

Training Request Form

Kindly complete ALL sections – no booking can be processed without all required information.

Completed form to be sent to training@medicharge.co.za.

Please take note of the following information before completing the training request form:

- 1) You will receive written confirmation via email, that you have been booked for training. This email will contain the following:
 - a) VeriClaim IT Specification Requirements
 - b) Important information with regards to the training
- 2) Should you not receive any correspondence within 5 days after submitting the form, please contact the VeriClaim Support Centre to query this training request, Tel: 086 183 7425.
- 3) The submission of this training request form does not confirm/guarantee that you will be booked for training on the dates you requested. This is due to number of training slots available.
- 4) Bookings for training can only be accepted no later than 4 days prior to the actual training date.
- 5) VeriClaim training is offered free of charge. In the event of any Practice staff member requiring re-training, the cost of this re-training will be charged to the practice, as per the *Terms & Conditions* in the footer.
- 6) Kindly take note that the training will require active participation from the delegates, as delegates will be required to perform certain tasks during the training. Delegates cannot support with any normal day to day processes in the practice except in the case of an emergency.

PLEASE PRINT, COMPLETE AND RETURN ALL PAGES OR ALTERNATIVELY SUBMIT ELECTRONICALLY VIA EMAIL

Practice Details:

Practice Name:											
BHF Number:					VeriClaim start date:						
Speciality:											
Tel:											
Doctor's Email: <i>(required for training feedback reports)</i>											
Geographical Area/ Hospital:											
In-Field Support Consultant:					Sales Consultant:						
Bureau Practice:	Yes		No								

VeriClaim Training Terms & Conditions: MediCharge reserves the right to postpone or re-schedule for an alternative course date. Cancellations should be made no later than 48 hours prior to course date. In the event of "no shows" the practice will be billed a minimum fee per trainee booked, per day, to cover costs. Please send any queries/cancellations through to training@medicharge.co.za. Alternatively contact the VeriClaim Support Centre at 086 183 7425.

