

# ACC Billing and Claiming Screens

ACC Billing Screen

Finance > ACC billing

OR

Finance > General Accounts > ACC Billing

1. Use filters to locate and group specific invoice results.
2. Group by a claim status: Error, Cancelled, Invalid, Exception, Incomplete, Sent to A/R.
3. Click on the links to view more details OR be redirected to related screens.

Invoice	State	Updated	Payment	Value (\$)	Invoiced items	Serviced	Patient	Claim	Appointment	Provider
14B	Ready	07/09/2023	6	50.84	PT02: Physiotherapy Ser...	07/09/2023	Nala Esi	AA00059	Record u...	Omni Training
11B	Ready	25/09/2023		67.80	PT01: Physiotherapy Ser...	06/09/2023	Allan Abbot	Not lodged	ACC - Initial c...	Omni Training



The Appointment column in the ACC billing screen will display **ACC Only** for invoices with subsidy items only and **ACC Combined** for subsidy and surcharge combined invoices.

ACC Claiming Screen

Finance > Find an ACC claim

OR

Admin > ACC Claims

1. When searching by claim number, the results will display any claim number containing those characters.
2. Use filters to locate and group claims.

Actions	Status	Claim	Patient	Diagnosis	Provider	Initial consult	ACC32	Insurer
...	Incomplete	Not lodged	Anahira Pote		Blake Jack	25/09/2023		ACC - Accident Compensa...
...	Accepted	AA00084	Anahira Pote	Contusion of should...	John Dolittle	25/09/2023	AA00084/1	ACC - Accident Compensa...
...	Ready	Not lodged	Ariel Frollo	Sprained ankle	Omni Training	22/09/2023		ACC - Accident Compensa...

To lodge a claim:

1. Use the **Status** filter to select all claims in **Ready** status.
2. Select the claims you wish to send or select all and click **Lodge**.

Actions	Status	Claim	Patient	Diagnosis	Provider	Initial con...	ACC32
✓	Ready	Not lodged	Simon Black	Accident due ...	Megs Owner	05/09/2023	
✓	Ready	Not lodged	Giovanni Lor...	Sprain, ankle ...	Teresa Karl	04/09/2023	
✓	Ready	Not lodged	Fred Fish	Dislocated ha...	Teresa Karl	25/07/2023	

To find and resolve error claims:

1. Use the **Status** filter to select all claims with an **Error** status.
  2. Select the **Actions** button (⋮) and click **Summary**.
- The Overview card will display the full details of the error.

Referral	Insurer	Initial consult
Not referred	ACC - Accident Comp...	31/08/2023
Primary diagnosis	Side	
Hand swelling	Left	

