



CIRCULAR

Reference: Circular 37 of 2013
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Circular 37 of 2013: Publication of accreditation procedure in respect of brokers and broker organisations, and the amendment of accreditation application forms on the CMS website

The Council for Medical Schemes (CMS) would like to notify all medical schemes, medical scheme administrators as well as brokers and broker organisations of the following updates and amendments on the CMS website (www.medicalschemes.com):

1. The publication of the accreditation procedure relating to brokers and broker organisations, the renewal application process, and the appeals procedure for appealing any decision of the Registrar of Medical Schemes. Please click <http://www.medicalschemes.com/files/Brokers/accreditation%20procedure.docx> to download the document.
2. Changes to all application forms for the accreditation of brokers and broker organisations, as well as renewal of accreditation. Please click <http://www.medicalschemes.com/Publications.aspx>; thereafter click on the Application Forms menu item to download the application forms.

Additionally, in order for the Office of the Registrar to streamline correspondence received from parties seeking accreditation, the following three mailboxes were created for the submission of incoming mail relating to accreditation of brokers and broker organisations:

Chairperson: Prof. Y Veriava Chief Executive & Registrar: Dr M Gantsho
Block A, Eco Glades 2 Office Park, 420 Witch-Hazel Avenue, Eco Park, Centurion, 0157
Tel: 012 431 0500 Fax: 012 430 7644 Customer Care: 0861 123 267
Information@medicalschemes.com www.medicalschemes.com

1. accredit@medicalschemes.com, **only for the submission of accreditation application forms** (new and renewal) relating to brokers and broker organisations. This address was previously used for directing all correspondence;
2. accreditoutstandingdocs@medicalschemes.com, **only for the submission of outstanding documents** relating to the accreditation of brokers and broker organisations; and
3. accreditenquiries@medicalschemes.com, **only for the submission of general enquiries** relating to brokers and broker organisations.

These changes are effective immediately.

Your cooperation will be highly appreciated.



Tebogo Maziya

Acting Head of Accreditation

Council for Medical Schemes