

Summary

Objective

Business rules for dealing with AEP requests from business customers.

Background

The AEP offers significant levy adjustments to employers who take responsibility for their own workplace health and safety and the management of work-related injuries.

Owner

Name withheld

Expert

Policy

1.0 How do you identify an AEP account?

- a Juno_PolicyCenter shows the policy as a WPC policy, but the status will be cancelled.
- b The master account number will start with PP.

2.0 Who is eligible for the AEP?

- a Any employer can apply for entry, but it is more suitable for large employers whose levies exceed \$250,000 per year.
- b Employers must also meet a list of criteria and pass a health and safety and injury management audit before being eligible to join.


3.0 Dealing with an AEP enquiry

- a For requests to update or cancel an AEP Account Policy, you must create a Juno_PolicyCenter Activity and assign it to the Risk Sharing queue.
- b For requests to a new AEP Account Policy, you must create a Juno_PolicyCenter Task and assign it to the Risk Sharing queue.

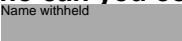

4.0 What is an AEP Claims Handback invoice?

- a This is part of an annual process run by the AEP team and the customer should contact AEPqueries@acc.co.nz or their Relationship Manager if they have any questions.

5.0 Where can customers find out more about the AEP?

- a Our website
 -  ACC Accredited Employers Programme
- b by emailing AEPqueries@acc.co.nz

6.0 Who can you contact about AEP?

- a 
- b 

7.0 Related Processes

-  Create or Maintain Accredited Employers Programme (AEP) Policy