Create and Lodge ACC45

Open the ACC45 claim

1. Go **Finance** > **Find and ACC Claim** or **Admin** > **ACC claims**
2. Click the **Actions** (···) button on the claim then select **ACC45** > **View** or **Edit**.

OR

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

OR

1. From the **Clinical record**, select the **Conditions** icon in the Patient tree.
2. Select a claim and click the **open** icon.
3. Click **ACC45** from the ACC45 Summary screen.

Create a new ACC45

1. From a **New appointment,** select **Link or create a condition** > **+ New condition.**

    OR

    From an **Appointment**, select **Start consult** > click on the **Conditions** icon in the patient tree > **+ New condition.**
2. Select **Claim** as the **Condition type.**

When an appointment has an existing linked condition, the **+ New Condition** button will be disabled from the **Clinical Record.**

Condition setup for Frank Abbot ✕

Condition type *

| Claim | Private |

Referred in

⬤ No

Insurer *

🔳 ACC - Accident Compensation Corporation   ✕

ACC45

☐ Send ACC45 for patient to fill out

| Save | Cancel |

Lodge ACC45 claims

a. From the ACC45 click **Lodge**.

OR

b. From the ACC claims screen, tick the claims to send then click **Lodge**.

OR

c. From the ACC claims screen, click the **Actions** button (···) on the claim, > select **ACC45** > **Lodge**.

‹ Anahira Pote - Claim   Summary   ACC45   🖨 Print ⌄ | Lodge | Save draft ⌄   Cancel

Personal details
Accident & employment details
Patient declaration
Injury diagnosis & assistance
Provider declaration
Referrals out

🧑 **Personal details**   Ready ⌃

Basic information

First name *   Middle name
Anahira

Last name *
Pote

C

Omni