Immunisation: Recording, Reporting & Rates

Practice visit checklist

Practice details
- Name of practice: 
- Contact person: 

ACIR32A Report details
- Practice coverage rates:
- Is the practice receiving GPII20A Practice Report? □ Yes □ No

Division details
- Date of visit: 
- Staff member conducting visit: 

Key resources for practice visit:
- *Immunisation: Recording, Reporting & Rates: a guide for practice staff (September 2009)*
- *Immunisation: Recording, Reporting & Rates: a guide for division staff (September 2009)* (for your reference only)
- *Immunisation: Recording, Reporting & Rates: Important Contacts Quick Guide*
- Queensland Health – current Immunisation Schedule
- Queensland Health - Eligibility for funded vaccines
- Other – specify
Optional resources for practice visit:

You will require a longer practice visit if using these resources.

- **Immunisation: Recording, Reporting & Rates – Audit & Practice Reporting Profile**
- Practice letter generated from Immunisation: Recording, Reporting & Rates – ACIR32A database
- **The National Due and Overdue Rules for Childhood Immunisation** (current edition)
- Other – specify

Essential points to discuss:

- Immunisation reporting and why it is important
- Who does what and why? Who is responsible for immunisation reporting?
- How does the practice report their immunisation data?
- Equipment, e.g. computers, software (if applicable)
- Practice coverage rates – is the practice above or below 90%? What does the coverage rate mean for the practice?
- Incentive payments for practices and parents
- Reports and Statements, including GPII20A Practice Report & VIVAS reminder notices
- Reporting immunisations, including accurate data entry, Aboriginal and Torres Strait Islander identification, etc
- ACIR Secure Site
- Key contacts
- Refer to the Contacts section in the **Immunisation: Recording, Reporting & Rates: a guide for practice staff (September 2009)** and include telephone number of the division and the practices medical software provider.

Options for follow-up

- Telephone call – Date:
- Practice visit – Date:
- **Immunisation: Recording, Reporting & Rates – Audit & Practice Reporting Profile** Date:
- Other:

September 2009