

2 May 2017

Mr Karl Bloxham  
fyi-request-5703-35d24eb1@requests.fyi.org.nz

Dear Mr Bloxham

### Official Information Act Request

We refer to your email of 9 April 2017.

#### Your request

You asked for the following information under the Official Information Act 1982 (the Act):

- 1) *the guidelines for completing by ACC or Contractors for the ACC98 , ACC525, ACC652, ACC653, ACC6246, ACC6271.*
- 2) *service codes used on the ACC98 and what these codes encompass. ie IOA01 standard,*
- 3) *are the variations to the ACC652, ACC653 other than those on the www.acc.co.nz, if so please provide a copy and guidelines for there use. ie ACC652 -  
[http://www.acc.co.nz/PRD\\_EXT\\_CSMP/idcplg?IdcService=GET\\_FILE&dID=44764&dDocName=PRD\\_CTRB093266&allowInterrupt=1](http://www.acc.co.nz/PRD_EXT_CSMP/idcplg?IdcService=GET_FILE&dID=44764&dDocName=PRD_CTRB093266&allowInterrupt=1) and ACC653 -  
[http://www.acc.co.nz/PRD\\_EXT\\_CSMP/idcplg?IdcService=GET\\_FILE&dID=44728&dDocName=PRD\\_CTRB093267&allowInterrupt=1](http://www.acc.co.nz/PRD_EXT_CSMP/idcplg?IdcService=GET_FILE&dID=44728&dDocName=PRD_CTRB093267&allowInterrupt=1)*
- 4) *copy of the two previously used ACC652 to the current one referred to in question 3 on www.acc.co.nz*
- 5) *copy of the two previously used ACC653 to the current one referred to in question 3 on www.acc.co.nz*
- 6) *copy of current ACC525 and copy of the two previously used.*

#### Our response

For ease of reference, we are providing a list of each of the forms referred to in your request, along with its name. We will then respond to each of your questions in turn.

- ACC98 Referral for Vocational Services
- ACC525 Initial Medical Assessment report
- ACC652 Initial Occupational Assessment report
- ACC653 Initial Occupational Assessment report work detail sheet
- ACC6246 Relevant documents list
- ACC6271 Pain management service referral.

#### Guidelines for completing the ACC98, ACC525, ACC652, ACC653, ACC6246, and ACC6271

ACC does not hold guidelines for completing the forms you refer to, therefore we must decline this part of your request under section 18(e) of the Act, as the document alleged to hold the information does not exist.

However, we would like to draw your attention to two documents that may be of interest. Both these documents can be found on our website at [www.acc.co.nz/for-providers/contracts-and-performance/operational-guidelines/index.htm](http://www.acc.co.nz/for-providers/contracts-and-performance/operational-guidelines/index.htm).

The first, entitled *Occupational Assessors Contract Operational Guidelines* is used by ACC staff to determine whether an assessor has covered all necessary subject matter in the Initial Occupational Assessment report and work detail sheets.

The second, named *Vocational Medical Services Guidelines for Providers*, sets out the required structure and content of Initial Medical Assessment reports. It also details the information that an assessor should receive from ACC as part of the referral.

### **Service codes used on the ACC98**

We are providing you with a list of all service codes (and descriptions) that are currently able to be used on the ACC98 Referral for Vocational Services. This information can be found in Appendix A.

### **Variations to the ACC652 and ACC653**

In addition to the copies available on [www.acc.co.nz](http://www.acc.co.nz), the ACC652 and ACC653 forms are also held on The Sauce (ACC's staff intranet). Furthermore, the ACC653 can also be generated from Eos (ACC's claim management system). Copies of these forms are attached as Documents 1, 2, and 3. Please refer to the document schedule below.

### **Previous versions of the ACC652 and ACC653**

The previous two versions of the ACC652 form are attached as Documents 4 and 5. Similarly, the previous two versions of the ACC653 form are attached as Documents 6 and 7.

