

# READINESS CHECKLIST



**1** Set-up **PRODA** organisation



**2** Get **AIR Provider Number**  
↪ using **IM004 form**



Access **AIR** via **GuildCare**

**3**

↪ Get **AIR Minor ID(s)** from **GuildCare** (and MedAdvisor if required)  
↪ Complete **HW027 form** (with **AIR Minor ID(s)**) then via **PRODA**, link to **Medicare Online** (AIR Minor ID)



**PRODA:** register **B2B device**

**4**

↪ For **GuildCare NG** enter **PRODA Org RA Number, Device Name** and **Device Activation Code**



**5** Set-up **website/bookings**

↪ **GuildDigital** (and **GuildCare NG**)

For support contact your  
**Guild Branch**

**GuildCare**  
1300 647 492

**GuildDigital**  
1300 286 880



The Pharmacy  
Guild of Australia



**GuildDigital**

The trusted leader in pharmacy websites

guldigital.com.au  
1300 286 880  
info@guldigital.com.au

# PHARMACY REFERENCE SHEET

⚠️ Assess pharmacy readiness using the CHECKLIST and access relevant key support resource including [hyperlinks](#) to key support resources: 🔗



**GuildEd Webinar: Digital Health Readiness for Vaccinations**

**KEY SUPPORT RESOURCES**

✓ **1** Set-up **PRODA** organisation

✓ **2** Get **AIR Provider Number** using **IM004 form**

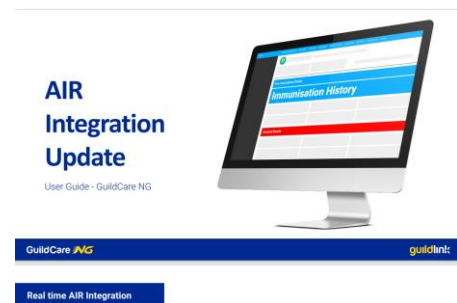
✓ **3** **Access AIR via GuildCare**  
 ↪ Get **AIR Minor ID(s)** from **GuildCare** (and MedAdvisor if required)  
 ↪ Complete **HW027 form** (with **AIR Minor ID(s)**) then via **PRODA**, link to **Medicare Online** (AIR Minor ID)

✓ **4** **PRODA: register B2B device**  
 ↪ **GuildCare NG** – enter **PRODA Org RA Number, Device Name** and **Device Activation Code**

✓ **5** Set-up **website/bookings**  
 ↪ **GuildDigital** (and **GuildCare NG**)



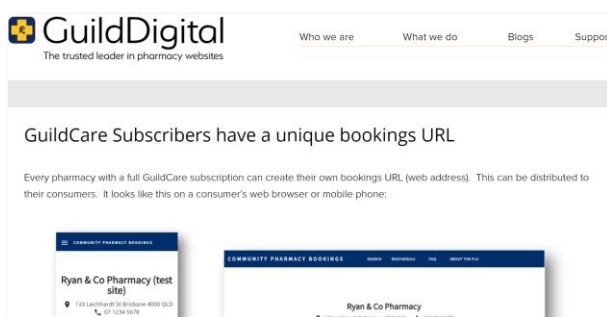
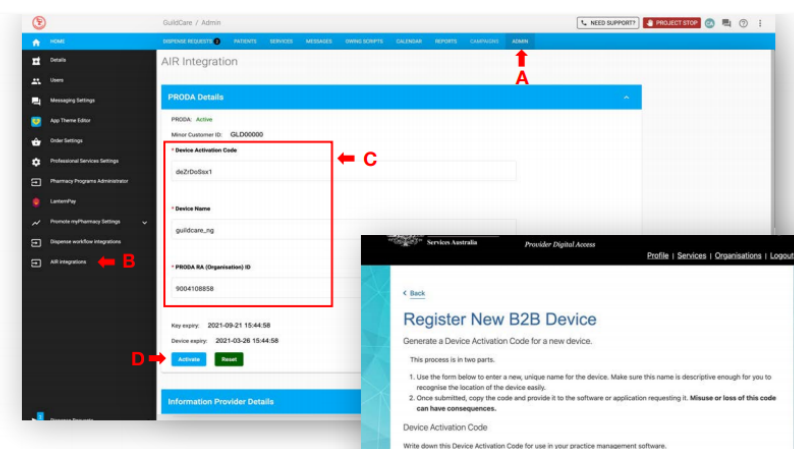
🔗 <https://ng.guildcare.com.au/guildlink-pharmacy-vaccination-readiness-guide>



🔗 **Use GuildCare NG AIR Integration Guide**

**Step 5. Link GuildCare NG with the B2B device**

- In **GuildCare NG**, go to the Admin Screen (A)
- Click on **AIR Integrations** (B)
- In the **PRODA Details** section enter the following information (C)
  - Device activation code – C1
  - Device name – C2
  - PRODA RA – C3
- Click on **Activate** button (D)



🔗 **Contact GuildDigital**



- Guild Branch Business Support Team for #1, #2
- GuildCare Tech Support **1300 647 492** for #3, #4
- GuildDigital **1300 286 880** for #5



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## Readiness Checklist: KEY ACRONYMS and DEFINITIONS

**PRODA** Provider Digital Access

<b>AIR</b>	Australian Immunisation Register
<b>AIR Provider Number</b>	The number issued to your organisation (pharmacy) as an authorised vaccination provider. <b>Pharmacist vaccinators do not require their own AIR provider number, they will use the pharmacy's AIR provider number.</b>
<b>IM004 form</b>	Use this form to register your pharmacy as a vaccination provider (organisation) with the Australian Immunisation Register (AIR) before sending immunisation data. <b>This form is for vaccination providers that are not general practitioners (e.g., Pharmacies)</b>  This form must be completed and sent to your state or territory health department. Once approved by your state or territory health department the application will be sent to the Services Australia for processing.
<b>AIR Minor ID</b>	Also known as organisations Minor ID. A Minor ID is also known as a Software ID or a Location ID. If your pharmacy, for example, is using <b>GuildCare NG</b> and/or MedAdvisor software products, you will need the Minor ID for each of these products. You will have to complete a HW027 form for each of these Minor IDs
<b>HW027 form</b>	<b>Online claiming provider agreement form (HW027).</b> For assistance in completing this form, use the Guild's <a href="#">HW027 Guide Document</a> .
<b>B2B Device</b>	A Business to Business ( <b>B2B</b> ) Device. A B2B Device lets your organisation get authorised access to a service provider with a software developer product e.g., GuildCare. You can register a B2B Device for your pharmacy (organisation) in PRODA.
<b>PRODA Organisation Number</b>	This is the number issued when an organisation has been successfully registered in PRODA. Refer to the Guild's <a href="#">PRODA ACTION PLAN</a> for further information.
<b>Device Name</b>	The <b>Device Name</b> e.g., GuildCare, needs to be descriptive enough so you can recognise the device purpose or what service transactions it is performing and must be unique to your organisation (pharmacy) in PRODA.  You can add further details to describe your device in the 'Description' field.
<b>Device Activation Code</b>	When you have successfully registered your device, you will be issued with a unique <b>Device Activation Code</b> valid for 7 days. <b>Record this code as it's not stored.</b>  To activate your device, you need to either use the code in your software or give the code to your software provider e.g., GuildCare.



### Why do I need to complete the READINESS CHECKLIST?

Because From 1 March 2021 it is mandatory for influenza and COVID vaccination to be reported to the Australian Immunisation Register (AIR) and it will be mandatory for all other vaccinations to be reported to AIR from 1 July 2021.