Payment for Verification of Education Requests

Due to the large number of required verifications and the complexity of those verifications processed by each Department, some departments will charge a fee to process verifications. These fees would be used to offset the expenses of that Department providing the verification.

Process:
- Once a verification request is submitted, payment would need to be sent as a check or money order.
- Once the payment is received for the requested verification, that payment would be deposited by that Department. The fees would be placed into the Residence (trust) account. Each Department’s Education office will maintain a spreadsheet of verifications requested, verifications completed, and payments made. The fiscal manager for that department will do monthly reconciliation of deposits versus the Education office’s spreadsheet.
- When a verification form is received and payment is received, the first step is to verify the doctor that is listed is/was a trainee of the department. If the verification does not belong to the receiving Department, forward request and payment to the appropriate Department. Upon acknowledging where the verification belongs, the Education office shall put the doctor’s name, date verification received, who sent it, when it was completed to be signed, and how and when payment was made, in an Excel document.
- Once you have confirmed the doctor did train with the Department, fill out the verification form to the best of your knowledge; typically the requested information is the name, dates, university practiced at, and the Program Director’s information. If the requestor needs the original form, they will indicate that in the instructions. Once the Program Director has signed the form, return the form to the requester and maintain a copy (electronic is acceptable). Ensure the spreadsheet shows the verification was completed.
- The verification fee will be waived in certain instances.

Exempt from fee:
- State of Missouri Board forms
- Verifications requested by our current Residents and Fellows
- Verifications for University Hospital employment
- Harry S. Truman VA Hospital verifications

Fee:
- $25 for a resident/fellow verification