

## Position Description | Te whakaturanga ō mahi Health New Zealand | Te Whatu Ora

<b>Title</b>	ACC Coordinator		
<b>Reports to</b>	Team Leader Finance		
<b>Location</b>	Hastings Hospital		
<b>Department</b>	Finance		
<b>Direct Reports</b>	0		<b>Total FTE</b> 1
<b>Budget Size</b>	<b>Opex</b>	Nil	<b>Capex</b> Nil
<b>Delegated Authority</b>	<b>HR</b>	None	<b>Finance</b> None
<b>Date</b>	July 2025		
<b>Job band (indicative)</b>	- In accordance with PSA National Health Administration Workers Collective Agreement Band 4 Step 1- 6 per annum according to qualifications and relevant experience pro-rated for hours worked.		

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations.
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well.
3. Everyone will have equal access to high quality emergency and specialist care when they need it.
4. Digital services will provide more people the care they need in their homes and communities.
5. Health and care workers will be valued and well-trained for the future health system.

### Te Mauri o Rongo – The New Zealand Health Charter

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.



Te Mauri o Rongo consists of four pou (pillars) within it, including:

**Wairuatanga** – working with heart, the strong sense of purpose and commitment to service

**Rangatiratanga** – as organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

**Whanaungatanga** – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.

**Te Korowai Āhuru** – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities.

Together we will do this by:

- caring for the people
- recognising, supporting and valuing our people and the work we all do
- working together to design and deliver services, and
- defining the competencies and behaviours we expect from everyone.

## About the role

The primary purpose of the role is to:

- This position is responsible for effective management of injury related patient support to guarantee efficient funding applications, and accurate billing information service with a high-quality customer focused approach.
- Performing various administrative tasks associated with processing of ACC eligible patients for the ACC Services team to achieve timely, accurate and auditing standards – ensuring all claims are lodged correctly and within relevant timeframes.
- Demonstrate a commitment to continuous quality improvement through upskilling of staff and patients as required.

Key Result Area	Expected Outcomes / Performance Indicators
	<ul style="list-style-type: none"> <li>• Identify ACC injury patients and ensure that their ACC 45 form is complete and lodged within required time frames</li> </ul>
	<ul style="list-style-type: none"> <li>• Work with the ACC Clinical Nurse Co-ordinator to ensure that treatment injury, ACC2152's is completed</li> </ul>
	<ul style="list-style-type: none"> <li>• Complete ACC paperwork as required to gain approval from ACC, in order to maximise ACC revenue and support patient related ACC entitlements</li> </ul>
	<ul style="list-style-type: none"> <li>• Provide support to ensure correct ACC data is captured/collected in all relevant electronic systems</li> </ul>
	<ul style="list-style-type: none"> <li>• ACC documentation is sent to ACC and patient record as applicable</li> </ul>

	<ul style="list-style-type: none"> <li>Support ACC Services Team with adhoc tasks as and when required and perform any other duties considered relevant to the scope of the role</li> </ul>
	<ul style="list-style-type: none"> <li>Support the ACC Clinical Nurse Co-ordinator with all administration tasks associated with scanning and handling of clinical records</li> </ul>
	<ul style="list-style-type: none"> <li>Work with the ACC Clinical Nurse Co-ordinator to ensure that treatment injury paperwork is completed and lodged in a timely manner</li> </ul>
	<ul style="list-style-type: none"> <li>Provide admin support to clinical staff to transition ACC patients along their recovery journey: by liaising between Care locations (e.g. Wards and Rehab unit), directly with ACC, External providers (e.g. interim care beds facilities), and other internal Services</li> </ul>
	<ul style="list-style-type: none"> <li>Ensures all administrative activities are carried out promptly, effectively and efficiently at all times. This may include but is not limited to: opening and processing mail, responsible for e-mail actioning and allocating, answering phone queries</li> </ul>
	<ul style="list-style-type: none"> <li>Provide training and support to ensure correct ACC data is captured in all relevant electronic systems</li> </ul>
	<ul style="list-style-type: none"> <li>Performing other duties considered to be within the scope of this role as agreed by you and your manager</li> </ul>
<b>Te Tiriti o Waitangi</b>	<ul style="list-style-type: none"> <li>Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori.</li> <li>Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care.</li> <li>Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership.</li> </ul>
<b>Equity</b>	<ul style="list-style-type: none"> <li>Commits to helping all people achieve equitable health outcomes.</li> <li>Demonstrates awareness of colonisation and power relationships.</li> <li>Demonstrates critical consciousness and on-going self-reflection and self-awareness in terms of the impact of their own culture on interactions and service delivery.</li> <li>Shows a willingness to personally take a stand for equity.</li> <li>Supports Māori-led and Pacific-led responses.</li> </ul>
<b>Innovation &amp; Improvement</b>	<ul style="list-style-type: none"> <li>Is open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table.</li> <li>Models an agile approach –tries new approaches, learns quickly, adapts fast.</li> <li>Develops and maintains appropriate external networks to support current knowledge of leading practices.</li> </ul>

<b>Collaboration and Relationship Management</b>	<ul style="list-style-type: none"> <li>• Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same.</li> <li>• Works with peers in Hauora Māori Service and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services.</li> </ul>
<b>Health &amp; safety</b>	<ul style="list-style-type: none"> <li>• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives.</li> <li>• Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes.</li> <li>• Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.</li> </ul>
<b>Compliance and Risk</b>	<ul style="list-style-type: none"> <li>• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place.</li> <li>• Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit.</li> <li>• Understands, and operates within, the financial &amp; operational delegations of their role, ensuring peers and team members are also similarly aware.</li> </ul>

## Relationships

External	Internal
<ul style="list-style-type: none"> <li>• ACC</li> <li>• Patients and their whānau</li> <li>• GP's Medical Centres, Private Rooms, Clinics</li> <li>• Districts Nationwide</li> <li>• Insurance Companies</li> </ul>	<ul style="list-style-type: none"> <li>• All staff within the ACC services team</li> <li>• District Clinical, Management, and Clerical Staff</li> </ul>

## About you – to succeed in this role

### You will have

### Essential:

- An understanding of ACC's processes and procedures
- Experience working in an administration role (ideally over 2 years' experience)
- Experience of working in a Health Sector environment (min 3 years' experience)
- Experience in implementing Te Tiriti o Waitangi in action.
- Ability to work with a level of autonomy where good communication and influencing skills may be required
- An understanding of business, commercial and financial principles
- Highly competent with Microsoft Office suite

- Ability to build relationships and work collaboratively with other
- Understanding of process improvement

**Desired:**

- Previous experience with Patient Management Systems, Clinical portal, Oracle or similar
- Knowledge of medical terminology
- Understanding of organisational dynamics and ability to work effectively in a multi-layered workplace

**You will be able to**

**Essential:**

- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.
- Take care of own physical and mental wellbeing, and have the stamina needed to go the distance.
- Maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose and goals.
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities.
- Demonstrate a strong drive to deliver and take personal responsibility.
- Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve.
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity.

**Desired:**

- Demonstrate understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace

*This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.*