

# Create ACC32

Open the ACC32 claim

1. Go **Admin > ACC claims**
2. Click the **Actions** (⋮) button on the claim then select **ACC32**
3. Select the request



The number inside the parentheses ( ) next to the ACC32 heading indicates the number of ACC32 requests created for the claim.

Actions	Status
⋮	✓ Accepted
Summary	
ACC45	>
ACC32 (4)	>

Create a new ACC32

Create a new ACC32 for an accepted claim via one of the following options:

- a. From the **Clinical record** click the **Conditions** icon from the patient tree. Select the ACC45 claim and click **New ACC32**.
- b. From the ACC Claims screen click the **Actions** button on the claim and select **New ACC32**.
- c. From the ACC45 **Summary** screen, select **+ New ACC32** from the ACC32 card.

Verbally approved ACC32



Verbal approval can only be recorded when requesting additional treatments.

When the **Verbal approval** switch is toggled to **Yes**, Bp Omni will automatically select and disable the **Request additional treatments** checkbox.

Current diagnosis is

- Closed fracture of three ribs - Left

**Verbal approval \***  Yes

**I need to \***  Request additional treatments

1. Toggle the **Verbal approval** to **Yes** and enter the details.
2. Complete Provider and Treatment details sections.
3. Click Finalise. The ACC32 status will automatically update to **Accepted**.

Create a new ACC32

A non-standard ACC32 request is created in Bp Omni when:

- Non-standard codes** are requested as a diagnosis.
- The request is **12 months** outside of the injury date.
- The ACC32 is marked as a **Voluntary submission**.

When one or more of these conditions are met, the provider must complete the **Current status & prognosis** form.