

## **HCF Terms and Conditions for HCF recognised providers of general treatment**

**Important information for AIK Ltd Professional Members who are eligible for HCF provider numbers.**

Please read and familiarise yourself with the following Terms and Conditions for HCF regarding receipts and invoices. Any receipt or invoice which is not delivered in the required format will not be processed.

Comprehensive information regarding HCF Terms and Conditions are detailed on their **Terms and Conditions for HCF recognised providers of general treatment** document which you are required to read and understand. This document is attached as well as available on the AIK Ltd website under the "Download" section.

**Section 5 Receipts and invoices of Terms and Conditions for HCF recognised providers of general treatment.**

**5.1 Receipts and invoices** issued to Members by You should be on Your official letterhead paper, that is paper size A4 or A5, be an accurate representation of the treatment episode and include:

- Your full name, Practice Address and telephone number;
- Your company, trading name, ABN and/or ACN as applicable
- Patient's full name and address;
- Date of service(s) and where the service(s) took place;
- Itemisation, description and cost of the service(s);
- Date the account or invoice was issued;
- Details of amounts paid and outstanding balances; and
- The words "duplicate" or "copy" on any duplicate invoices issued or where the document provided is a quote, it should be marked as a "Quote" or "Estimate".

HCF recognised natural therapy practitioners do **not** need to put their provider number on their receipts.

**However, they do need to include their association acronym and member number.**