

August 2026

Module Breakdown

Monday	Tuesday	Wednesday	Thursday	Friday
3 Module 1: Patients 13:00 –16:00	4 Module 2: Diary 09:00 –12:00	5 Module 3: Invoicing 09:00 –12:00 Module 5: VBS 13:00 –16:00	6 Module 4: Remittance 09:00 –12:00	7 Module 1: Patients 09:00 –12:00
10 Public Holiday	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
17 Module 2: Diary 13:00 –16:00	18 Module 5: VBS 09:00 –12:00 Module 1: Patients 13:00 –16:00	19 Module 4: Remittance 13:00 –16:00	20 Module 3: Invoicing 09:00 –12:00	21 Module 2: Diary 09:00 –12:00
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 2: Diary 09:00 –12:00	28 Module 1: Patients 09:00 –12:00
31 Module 4: Remittance 13:00 –16:00				

Module	Description
Module 1: VeriClaim setup and Medical/Private patients (Compulsory for new Practice staff)	- Setup user preferences. - Capture patient information. - Save patient demographic information captured by the patient. - Manage patient profiles. - Send SMSs with links embedded. - Send emails with attachments.
Module 2: Electronic diary and cash in rooms	- Navigate the diary and manage the day-to-day appointments of the Practice. - Invoice the patient for a consultation and receipt the patient after the consultation.
Module 3: Invoicing & claim responses	- Invoice hospital procedures and submit the claims to the Medical Schemes. - Interpreting claim response colours. - Credit notes and claim cancellations to amend incorrect invoices.
Module 4: Remittance allocation and debtor cycle	- Capture manual remittances - Capture Electronic Remittance Advices (ERA). - Full comprehension of the suspense account. - Understanding the debtors' cycle.
Module 5: VBS - Bureau Templates (Only for VBS Practices)	- Understanding the processes of a VBS Practice and differentiating between the roles of the VBS officer and the Practice staff. - Generate a Bureau template from the diary and submit the template to the Bureau for billing.
Module 6: Billing Policy, Financial Processes & Reports	- Understanding the Billing Policy and different tariff structures. - Financial Journals. - Key financial Reports

To get the most out of your training, we recommend completing the modules in sequence from Module 1 to Module 6. Each session builds on the skills and understanding gained in the previous module.

September 2026

Module Breakdown

Monday	Tuesday	Wednesday	Thursday	Friday
31	1 Module 2: Diary 09:00 –12:00	2 Module 1: Patients 09:00 –12:00 Module 5: VBS 13:00 –16:00	3 Module 2: Diary 09:00 –12:00	4 Module 3: Invoicing 09:00 –12:00
7 Module 1: Patients 13:00 –16:00	8 Module 3: Invoicing 13:00 –16:00	9 Module 1: Patients 09:00 –12:00 Module 2: Diary 13:00 –16:00	10 Module 6: Billing Policy 13:00 –16:00	11 Module 4: Remittance 09:00 –12:00
14 Module 2: Diary 13:00 –16:00	15 Module 5: VBS 09:00 –12:00 Module 1: Patients 13:00 –16:00	16 Module 4: Remittance 13:00 –16:00	17 Module 3: Invoicing 09:00 –12:00	18 Module 2: Diary 09:00 –12:00
21 Module 3: Invoicing 13:00 –16:00	22 Module 4: Remittance 09:00 –12:00 Module 1: Patients 13:00 –16:00	23 Module 2: Diary 09:00 –12:00	24 Public Holiday	25 Module 6: Billing Policy 09:00 –12:00
28 Module 5: VBS 13:00 –16:00	29 Module 2: Diary 09:00 –12:00	30 Module 1: Patients 09:00 –12:00 Module 4: Remittance 13:00 –16:00		

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October 2026

Module Breakdown

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28	29	30	1 Module 2: Diary 09:00 –12:00	2 Module 3: Invoicing 09:00 –12:00
5 Module 1: Patients 13:00 –16:00	6 Module 3: Invoicing 13:00 –16:00	7 Module 2: Diary 13:00 –16:00	8 Module 1: Patients 09:00 –12:00 Module 6: Billing Policy 13:00 –16:00	9 Module 4: Remittance 09:00 –12:00
12 Module 2: Diary 13:00 –16:00	13 Module 4: Remittance 09:00 –12:00 Module 1: Patients 13:00 –16:00	14 Module 5: VBS 09:00 –12:00	15 Module 3: Invoicing 09:00 –12:00	16 Module 2: Diary 09:00 –12:00
19 Module 3: Invoicing 13:00 –16:00	20 Module 6: Billing Policy 09:00 –12:00 Module 1: Patients 13:00 –16:00	21 Module 2: Diary 13:00 –16:00	22 Module 4: Remittance 13:00 –16:00	23 Module 1: Patients 09:00 –12:00
26 Module 4: Remittance 13:00 –16:00	27 Module 2: Diary 09:00 –12:00 Module 5: VBS 13:00 –16:00	28 Module 1: Patients 09:00 –12:00	29 Module 2: Diary 09:00 –12:00	30 Module 3: Invoicing 09:00 –12:00

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November 2026

Module Breakdown

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9 Module 1: Patients 13:00 –16:00	10 Module 3: Invoicing 13:00 –16:00	11 Module 2: Diary 13:00 –16:00	12 Module 1: Patients 09:00 –12:00 Module 6: Billing Policy 13:00 –16:00	13 Module 4: Remittance 09:00 –12:00
16 Module 2: Diary 13:00 –16:00	17 Module 4: Remittance 09:00 –12:00 Module 1: Patients 13:00 –16:00	18 Module 5: VBS 09:00 –12:00	19 Module 3: Invoicing 09:00 –12:00	20 Module 2: Diary 09:00 –12:00
23 Module 3: Invoicing 13:00 –16:00	24 Module 6: Billing Policy 09:00 –12:00 Module 1: Patients 13:00 –16:00	25 Module 4: Remittance 09:00 –12:00	26 Module 2: Diary 09:00 –12:00	27 Module 1: Patients 09:00 –12:00
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