



HiCom Care – NDIS Plan Manager

Suite 207/1 Thomas Holmes Street,
MARIBYRNONG VIC 3032

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Enquiries: admin@hicomcare.com.au

Invoices: invoice@hicomcare.com.au

NEW PROVIDER LETTER

HiCom Care is an independent plan management service provider that focuses solely on providing the highest quality care that we can for every one of our NDIS participants, while maximising each client's choice and control.

Please note that a participant has chosen HiCom Care NDIS Plan Management to manage their NDIS Plan, so we ask that you read the following to be aware of the arrangement. We would also like to advise that invoices for all of our mutual clients be sent directly to us for quick and easy payment processing.

Billing

Our billing details are as follows:

HiCom Care NDIS Plan Management

ABN: 88 631 926 148

Address: 207/1 Thomas Holmes St, Maribyrnong VIC, 3032

Phone: 0400 702 515 / 0480 305 919

Email: invoice@hicomcare.com.au

Invoicing Information

Your invoice should include the following:

- Company/Individual's ABN;
- A unique invoice number;
- BSB and Account Number;
- Contact information (email address, phone number, address);
- NDIS participant's name and NDIS number;
- Date of the service provided;
- A detailed description of the service/s provided;
- A detailed line item is preferable but not mandatory (if unsure, feel free to double check with HiCom Care)

Our preferred form of payment is through direct transfer; however, we are also happy to accommodate with BPay. If you are new to creating invoices or unsure on how to do this, feel free to contact us, we are more than happy to help. Otherwise, there are many useful tips online as well as on the NDIS website.

Thank you and we look forward to receiving your invoices in future. Please do not hesitate to contact us if you have any further questions or concerns.

Kind regards,

HiCom Care – NDIS Registered Plan Management

Fast & Responsive Plan Manager