

## Tips On Getting Invoice Paid Faster

**Before forwarding invoice to My Care Plan Manager, please double check below listed information to get your invoices paid faster.**

- ✓ ABN
- ✓ Bank Details
- ✓ Contact information of provider
- ✓ Participant's name
- ✓ Participant's Address
- ✓ Participant's Ndis Number
- ✓ Invoice date
- ✓ Invoice number
- ✓ Invoice due date
- ✓ Dates of service delivery
- ✓ Match item code, service description, and amount per hour with the NDIS price guide
- ✓ Make sure number of hours, total and grand total is correct
- ✓ Send invoice to right email address
- ✓ Make sure Participant and/or Participant's representative/nominee/guardian made aware of the invoice i.e., hours of service provided, which service provided and amount of invoice because we verify with them before we process the invoice
- ✓ We verify with the NDIS if we believe any discrepancies in invoice
- ✓ Send invoice in PDF version to [accounts@mcpm.net.au](mailto:accounts@mcpm.net.au)