

SERVICE SCHEDULE
CLINICAL PSYCHIATRIC SERVICES
CPSXXXX

PART A. QUICK REFERENCE INFORMATION

1. TERM OF AGREEMENT FOR CLINICAL PSYCHIATRIC SERVICES

The Term for the provision of Clinical Psychiatric Services is the period from date of signing (“Commencement Date”) until the close of 31 August 2014 (the “Date of Expiry”) or such earlier date upon which the period is lawfully terminated.

2. SPECIFIED AREA AND SERVICE LOCATION (Part B, clause 5)

3. SERVICE PROVIDERS (Part B, Clause 7.2)

Name	Surname	ACC Provider Number	Vocational Classification

The Supplier will not change any of the named Service Providers listed above unless ACC has, in its sole discretion, agreed to such a change.

4. SERVICE ITEMS AND PRICES (Table 1)

Service Item Code	Service Item Description	Price (ex GST)
CPS1	Assessment or Treatment, where ACC arranges facilities, in accordance with Part B, Clauses 6.2 to 6.3	\$214.15 per hour
CPS2	Assessment or Treatment, where facilities are provided by the Supplier, in accordance with Part B, Clauses 6.2 and 6.3	\$275.53 per hour
CPS3	Assessment, where facilities are provided by the Supplier, in accordance with Part B, Clauses 6.2 and 6.3, and where the provider meets the criteria listed below: <i>To be eligible for the increased rate of payment as per Service Item Code CPS3 providers must:</i> Have been registered and practising as a psychiatrist for a minimum of 7 years, and Currently be working predominantly in private practice in excess of 20 hours per week and maintain attended consulting rooms.	\$342.91 per hour
CPS4	Treatment, where facilities are provided by the Supplier, in accordance with Part B, Clauses 6.2 and 6.3, and where the provider meets the criteria listed below: <i>To be eligible for the increased rate of payment as per Service Item Code CPS4 providers must:</i> Have been registered and practising as a psychiatrist for a minimum of 7 years, and Currently be working predominantly in private practice in excess of 20 hours per week and maintain attended consulting rooms.	\$318.84 per hour

Service Item Code	Service Item Description	Price (ex GST)
CPSDNA	<p>Non-attendance Fee (payable for non-attendance without cancellation for Services which incur an hourly rate. Payable only once per Client).</p> <p><i>(Payable for non-attendance without cancellation for services, which incur an hourly fee. This fee is payable if a client fails to attend a scheduled assessment appointment if all reasonable efforts have been made to encourage attendance, including reminding the client of the appointment one or two days before the time. This fee is payable only for the first visit).</i></p>	\$489.71 set fee
CPSTA1	Air travel is payable when an Assessor has been requested by ACC to travel to an outlying area that is not the Assessor's usual area of residence or practice to conduct an Assessment and this necessitates air travel. ACC will pay for actual and reasonable airfares with prior case owner approval.	Actual and Reasonable
CPSTD10	A contribution towards travel costs will be made, where return travel via the most direct, practicable route from the facility base or worker residence (whichever is the closest) to the Client contact point exceeds 20 km. Only the distance in excess of the initial 20km may be claimed. If travel includes more than one Client payment is on a pro-rata basis.	\$0.62 per km
CPSTT5	<p>ACC will pay for the Service Provider's travel time to deliver Services to a Client, if:</p> <ul style="list-style-type: none"> • the travel is necessary, and • the Service Provider travels via the most direct, practical route available between their base/facility and the Client's address, and • the distance the Service Provider travels exceeds 20km return and/or the time the Service Provider travels exceeds 30 minutes <p>CPSTT5 is payable for:</p> <ul style="list-style-type: none"> • the first hour or less of travel time on any one day <p>Where possible, visits to clients should be grouped together to reduce travel time and expense</p>	<p>Providers registered with ACC as Private Practitioners (i.e. those providing their own rooms):</p> <ul style="list-style-type: none"> • Assessment - \$171.47 per hour or part thereof • Treatment - \$159.43 per hour or part thereof <p>Salaried Practitioners (i.e. those salaried providers who are not providing their own rooms):</p> <ul style="list-style-type: none"> • Assessment and Treatment - \$107.08 per hour or part thereof
CPSTT1	<p>CPSTT1 is payable for:</p> <ul style="list-style-type: none"> • the additional hours required after payment for the first hour through CPSTT5 • for the total travel time after the first hour of travel on any one day 	<p>Providers registered with ACC as Private Practitioners (i.e. those providing their own rooms):</p> <ul style="list-style-type: none"> • Assessment - \$342.91 per hour or part thereof • Treatment - \$318.84 per hour or part thereof <p>Salaried Practitioners (i.e. those salaried providers who are not providing their own rooms):</p> <ul style="list-style-type: none"> • Assessment and Treatment - \$214.15

