

## July 2026

## Module Breakdown

Monday	Tuesday	Wednesday	Thursday	Friday
		<b>1</b> Module 4: Remittance 09:00 -12:00	<b>2</b> Module 2: Diary 09:00 -12:00  Module 6: Billing Policy 13:00 -16:00	<b>3</b> Module 3: Invoicing 09:00 -12:00
<b>6</b>  Module 1: Patients 13:00 -16:00	<b>7</b> Module 2: Diary 09:00 -12:00  Module 5: VBS 13:00 -16:00	<b>8</b> Module 3: Invoicing 09:00 -12:00	<b>9</b> Module 1: Patients 09:00 -12:00	<b>10</b> Module 4: Remittance 09:00 -12:00
<b>13</b>  Module 3: Invoicing 13:00 -16:00	<b>14</b> Module 1: Patients 09:00 -12:00	<b>15</b> Module 2: Diary 09:00 -12:00  Module 6: Billing Policy 13:00 -16:00	<b>16</b>  Module 4: Remittance 13:00 -16:00	<b>17</b> Module 2: Diary 09:00 -12:00
<b>20</b> Module 2: Diary 09:00 -12:00	<b>21</b> Module 4: Remittance 09:00 -12:00  Module 7: EMR 13:00 -16:00	<b>22</b> Module 5: VBS 09:00 -12:00  Module 1: Patients 13:00 -16:00	<b>23</b>  Module 3: Invoicing 13:00 -16:00	<b>24</b> Module 1: Patients 09:00 -12:00
<b>27</b>  Module 4: Remittance 13:00 -16:00	<b>28</b> Module 1: Patients 09:00 -12:00  Module 2: Diary 13:00 -16:00	<b>29</b>  Module 3: Invoicing 13:00 -16:00	<b>30</b> Module 2: Diary 09:00 -12:00	<b>31</b> Module 6: Billing Policy 09:00 -12:00

Module	Description
Module 1: VeriClaim setup and Medical/Private patients <b>(Compulsory for new Practice staff)</b>	<ul style="list-style-type: none"> <li>• Setup user preferences.</li> <li>• Capture patient information.</li> <li>• Save patient demographic information captured by the patient.</li> <li>• Manage patient profiles.</li> <li>• Send SMSs with links embedded.</li> <li>• Send emails with attachments.</li> </ul>
Module 2: Electronic diary and cash in rooms	<ul style="list-style-type: none"> <li>• Navigate the diary and manage the day-to-day appointments of the Practice.</li> <li>• Invoice the patient for a consultation and receipt the patient after the consultation.</li> </ul>
Module 3: Invoicing & claim responses	<ul style="list-style-type: none"> <li>• Invoice hospital procedures and submit the claims to the Medical Schemes.</li> <li>• Interpreting claim response colours.</li> <li>• Credit notes and claim cancelations to amend incorrect invoices.</li> </ul>
Module 4: Remittance allocation and debtor cycle	<ul style="list-style-type: none"> <li>• Capture manual remittances</li> <li>• Capture Electronic Remittance Advices (ERA).</li> <li>• Full comprehension of the suspense account.</li> <li>• Understanding the debtors' cycle.</li> </ul>
Module 5: VBS - Bureau Templates <b>(Only for VBS Practices)</b>	<ul style="list-style-type: none"> <li>• Understanding the processes of a VBS Practice and differentiating between the roles of the VBS officer and the Practice staff.</li> <li>• Generate a Bureau template from the diary and submit the template to the Bureau for billing.</li> </ul>
Module 6: Billing Policy, Financial Processes & Reports	<ul style="list-style-type: none"> <li>• Understanding the Billing Policy and different tariff structures.</li> <li>• Financial Journals.</li> <li>• Key financial Reports</li> </ul>
Module 7: Electronic Medical Record	<ul style="list-style-type: none"> <li>• Overview of the Electronic Medical Record (EMR) feature.</li> <li>• Setting up EMR templates.</li> <li>• Generating EMR reports.</li> </ul>

*To get the most out of your training, we recommend completing the modules in sequence from Module 1 to Module 7. Each session builds on the skills and understanding gained in the previous module.*

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10 <b>Public Holiday</b>	11  Module 3: Invoicing 13:00 -16:00	12 Module 1: Patients 09:00 -12:00  Module 2: Diary 13:00 -16:00	13  Module 6: Billing Policy 13:00 -16:00	14 Module 4: Remittance 09:00 -12:00
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24  Module 3: Invoicing 13:00 -16:00	25 Module 4: Remittance 09:00 -12:00  Module 1: Patients 13:00 -16:00	26 Module 6: Billing Policy 09:00 -12:00	27 Module 1: Patients 09:00 -12:00  Module 2: Diary 13:00 -16:00	28 Module 7: EMR 09:00 -12:00
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