

# My Care Plan Manager Plan Management Process

- 1** Access services from service providers of your choice
- 2** Sign up My Care Plan Manager as your Plan Manager
- 3** My Care Plan Manager receives invoices from the service provider
- 4** Review, validate and verify invoices with the NDIS price guide
- 5** Resolve invoice related queries
- 6** Claiming invoices for Payment via NDIS portal
- 7** Pay invoices to service providers on your behalf
- 8** Keeping accurate records for audit purposes and plan review meeting
- 9** Provide a monthly overview of plan expenditure and the remaining balance