Service Item Code	Service Item Description	Price (ex GST)
		per hour or part thereof
CPST6	Provider Travel at Cost including taxis, rental cars and public transport	Actual and Reasonable
CPSAC	<p>Payable when an Assessor has been requested by ACC to conduct a clinic in an outlying area that is not the Assessor's usual area of residence or practice and overnight accommodation is necessary. ACC will pay actual and reasonable accommodation costs of up to a maximum of \$225.00 plus GST per day with prior ACC Coordinator approval and receipts provided.</p> <p>Hotels – Maximum of \$150.00 + GST per night</p> <p>Meal and Incidental Allowances – Actual and reasonable up to the following maximums \$75.00 + GST per 24 hour period where overnight stay is required.</p> <p>No reimbursement for alcohol, including mini-bar expenses</p>	Actual and Reasonable
CPSTR1	Remote Clinic Room Hire payable where an Assessor is requested by ACC to conduct a clinic in an outlying area that is not the Assessor's usual area of residence or practice and as a result is required to hire rooms for the specific purpose of undertaking these Assessments.	Actual and reasonable cost up to a maximum of \$200 exc GST.

ACC will review prices annually for all Services described in this Service Schedule. In this pricing review, ACC will take into account general inflation, service component costs, and any substantial changes within the market for these Services. ACC and the Provider may agree to an adjustment to prices as a result of this price review. Any such adjustment must be agreed in writing by the parties. However, if ACC decides, in its sole discretion, that there have not been significant impacts on price, the prices will remain unchanged. Any adjustment in prices will take effect from a date agreed by the parties.

5. KEY PERSONNEL FOR CLINICAL PSYCHIATRIC SERVICES

KEY ACC CONTACT:

ACC Health Procurement (for delivery)
19 Aitken Street
Wellington 6011
ACC Health Procurement (for mail)
P O Box 242
Wellington 6140

Marked: "Attention Health Procurement Facilitator"
Phone: 0800 400 503
Facsimile: (04) 816 7401
Email: health.procurement@acc.co.nz

KEY SUPPLIER CONTACT:

Supplier Name
Street Address 1 (for delivery)
Street Address 2
Street Address 3
City
Postal Address (for mail)
City
marked: "Attention: Provider Name, Position"
Phone:
Facsimile:
Email:

PART B: SERVICE SCHEDULE: CLINICAL PSYCHIATRIC SERVICES

1. SERVICE OBJECTIVES

The Key Objectives of Clinical Psychiatric Services include:

1.1 Assessment

To provide psychiatric assessment, diagnosis and/or suitable rehabilitation options to Clients in the following circumstances (without limitation):

- Where possible differential diagnosis issues have been identified;
- Prior to referral for rehabilitation or pain management service (e.g. Residential Rehabilitation Services),
- Determining if care should be funded by ACC, or another agency;
- Ascertaining if the rehabilitation need is causally linked to the injury (both physical and mental) for which ACC has granted cover; a causal link to mental injury is defined as the sexual abuse, physical injury or workplace traumatic event was a substantial or a material cause of the injury;
- Medication review;
- Where multiple rehabilitation options have been identified; and/or
- To review the appropriateness of ongoing mental health treatment for a Client.

