

## How to make a claim – self-employed

These are the steps you should take when you have an injury that may lead you to make a claim.

### Advance signal of a claim

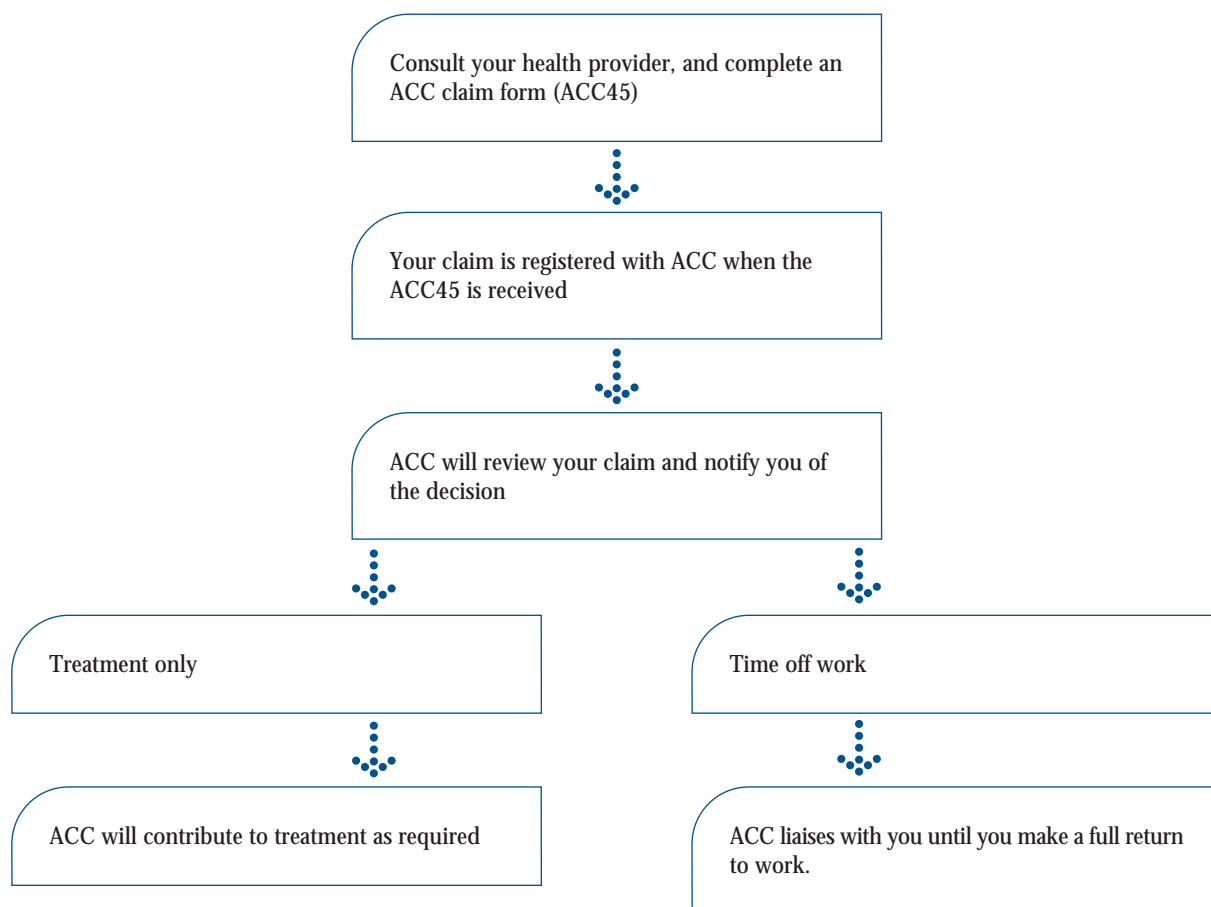
You will know a claim could result when:

- you have an injury or accident at your workplace
- you experience pain or discomfort as a result of carrying out your normal duties
- you have a non-work injury or accident.

Here is what to do:

1. Record the incident in your Accident Register.
2. See a registered medical practitioner.
3. If you need time off work, contact ACC to complete the appropriate forms, and get a medical certificate from your health provider.
4. Decide if there are any occupational health and safety issues. Take action if necessary to make sure such an incident does not recur.

## What happens if there is a claim?



## If you require time off work

If your health provider recommends that your claim requires time off work, they will note this on the ACC45 form. Your registered medical practitioner will provide you with an ACC 18 “time off work” medical certificate. You need to send a copy of this to ACC.



ACC will appoint a case co-ordinator/manager who will contact you about your injury.



- You cannot receive weekly compensation for the first week you are unable to work. After this your weekly compensation payments will begin as soon as ACC receives all the information needed to calculate it.
- If you have ACC CoverPlus Extra, your weekly compensation will already have been calculated as part of the application.
- Newly self-employed who have ACC CoverPlus cover are subject to special conditions with regard to weekly compensation.
- Note that if your business continues to operate while you are injured, your weekly compensation payments may be affected (as you may still be receiving income from the business) unless you have an ACC CoverPlus Extra policy.



Continue to provide ACC medical certificates that indicate your injury status. Your case manager may develop a rehabilitation plan for you to determine what additional assistance you need to resume work.



- You should consider modified skills training or undertaking graduated or alternative duties, to facilitate an early return to work.
- Note that if you return to partial work following an accident, your weekly compensation will be reduced to take into account any income you receive from the business.



Your ACC case manager will monitor your progress until a sustainable return to work or outcome has been achieved. This will ensure there are no further problems that could result in additional time off work.

Further information is available by contacting the Claims Contact Centre on 0800 101 996.

## Contact Details

The ACC Business Service Centre operates during the hours of 8.00am – 6.00pm Monday to Thursday and 8.00am – 5.00pm Friday.



ACC Business Service Centre

Email [business@acc.co.nz](mailto:business@acc.co.nz)

Website [www.acc.co.nz](http://www.acc.co.nz)

Tax Agents phone 0800 222 991

Employers phone 0800 222 776

Self-employed phone 0508 426 837

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