

Checklist to help improve your practice immunisation rate

Daily/Weekly

- **Opportunistic** – ask all patients that come to your practice about their immunisation status and record in their notes or follow up.
- **Record immunisations to ACIR electronically (ACIR secure site or Medicare Australia online claiming)** – this is much more immediate than completing the purple encounter forms as it provides timely information to the Register and faster payments for your practice.
- **Lodge immunisations manually via Encounter form if no ACIR internet access.**

Monthly

- **Practice 'Immunisations Payment Statement'** – check and follow up non-payment codes.
- **Recall & reminder systems** – contact your patient either by phone or letter, which also gives a positive, personal, caring message from your practice.

Quarterly (Due Feb, May, Aug, Nov)

- **GPII20A Practice Reports** – follow up according to the **gpns** Guide to Understanding GPII 020A*.
- **Practice 'General Practice Immunisation Incentive (GPII) Statements'** – check your practice percentage rates and follow up the age group with the highest number of not fully immunised children.
- **Make sure ALL your GPs have signed their 46E form*, especially new GPs/Locums**, otherwise your practice will not receive a GPII20A Practice Report.
- **Ring GPII enquiries on 1800 246 101 for assistance.**

*This information can be downloaded under **General Practice Immunisation Incentive** on the Immunisation page at www.gpns.org.au. Contact Karen Smith, Immunisation Coordinator, ph 8374 7000 or email karen.smith@gpns.org.au.

Acknowledgement: Mid North Division of Rural Medicine, September 2008