

March 2026

Module Breakdown

Monday	Tuesday	Wednesday	Thursday	Friday	Module	Description	
2 Module 2: Diary 09:00 –12:00	3 Module 1: Patients 09:00 –12:00	4 Module 4: Remittance 09:00 –12:00	5 Module 1: Patients 09:00 –12:00 Module 6: Billing Policy 13:00 –16:00	6 Module 3: Invoicing 09:00 –12:00	Module 1: VeriClaim setup and Medical/Private patients (Compulsory for new Practice staff)	<ul style="list-style-type: none"> 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. 	
9 Module 1: Patients 13:00 –16:00	10 Module 2: Diary 09:00 –12:00 Module 5: VBS 13:00 –16:00	11 Module 1: Patients 09:00 –12:00	12 Module 3: Invoicing 09:00 –12:00	13 Module 4: Remittance 09:00 –12:00	Module 2: Electronic diary and cash in rooms	<ul style="list-style-type: none"> 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. 	
16 Module 3: Invoicing 13:00 –16:00	17 Module 1: Patients 09:00 –12:00	18 Module 6: Billing Policy 09:00 –12:00	19 Module 2: Diary 09:00 –12:00 Module 4: Remittance 13:00 –16:00	20 Module 1: Patients 09:00 –12:00	Module 3: Invoicing & claim responses	<ul style="list-style-type: none"> Invoice hospital procedures and submit the claims to the Medical Schemes. Interpreting claim response colours. Credit notes and claim cancelations to amend incorrect invoices. 	
23 Module 1: Patients 13:00 –16:00	24 Module 4: Remittance 09:00 –12:00 Module 7: EMR 13:00 –16:00	25 Module 5: VBS 09:00 –12:00	26 Module 1: Patients 09:00 –12:00 Module 3: Invoicing 13:00 –16:00	27 Module 2: Diary 09:00 –12:00	Module 4: Remittance allocation and debtor cycle	<ul style="list-style-type: none"> Capture manual remittances Capture Electronic Remittance Advices (ERA). Full comprehension of the suspense account. Understanding the debtors' cycle. 	
30 Module 2: Diary 09:00 –12:00	31 Module 1: Patients 09:00 –12:00				Module 5: VBS - Bureau Templates (Only for VBS Practices)	<ul style="list-style-type: none"> 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. 	
<p><i>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.</i></p>						Module 6: Billing Policy, Financial Processes & Reports	<ul style="list-style-type: none"> Understanding the Billing Policy and different tariff structures. Financial Journals. Key financial Reports
						Module 7: Electronic Medical Record	<ul style="list-style-type: none"> Overview of the Electronic Medical Record (EMR) feature. Setting up EMR templates. Generating EMR reports.

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		1 Module 4: Remittance 09:00 –12:00	2 Module 3: Invoicing 09:00 –12:00 Module 6: Billing Policy 13:00 –16:00	3 Public Holiday
6 Public Holiday	7 Module 2: Diary 09:00 –12:00	8 Module 3: Invoicing 09:00 –12:00 Module 1: Patients 13:00 –16:00	9 Module 5: VBS 13:00 –16:00	10 Module 4: Remittance 09:00 –12:00
13 Module 3: Invoicing 13:00 –16:00	14 Module 4: Remittance 13:00 –16:00	15 Module 6: Billing Policy 09:00 –12:00 Module 1: Patients 13:00 –16:00	16 Module 2: Diary 09:00 –12:00	17 Module 1: Patients 09:00 –12:00
20 Module 1: Patients 13:00 –16:00	21 Module 2: Diary 09:00 –12:00	22 Module 5: VBS 09:00 –12:00 Module 4: Remittance 13:00 –16:00	23 Module 1: Patients 09:00 –12:00 Module 7: EMR 13:00 –16:00	24 Module 3: Invoicing 09:00 –12:00
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Module 2: Electronic diary and cash in rooms	<ul style="list-style-type: none"> • 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.
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