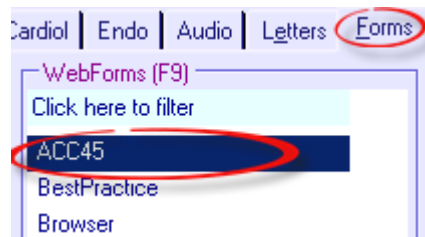


Launch the claim form

Have the patient record open in My Practice



Click on the 'ACC45' menu item on the Forms tab.

Patient Details

New Injury Claim Form

PATIENT DETAILS

Postal address
52 Sampley Street
Sampleville
Auckland
New Zealand

Phone
09 9999999
Mobile
025 0000000

Refresh

Confirm that the address and phone number are correct as ACC may need to contact the patient.

If the details are not correct, then update the patient record in your PMS (Patient Management System) and press the Refresh button.

Occupation

teach

- Head Teacher
- Principal Head Teacher
- Tertiary Teaching Professional

To enter Occupation just start typing and a list will generate.

Accident Details

Did the accident occur at work? ☒ Yes ☐ No

Name of employer Location of employer

For work accidents confirm the name and location of the patient's employer as ACC may need to contact them.

Provide details

This section allows you to provide a free text description of the accident. This information will assist ACC to understand the actual mechanism of the accident (e.g. hit head on table), and any external agents involved such as gas, smoke or environment.

Injury Diagnosis Tab

HealthLink Online

New Injury Claim Form

Patient & Accident
A B Sample

INJURY DIAGNOSIS

cont knee

- SE41. Contusion, knee and lower leg
- SE411 Contusion, knee
- SE41z Contusion, knee and lower leg NOS
- PE8y8 Congenital flexion contracture of knee
- N0846 Joint contracture of the lower leg
- N084a Flexion contracture of the knee

Perform a predictive search of all diagnoses by typing the first few characters of the diagnosis e.g. "cont" for contusion. A two word search reduces the number of matches.

Fitness for Work

Su Mo Tu We Th Fr Sa

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

8 Accident date 11 Today

☒ Fit for some work

☐ Fully unfit for work

Drag across the calendar to select a date range and select either 'Fit for some work' or 'Fully unfit for work'. You may determine one period of each type for a maximum combined period of 14 days.

Consultation Notes

CONSULTATION NOTES

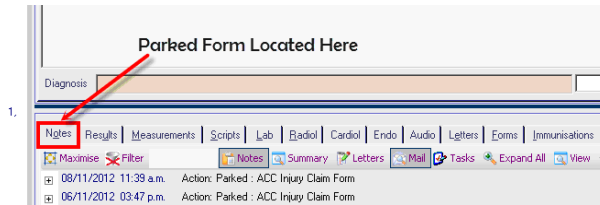
You can complete your consultation notes relating to the accident and associated injury here and these notes will be written back to the patient record.

Send a Claim

[Delete this claim](#)

You no longer need to send claims to ACC as a separate task – just click "Send" and it will be delivered to ACC immediately. You will receive an acknowledgement on screen.

Retrieving a parked form



Parked forms can be located within the patient's profile in the "Notes tab". Click on the claim you want to work on.

An Accident record has been created

An accident record will be created on the Patient record after the ACC45 has been sent to ACC.



For help with submitting an ACC45 call:
ACC eBusiness Support Line
Monday to Friday (except public holidays)
8am – 5pm
Phone: 0800 222 994 / Option 1

A comprehensive User Guide is available at:
<http://www.healthlink.net/integration.htm>



For Healthlink queries call:
Customer Support Line
Monday to Friday (except public holidays)
8am – 6pm
Phone: 0800 288 887
Support email: helpdesk@healthlink.net



New Injury Claim Form ACC45 Quick Start Guide

This guide has been created to show you the key steps involved in completing the new electronic injury claim form ACC45.

The form has been designed to make it easier for you to do business with ACC by providing a user friendly form that's quick to complete.