### **Current and previous versions of the ACC525**

The ACC525 Initial Medical Assessment report is not a form. Rather, it is the code assigned to Initial Medical Assessment (IMA) reports which are written by assessors on their own letterhead, using a specified set of headings. We are therefore unable to provide you with a copy of the current and previous version of this document, and must decline this part of your request under section 18(e) of the Act, as the document does not exist.

Please note that the previously mentioned document *Vocational Medical Services Guidelines for Providers* specifies the headings that assessors must use when writing in Initial Medical Assessment reports.

### **Queries or concerns**

If you have any questions about the information provided, ACC will be happy to work with you to answer these. Please address any concerns by emailing [GovernmentServices@acc.co.nz](mailto:GovernmentServices@acc.co.nz) or in writing to *Government Services, PO Box 242, Wellington 6140*.

You have the right to complain to the Office of the Ombudsman about our decision. You can call them on 0800 802 602 between 9am and 5pm on weekdays, or write to *The Office of the Ombudsman, PO Box 10152, Wellington 6143*.

Yours sincerely

**Government Services**

## DOCUMENT SCHEDULE

Doc Nr	Date uploaded	Title	Description
1	21 March 2012	ACC652	Current version
2	21 March 2012	ACC653	Current version
3	10 April 2008	ACC653	Current version (on ACC's claims management system)
4	22 June 2010	ACC652	Previous version
5	30 April 2010	ACC652	Previous version
6	22 June 2010	ACC653	Previous version
7	30 April 2010	ACC653	Previous version

## APPENDIX A

Service codes that can be used on the ACC98 Referral for Vocational Services:

<b>DNAIOA</b>	Did Not Attend IOA assessment, reassessment or CV
<b>DNAVIOA</b>	Did Not Attend VIOA Standard or Complex Assessment
<b>EDEL1</b>	MRES - Delivery of Equipment
<b>EDEL2</b>	MRES - Collection of Equipment
<b>EECOM</b>	MRES - E-Commerce fee
<b>EF030N</b>	Copy holder - Gooduse microdesk, adjust. legs, new
<b>EF030R</b>	Copy holder - Gooduse microdesk, adjust. legs, ref
<b>EF031N</b>	Whiteboard - 400 x 600 with pack of 4 markers, new
<b>EF034N</b>	Copy holder - 3M In-line document holder, new
<b>EF034R</b>	Copy holder - 3M In-line document holder, refurb
<b>EF107N</b>	Foot stool - Fellows, new
<b>EF107R</b>	Foot stool - Fellows, refurbished
<b>EF108N</b>	Leg rest - Adjustable, new
<b>EF108R</b>	Leg rest - Adjustable, refurbished
<b>EF109N</b>	Foot stool - Fluteline Footstool, Large, new
<b>EF109R</b>	Foot stool - Fluteline Footstool, Large, refurb
<b>EF111N</b>	Office chair, Spectrum 2 hi back, no arms navy new
<b>EF111R</b>	Office chair, Spectrum 2 hi back, no arms navy ref
<b>EF112N</b>	Office chair, Spectrum 3 hi back no arms black new
<b>EF112R</b>	Office chair, Spectrum 3 hi back no arms black ref
<b>EF113N</b>	Office chair - Spectrum 2 hi back, w arms navy new
<b>EF113R</b>	Office chair - Spectrum 2 hi back, w arms navy ref
<b>EF114N</b>	Office chair, Spectrum 3 hi back, w arms black new
<b>EF114R</b>	Office chair, Spectrum 3 hi back, w arms black ref
<b>EF115N</b>	Office chair - Chorus 3.5 high back, black, new
<b>EF115R</b>	Office chair - Chorus 3.5 high back, black, refurb
<b>EF116N</b>	Office seat - Bambach Saddle seat - black, new
<b>EF116R</b>	Office seat - Bambach Saddle seat - black, refurb
<b>EF117N</b>	Chair kneeler - Buro Knee Chair Black, new
<b>EF117R</b>	Chair kneeler - Buro Knee Chair Black, refurbished
<b>EF118N</b>	Posturite stool, no arms, no back w tilt seat, new
<b>EF118R</b>	Posturite stool, no arms, no back w tilt seat, ref
<b>EF120N</b>	Hi Lo Electric Desk 1200 X 800mm - assembled, new
<b>EF120R</b>	Hi Lo Electric Desk 1200 X 800mm - assembled, ref
<b>EG010N</b>	Computer Mouse - Optical, new
<b>EG024N</b>	Computer Keyboard - Standard, new
<b>EG025N</b>	Computer Keyboard - Ergo, new
<b>EG031N</b>	Monitor stands - Adj. Fellows raiser Premium, new
<b>EG031R</b>	Monitor stands - Adj. Fellows raiser Premium, ref
<b>EG032N</b>	Monitor stands - Adj. Fellows raiser Standard, new
<b>EG032R</b>	Monitor stands - Adj. Fellows raiser Standard, ref
<b>EG041N</b>	Laptop raiser - Fellows, new
<b>EG041R</b>	Laptop raiser - Fellows, refurbished

