**NDIA Information Sheet 4**

**NDIA Claiming**

Processing Claims for NDIA in TRACCS is very straight forward – because the normal day to day activity of rostering registers and substantiates the services provided to NDIA clients

Once services have been confirmed as part of the normal Rostering/Pay Approval process – agencies can process an NDIA Claim by clicking on the NDIA button on the main TRACCS menu.



This will display the NDIA claim screen. Agencies simply nominate the start and end date for the claims they want to process and click Start. TRACCS will produce a fully compliant NDIA claim file that can be quickly uploaded to the portal. All previously submitted claims are flagged as submitted so only unclaimed services are submitted in each claim file. A batch number is allocated to the claim – so it can quickly be reversed, adjustments made and the claims reprocessed if required.

