

LIBERTY MEDICAL SCHEME

We care. **For you**

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Procedure – Financial Advisers - Accreditation Toolkit (Agency and Entrepreneurs)

The Regulations to the Medical Schemes Act require individuals and organisations that provide service or advice on medical schemes to be accredited with the Council for Medical Schemes (CMS).

Accreditation with the Council needs to be renewed every two years. If you fail to renew timeously, you will be required to reapply as an apprentice Broker.

The application form has a number of requirements, so to simplify the process for you we have listed the documentation you will need to submit to the CMS.

Note: Entrepreneurs organisations don't need to be accredited as they fall under the Liberty Group accreditation, but the individuals within the Entrepreneurs need to be accredited.

Accreditation of an Individual as a Healthcare or Apprentice Healthcare Broker:

1. Application Form: Application as a Healthcare Broker or Apprentice Healthcare Broker
2. A copy of the applicant's identity document
3. A certified copy of the applicant's highest academic qualification
4. Liberty Group FSB licence
5. Proof of Payment of the prescribed non-refundable application fee of R1,000
6. If applying for the first time as an Apprentice Healthcare Broker please provide:
 - letter from your mentor saying that you are apprenticed to them,
 - letter from your branch manager confirming employment,
 - quoting their accreditation number

Renewal of accreditation of an Individual as a Healthcare or Apprentice Healthcare Broker:

1. Renewal application form: Individual Broker Accreditation
2. Proof of Payment of the prescribed non-refundable application fee of R1,000

The CMS strongly recommends electronic submissions of all applications. Applications together with supporting documentation can be submitted as follows:

Email: accredit@medicalschemes.com or **Fax:** (012) 431 0655

Who can I turn to for assistance?

Please speak to your regional Liberty Health Business Development Consultant if you do not understand the procedure. Alternatively you can speak directly to the Council for Medical Schemes www.medicalschemes.com or **Tel:** (012) 431 0500.