Providers who deliver supports and services under the NDIS must operate and comply with relevant Australian laws, rules and regulations.

Not following the NDIS rules and regulations is <u>non-compliance</u>. This includes following the rules in the NDIS Pricing Arrangements and Pricing Limits and previous NDIS Price Guides.

Non-compliance can range from a simple mistake to criminal matters such as fraud. It can be accidental or deliberate.

We have a range of resources to help providers do the right thing including guidance on:

- making service agreements
- · records keeping
- making claims.

The NDIS Quality and Safeguards Commission also has  $\underline{information}$  and  $\underline{guidance}$  on their  $\underline{website}$  to  $\underline{help}$  providers do the right thing including  $\underline{NDIS}$  Practice Standards and the  $\underline{NDIS}$  Code of Conduct .

We also provide updates about our provider compliance activity in our Latest news section.

If you receive a provider compliance letter you can contact us for further information on 1800 800 110.

## Making complete, truthful and accurate claims

Providers are responsible for ensuring that claims for payment are complete, truthful and accurate.

We review claims regularly to ensure they are compliant.

A correct claim will show the:

- right participant
- exact support delivered and line item
- correct rate and correct date.

As part of our compliance monitoring, we might contact you to provide information about supports and/or services you have been paid for.

More information about our approach to compliance is on our Fraud and non-compliance page.

## **Record keeping**



To show your claims are correct you must maintain complete and accurate records of supports delivered to NDIS participants. These include:

- invoices
- service agreements
- other documents that can validate the claim for supports provided.

Providing this documentation allows us to verify the quantity, type and duration of the support delivered if selected for a compliance review.

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