

ACC Workflows

ACC Claims

The ACC claims screen can be opened via one of the following options in the home menu. Navigate to **Admin > ACC claims** or **Finance > Find an ACC claim**.

ACC45 claims can be opened via one of the following options:

1. From the ACC claims screen, click the Actions button on the claim then select ACC 45 > **View** or **Edit**.

2. From the Appointment book, right click on the appointment and select Claim > **Open**.



To access ACC Claims, you will need **Contributor** level permissions in the **Claiming** security permission.

3. From the Clinical record, select the Conditions icon in the Patient tree and select a claim and click the **open icon**. Click ACC 45 from the Summary screen.

Actions	Status	Claim	Patient
...	Pending	AA76202	Penelope
Summary		Not lodged	...
ACC45		View	...
...	Pending		...
...	Incomplete		...
...	Not verified		...
...	Incomplete		...
...	Incomplete		...

10:15 am - 10:45 am	ACC Follow up consultation - COTR
Completed	Open
Claim	Print claim form
SMS	Print completed ACC45
Forms	Email to client
Invoice	
Wanda Dar	
Clinical	
Edit appointment	
Cancel appointment	

Undiagnosed
Not lodged 50 consults remaining
Claim reviews
Required by 16th consult
Overview

Lodge ACC Claims

ACC claims can be lodged via one of the following options:

1. From the ACC45 itself, click **Lodge**.

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3. From the ACC claims screen, click the actions button on the claim, then select **ACC45 > Lodge**.

2. From the ACC claims screen, tick the 'claim' to be sent, and in the top-right of the screen click **Lodge**.

Actions	Status	Claim	Patient
...	Pending	AA76202	Penelope
Summary		Not lodged	...
ACC45		View	...
...	Pending		...
...	Incomplete		...
...	Not verified		...
...	Incomplete		...
...	Incomplete		...

Claims						
Search by name	Search by claim number	Provider	Insurer	Ready	Date(s)	Lodge
<input checked="" type="checkbox"/>	...	Ready	Not lodged	Ralph Rery	Sprain of ankle grade...	Petra Amberboy-Kiss
					05/04/2024	ACC - Accident Compensatio...

Creating ACC32s

An ACC32 request can only be created for ACC45 claims with a status of **Accepted**. To Create a new ACC32 for an accepted claim, use one of the following options:

1. From the ACC claims screen, click the Actions button on the claim and select **New ACC32**.

Claims			
Search by name			
<input type="checkbox"/>	...	Accepted	Claim
Summary			...
ACC45			...
New ACC32			...

2. From the ACC45 **Summary** screen, select **+New ACC32** from the ACC32 card.

ACC32

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3. From the Clinical record, click the conditions icon from the patient tree. Select the ACC45 claim and then click **New ACC32**.

End consult	Dislocated ankle (Left)
	AA14765 50 consults remaining
	Claim reviews