An Assessment may include (without limitation):

- Clarification of clinical issues to assist ACC to reach a decision on whether mental injury cover should be granted;
- Performing a diagnostic evaluation;
- Evaluating the safety of the patient and others;
- Evaluating the level of functional impairments; and / or
- An assessment of the validity of the client's presenting symptoms;
- Identification and recommendation of treatment options for mental health disorders in patients with ACC covered injuries;
- Formulation of treatment plans and goals where treatment is recommended.

1.2 Treatment

To provide treatment to Clients following the receipt of an approved treatment plan which will include (but not be limited to) the following:

- Establishing and maintaining a therapeutic alliance;
- Application of appropriate treatment interventions;
- Monitoring the patient's psychiatric status and safety;
- Providing education to patients and families; and/or
- Enhancing treatment adherence.

2. SERVICE PHILISOPHY

The purpose of this Service Schedule is to purchase Clinical Psychiatric Services in order to provide ACC with:

- 2.1** a psychiatric assessment and diagnosis of a Client's mental injury (as defined in section 27 of the IPRC Act) which is being investigated for cover or has been accepted as having cover by ACC; and/or
- 2.2** to provide treatment to a Client following receipt of an approved treatment plan.

3. SERVICE COMMENCEMENT & REFERRAL

The Clinical Psychiatric Services that ACC purchases from the Supplier for a Client commence on receipt of a written Referral from ACC for Assessment or Treatment and the Supplier has advised the case owner of their availability to complete the service within the timeframe specified.

The Supplier will not provide, and ACC will not pay for, any Clinical Psychiatric Services (Assessment or Treatment) except in accordance with a written Referral from ACC.

4. SERVICE EXIT

The Clinical Psychiatric Services end when:

- (a) the case owner receives the Assessment Report and Treatment Plan (ARTP) and/or Treatment Completion Report (where Treatment has been completed) which reflects the general purposes and objectives outlined in this Agreement and which are in the format prescribed in Part B, Clauses 9.1 and 9.2 (whichever is applicable); and
- (b) when transfer of clinical responsibility and care of the Client (to the original Referrer) has occurred.

5. SERVICE LOCATION

The Supplier will ensure that:

- (a) The Service Provider will provide the Clinical Psychiatric Services at the location specified in Part A, clause 2 of this Service Schedule;
- (b) Where the Client's circumstances or physical condition prevent the Client from attending the Service Provider's facility for the purpose of an Assessment or Treatment then the Service Provider will provide the Service in a location that meets the needs of the Client;
- (c) Where Assessment or Treatment of a Client is required in a location away from the Service Provider's facility, prior approval is obtained from ACC. If approved, travel costs will be reimbursed at the rate specified in Part A, clause 4 of this Service Schedule. Where possible the Service Provider will carry out multiple Assessments and/or Treatments in one locality to minimise travel costs to ACC.

6. SERVICE REQUIREMENT

6.1 Definition of "Clinical Psychiatric Services"

"Clinical Psychiatric Services" means all and any part of the services described in Part B, Clause 1 and other services described elsewhere in this Service Schedule, to be provided for Clients subject to and in accordance with the provisions of this Agreement.

- (a) In general, any Clinical Psychiatric Services provided by the Provider must be treatment which ACC is liable to provide pursuant to subclauses 2(1) and 2(2) of Part 1 of Schedule 1 of the IPRC Act. Subclauses 2 (1) and 2(2) state:
 - (1) The Corporation is liable to pay the cost of the client's treatment if the treatment is for the purpose of restoring the client's health to the maximum extent practicable, and the treatment-
 - (a) is necessary and appropriate, and of the quality required, for that purpose; and
 - (b) has been, or will be, performed only on the number of occasions necessary for that purpose; and
 - (c) has been, or will be, given at a time appropriate for that purpose; and
 - (d) is of a type normally provided by a treatment provider; and
 - (e) is provided by a treatment provider of a type that normally provides that treatment; and
 - (f) has been provided after the Corporation has agreed to the treatment, unless clause 4(2) applies.
 - (2) In deciding whether subclause (1)(a) to (e) applies to the client's treatment, the Corporation must take into account-
 - (a) the nature and severity of the injury; and
 - (b) the generally accepted means of treatment for such an injury in New Zealand; and
 - (c) the other options available in New Zealand for the treatment of such an injury; and
 - (d) the cost in New Zealand of the generally accepted means of treatment and of the other options, compared with the benefit that the client is likely to receive from the treatment."