<b>EG050N</b>	Ergo rest - Standard, clamps to desks 15-43mm, new
<b>EG050R</b>	Ergo rest - Standard, clamps to desks 15-43mm, ref
<b>EG051N</b>	Wrist rest - Keyboard gel wrist rest, new
<b>EG052N</b>	Wrist rest - Mouse gel wrist rest, new
<b>EG060N</b>	Work Boots - Available from identified suppliers
<b>EMANH</b>	MRES - Management Fee - Hire of Equipment
<b>EMANN</b>	MRES - Management Fee - Non-List New Equipment
<b>EMANR1</b>	MRES - Managemt Fee - Non-List Refurbished Equipmt
<b>EMANT1</b>	MRES - Management Fee - Initial Trial of Equipment
<b>EMANT2</b>	MRES - Management fee - Follow up of Trial Equipmt
<b>ENHEN</b>	MRES Non-list - Hired Equipment, cost per day
<b>ENON</b>	Equipment - Non-list Equipment
<b>EREM</b>	MRES - Emergency Repair of Equipment
<b>ERMAS</b>	MRES - Equipment Repairs - Subcontractor Mgmt Fee
<b>ERME</b>	Emergency Repair of Equipment
<b>ERML1</b>	MRES - HIGH cost Repairs and Maintenance: Labour
<b>ERML2</b>	MRES - LOW cost repairs & refurbishment Labour
<b>ERMP1</b>	MRES - HIGH cost Repairs and Maintenance: Parts
<b>ERMP2</b>	MRES - LOW cost repairs & refurbishments Parts
<b>ETT8</b>	MRES - Provider Travel time in excess of 3 hours
<b>EU60</b>	Assessor Purchased Non-list Non-MRES Equipmt < \$60
<b>EURG1</b>	MRES - Urgent Delivery of Equipment
<b>EV01</b>	Vocational Equipment (excluding Computers)
<b>EV02</b>	Vocational Equipment Repairs and Maintenance
<b>FCE01</b>	Full Functional Capacity Evaluation (Standard) (in
<b>FCE02</b>	Task specific functional capacity evaluation and r
<b>FCE03</b>	Full Complex FCE (for serious or multiple injuries
<b>FCE15</b>	Case Conference for Functional Capacity Evaluation
<b>FCEDNA</b>	Claimant Non-attendance. Applies to FCE01, 02, 03
<b>IOA01</b>	Initial Occupational Assessment (Standard)
<b>IOA02</b>	Initial Occupational Assessment (Complex)
<b>IOA03</b>	Initial Occupational Re-assessment
<b>IOA04</b>	Curriculum Vitae Preparation
<b>SE01</b>	Self Employment Viability
<b>SE02</b>	Self Employment Assistance
<b>SWS03</b>	Wheelchair & Seating Initial Assessmt or Reassmt
<b>SWS31</b>	Wheelchair & Seating Equipment Trial, Fit & Train
<b>TJSBA</b>	Budgetting Advice Associated with Transitional Job Search
<b>TJSC</b>	Counselling Associated with Transitional Job Search
<b>TRAN1</b>	Interpreter or Translator Services
<b>VI0C1</b>	Vocational Independ Occupational Assmt (Complex)
<b>VI0S1</b>	Vocational Independ Occupational Assmt (Standard)
<b>VMA01</b>	Vocational Medical Assistance - Liaison
<b>VMA02</b>	Vocational Medical Assistance - Case Conference
<b>VMI01</b>	Vocational Medical - Initial Assmt (IMA) Standard
<b>VMI02</b>	Vocational Medical - Initial Assmt (IMA) Complex

