:  Sequence:

Route:  IMI  SC  Oral  Intradermal

Batch No.:  Batch Expiry:  30/06/2021  Save batch detail

Serial No.:

**PC/GTIN No.    Serial No.    Expiry    Batch**

Comment:



**DO YOU HAVE QUESTIONS DIRECTLY RELATING TO  
COVID-19 VACCINE ROLL OUT?  
CONTACT US ON OUR DEDICATED EMAIL ADDRESS:  
[VACCINE@THEPHN.COM.AU](mailto:VACCINE@THEPHN.COM.AU)**

### Reference

**[COVID-19 VACCINE QUESTIONS FOR VACCINE PROVIDERS](#)**