6.2 Psychiatric Assessment Services

In providing the Clinical Psychiatric Services the Supplier will undertake Assessments which shall, where appropriate, include (without limitation):

- (a) history taking and examination of the Client by an appropriately qualified Psychiatrist;
- (b) discussion between the Client and the Psychiatrist concerning suitable treatment options;
- (c) any administrative matters as would normally be required when undertaking Clinical Psychiatric Services including the recording of Service provision and outcomes in clinical notes and/or through internal information systems; and
- (d) completion of appropriate documentation, such as the ARTP, to support referral of the Client to other appropriate services.

6.3 Tests used in the Assessment of Clients:

- All tests used to supplement the clinical interview and to support the presence of functional limitations will be current and have sufficient reliability, validity and utility for their specific purpose.
- No single test will be used on its own to substantiate a diagnosis.
- Tests used will have built-in validity scales for categorising and quantifying the nature of the impairment.

7. QUALITY REQUIREMENTS

7.1 Service Delivery Times

Clinical Psychiatric Services will usually be provided during normal working hours, but may be provided after hours or during weekends, from Monday to Saturday.

7.2 Service Providers

(a) Names

(i) The Supplier will utilise the services of only the Service Providers included in clause 3, Part A of this Service Schedule in the course of providing Clinical Psychiatric Services for Clients.

(ii) A Service Provider who provides an Assessment of a Client may also provide Treatment to that Client if that is approved by a case owner.

(b) Addition of Service Providers

The Supplier may, at any time during the Term of this Agreement for Clinical Psychiatric Services, make a written request to ACC that a provider be approved as a Service Provider.

ACC may in its sole discretion accept or decline each such request, by providing written notification to the Supplier. Any acceptance may be made subject to conditions.

If a request is accepted under this clause, the provider shall be deemed added as a Service Provider from the date of ACC's written notification of acceptance to the Provider.

(c) Removal of Service Providers

The Supplier may, at any time during the Term of this Agreement for Clinical Psychiatric Services, provide written notification to ACC that a Service Provider is to be removed from this Service Schedule. The Service Provider shall be deemed to be removed from this Service Schedule five Working Days after receipt of the Supplier's notice by ACC.

ACC may, at any time during the Term of this Agreement for Clinical Psychiatric Services, provide written notification to the Supplier that a Service Provider is to be removed from this Service Schedule. The Service Provider shall be deemed to be removed from this Service Schedule five Working Days after receipt of ACC's notice by the Provider. ACC shall not issue such a notice arbitrarily.

7.3 Service Provider Qualifications

All Service Providers providing Clinical Psychiatric Services must hold professional qualifications which include both comprehensive training and relevant expertise in differential diagnosis of psychiatric disorders and appropriate certification. Each Service Provider will comply with the following requirements, evidence of which shall be supplied to ACC prior to the Service Provider being added to the list at Part A, clause 3:

- Fellowship of the Royal Australian and New Zealand College of Psychiatrists, or equivalent;
- Membership of an appropriate section or faculty of this professional college (for example, section on Forensic/Liaison Psychiatry, membership of the faculty of Child and Adolescent Psychiatrists);
- Vocational registration in psychological medicine or psychiatry with the Medical Council of New Zealand;
- Identified experience in particular fields (e.g. Forensic Psychiatry, General Psychiatry (sexual abuse, depression, disturbances of affect and motivation), Liaison Psychiatry (for example, chronic pain syndromes, post traumatic stress disorder);
- Engagement in a Maintenance of Professional Standards Programme.
- Be endorsed to provide clinical psychiatric services by the Sector Reference Group, or its successor.