<b>VMI03</b>	Vocational Medical -Initial Assmt (IMA) Reassessmt
<b>VMR01</b>	Vocational Medical Services: Rehab Review Standard
<b>VMR02</b>	Vocational Med Services-Rehab Review Communication
<b>VMR03</b>	Vocational Med Services - Rehab Review Reassessmt
<b>VMR05</b>	Vocational Medical Services - Rehab Review Complex
<b>VMS01</b>	Vocational Medical Services - Section 103 Report
<b>VMS02</b>	Vocational Med Services: Section 103 Assmt & Rept
<b>VMS03</b>	Vocational Med Services: Section 105 Assmt & Rept
<b>VMSDNA</b>	Vocational Medical Services - Non-attendance Fee
<b>VMSEXC</b>	Vocational Medical - Exceptional Circumstances
<b>VMSU</b>	Vocational Medical - Unbooked appointment time
<b>VMV01</b>	Vocational Medical - Independence Assmt (VIMA) Std
<b>VMV02</b>	Vocational Medical-Independence Assmt VIMA Complex
<b>VMV03</b>	Vocational Medical - Independence (VIMA) - Reassmt
<b>VOCN</b>	MRES Non-list - Vocational Equipment, new
<b>VOCR</b>	MRES Non-list - Vocational Equipment, refurbished
<b>VR01</b>	Voc Rehab Service - Stand-alone workplace assessmt
<b>VR02</b>	Voc Rehab Service - Stay at Work Service Scoping
<b>VR10</b>	Voc Rehab Service -Outcome payment: Full time work
<b>VR100</b>	Vocational Rehabilitation using Whanau Ora
<b>VR101</b>	Whanau Ora: Outcome payment - permanent employment
<b>VR11</b>	Voc Rehab Service -Outcome payment: Part-time Work
<b>VRJ01</b>	Voc Rehab Service - Job Brokerage
<b>VRJ02</b>	Voc Rehab Service - Job Search
<b>VRS01</b>	Voc Rehab Service - Stay at Work Level 1
<b>VRS02</b>	Voc Rehab Service - Stay at Work Level 2
<b>VRS03</b>	Voc Rehab Service - Stay at Work Level 3
<b>VRS04A</b>	Voc Rehab Service - Stay at Work Level 4
<b>VRS04B</b>	Voc Rehab Service - Stay at Work Level 4 Tailored
<b>VRTPA1</b>	Voc Rehabilitation Assessments - TPA use only
<b>VRTPA2</b>	Voc Rehab Services & Equipment - TPA use only
<b>VRW01</b>	Voc Rehab Service - Work Readiness Level 1
<b>VRW02</b>	Voc Rehab Service - Work Readiness Level 2
<b>VRW03A</b>	Voc Rehab Service - Work Readiness Level 3
<b>VRW03B</b>	Voc Rehab Service -Work Readiness Level 3 Tailored
<b>VSI01</b>	Spinal Injury Vocational - Early Voc Action Plan
<b>VSI02</b>	Spinal Injury Vocational - Preparing for Work
<b>VSI03</b>	Spinal Injury Vocational - Progress Report
<b>VSI05</b>	Spinal Injury Vocational-Community Voc Action Plan
<b>VSI07</b>	Spinal Injury Vocational - Completion Report
<b>VSI11</b>	Spinal Injury Vocational - Follow up visits
<b>VSIDNA</b>	Spinal Injury Vocational - Non attendance at individual appt
<b>VT01</b>	Vocational Training, excluding Computer Training
<b>VT02</b>	Computer Training