In addition each Service Provider will provide:

- Evidence of any identified relevant additional training or qualification;
- Details of languages spoken/relevant cultural expertise identified;
- Record of any Health and Disability Commission or Medical Council of New Zealand Adverse Finding(s).

The Supplier will notify ACC when they believe they have met the requirements of Service Items CPS3 and CPS4.

7.4 Timeframes for Clinical Psychiatric Services

7.4.1 The Supplier will ensure that:

- (a) Assessments are completed within:
 - (i) 14 Working days from the date of Referral to the Provider; or
 - (ii) A lesser period of time if this is recommended by a Specialist due to the clinical need of the Client.
- (b) The Assessment Report and Treatment Plan (ARTP) will be supplied to ACC no later than 10 Working Days following the Assessment.
- (c) Treatment will commence:
 - (i) within 21 Working days from the date of Referral to the Provider; or
 - (ii) At a lesser period of time where this is recommended by a Specialist due to the clinical need of the client, or
 - (iii) Later than 21 days where there are justified time constraints on the part of the Provider, and the case owner agrees to such an extension, after considering the clinical needs of the Client.
- (d) The Treatment Progress/Completion Report (TP/CR) will be supplied to ACC at the intervals indicated in Part B, clause 11.2 below.
- (e) Client notes supplied by ACC for the purposes of an assessment are returned at the time the assessment report is submitted to ACC.

7.4.2 Inability to comply with Timeframes

Where the Provider is not able to meet the timeframes for the provision of Clinical Psychiatric Services, described in clause 7.4.1 (a) or (b), for a Client or a particular group of Clients, the Provider will immediately notify the Client's case owner. ACC may, in its sole discretion, either endeavour to agree with the Provider and the relevant Client(s) an extension of the timeframe, or require the Provider to refer the Client(s) to another ACC contracted Provider approved by ACC for the provision of the required Services.

7.5 Supervision

All Service Providers will have a supervisory agreement in place with a professional peer who is appropriate for the Services being provided.

8. PROFESSIONAL LIABILITY & INSURANCE COVER

The Supplier will ensure, during the Term of this Agreement in respect of the Services to be provided under this Service Schedule, that:

- Any Service Provider contracted by the Supplier will either have or retain membership of a recognised medical defence organisation; or
- Any Service Provider contracted by the Supplier has professional liability insurance cover for such sum as may reasonably be specified by ACC from time to time; in order to satisfy any liability that the Service Provider may incur as a result of the performance or non-performance of the Supplier's obligations under this Agreement. ACC may from time to time require the Supplier to produce written evidence of such membership or cover.

Schedule 2, clause 11, INDEMNITY contained in Part 1 of this Agreement will not apply in respect of the Services to be provided under this Service Schedule.

9. MONITORING AND ENDORSEMENT OF PROVIDER REPORTS AND ADVICE PROVIDED

- (a) Mental injury assessment reports will be periodically reviewed by the ACC Clinical Services Directorate and where deemed necessary reports will be submitted for peer review. The review process will address the following:
- Adequacy of reply (where specific questions are asked),
 - Adequacy of findings (to ensure all relevant information is included),
 - Concordance of Opinion and Findings, and
 - Adequacy of recommendations (to ensure treatment plans are appropriate in terms of legislation, identified diagnosis and resultant impairments),
 - Appropriateness of assessment or treatment duration and/or frequency.
- (b) Where the peer review process raises sufficient concern, recommendations will be made for the Service Provider to participate in a performance management programme which may include training where necessary and appropriate.

10. REPORTING REQUIREMENTS

10.1 An Assessment Report and Treatment Plan (ARTP) in the format attached as Appendix 1 shall be prepared and submitted by the Provider to ACC on completion of any assessment.

10.2 Treatment Progress/Completion Report (TP/CR), in the format attached as Appendix 2, shall be prepared and submitted by the Provider to ACC at the intervals prescribed in clause 11.2 below and on completion of any agreed course of treatment.

10.3 To Whom

The Supplier will forward the ARTP or TP/CR to the case owner who made the Referral and/or to any other person designated by ACC.

11. REFERRALS FOR TREATMENT

- 11.1 Referrals for Treatment will not be made by ACC until after the completion of an Assessment (in accordance with clause 6) and the identification by a Service Provider of the need to refer the Client for treatment with specific recommendations for that treatment.
- 11.2 ACC will not pay for any treatment provided before the ARTP has been reviewed and the case owner has approved any recommended treatment.

12. REVIEW AND FREQUENCY OF TREATMENT PROGRESS REPORT

- 12.1 All treatment funded by ACC will be reviewed regularly to consider:
- Effectiveness (measured against stated treatment goals);
 - Appropriateness (where progress is poor); and
 - Cost.
- 12.2 The Service Provider will provide a Treatment Progress Report to ACC at the intervals indicated in the Assessment Report and Treatment Plan, or every 12 weeks, whichever date is earlier.

13. REPORTING

ACC may request the Service Provider to supply further information or reports on Services provided. Any such request will be reasonable, and the Provider shall provide the information within 30 days of the request being made.

14. PAYMENT AND INVOICING

- 14.1 Service prices are defined for this Service in Table 1- Service Items and Prices.
- 14.2 ACC agrees to pay the prices set out in Table 1 -- Service Items and Prices.
- 14.3 The prices set out are the entire amount chargeable to ACC in relation to the Services and no additional amount may be charged to ACC, the Client or other person for Services under this agreement.
- 14.4 GST Invoice**
- 14.4.1 The supplier is entitled to raise a separate GST invoice for each Client following the completion of the Service, or on a weekly or fortnightly basis. To ensure efficient payment processing by ACC, this invoice will contain information consistent with that received in the ACC purchase order which initiated the service, particularly in regard to service codes.
- 14.4.2 Wherever practical, the GST invoice will be in the form of XML transactions transmitted to ACC either directly or using the XML Builder application supplied by ACC.
- 14.5 The suppliers invoice will contain the following details:
- 14.5.1 That the invoice is addressed to ACC;
- 14.5.2 The suppliers name, address and ACC supplier number;
- 14.5.3 The GST number of the supplier;
- 14.5.4 The words "Tax Invoice" in a prominent place;
- 14.5.5 An invoice number;
- 14.5.6 The invoice date;
- 14.5.7 The relevant ACC purchase order number;

14.5.8 The name of the Agreement and contract number;

14.5.9 The name of the claim number of the Client receiving the Service;

14.5.10 A description of the Services and their codes; and

14.5.11 The date on which the Service was provided, or if more appropriate the start and end date.

14.6 ACC will pay for travel incurred by the Provider in providing Clinical Psychiatric Services as set out in clause 4, Part A, Quick Reference Information.

14.7 ACC will pay the specified non-attendance fee set out in clause 4, Part A, Quick Reference Information if a Client fails to attend a scheduled Assessment appointment. The Supplier has to ensure all reasonable efforts to encourage attendance have been made, (including the Service Provider reminding the Client of the appointment one or two days before the scheduled time). This fee is payable only once per Client.

14.8 ACC will not pay for a Service where the invoice for that Service is not received within 12 months of the date the Service was provided.

15. **APPENDICES** (e.g. reporting templates, guidelines, explanatory notes, glossary)

- Appendix 1: Report Template – Psychiatric Assessment Report/Treatment Plan
Report Guidelines – Psychiatric Assessment Report/ Treatment Plan
- Appendix 2: Report Template – Psychiatric Treatment Progress/Completion Report
Report Guidelines- Psychiatric Treatment Progress/Completion Report

This Agreement is:

- Confidential to Accident Compensation Corporation
- Copyright © to Accident Compensation Corporation 2004. All Rights Reserved.

No part of this Agreement may be reproduced or distributed by any person without prior written permission and/or licence from Accident Compensation Corporation.