



Submit a Claim



When can I submit a claim?
When you claim your **attendance time** in an engagement activity. Any expenses incurred can be submitted with the claim.

Example:

Attend a meeting for an hour

Submit a claim in FEMS

Get paid via VersaPay

NOTE: Executives who perform **governance work** will receive their payment via cheque or email transfer



Welcome to
The Facility Engagement Management System.

Sign into your account

☒ Remember me?
 [Forgot Password?](#)

Don't have an account?

Create your account today

By clicking **Sign in** you agree to our [Terms of Use](#).

[Click here for Support](#)

Support
Welcome Mrs. Geller ▾

Dashboard
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Dashboard > Claims

Claims

Claim Number
Submitted ▾
Activity Date ▾
Status ▾
More ▾

CLAIM NUMBER ▾	CLAIMANT ▾	ENGAGEMENT ACTIVITY ▾	PHYSICIAN SOCIETY/MSA ▾	SUBMITTED ▾	ACTIVITY DATE ▾	TIME ▾	EXPENSES ▾	TOTAL ▾	STATUS ▴
Draft									
5ZRR95	Black TEST, Richard	Weekly Meeting - Test	Friends Physician Society	Aug 14, 2018	Aug 14, 2018	\$148.31	\$10.00	\$158.31	<input type="button" value="Draft"/>

Click on **Submit a Claim**



Submit a Claim

Time

Expenses and Mileage

Review

CLAIM DETAILS

* Claimant

Geller, Ross

* You participated in Engagement Activity

— Select an Engagement Activity —

* Date of Activity

07-23-2018

TIME

* Hours Quantity

15 min increments (ie for 2 hours 30 min, enter '2.5')

Description (optional)

Indicate the **number of hours** you have participated in an engagement activity

* You participated in Engagement Activity

— Select an Engagement Activity —

Anesthesia ERAS Project

Familiar Faces Project

Governance

Helipad

Mental Health Teenage Pregnancy

OR Project

If you **DON'T** see your Engagement Activity please contact your **PS administrator**

NOTE: Executives who perform **governance work** will submit claims and **receive their payment via cheque or email transfer**, because governance work is subject to deductions at source, such as income tax and CPP

Next >

Save Draft

Cancel



Submit a Claim

Time

Expenses

Review

EXPENSES

If submitting for **expenses only**, please select the expense type, amount, and attach a receipt.
Please "Skip Expenses" if there are none.

[Skip Expenses >](#)

* Expense/Mileage

Parking

[Remove Expense](#)

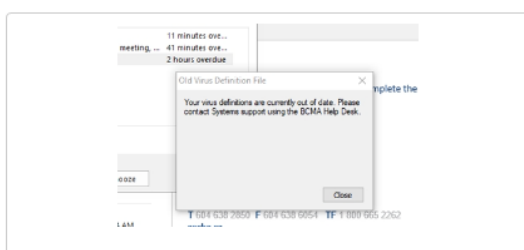
* Total Amount (incl. taxes)

\$ 10.00

Amount Claimed

\$ 10.00

* Receipt



[Upload File](#)

Indicate the **Total Amount**
for any expenses incurred
and upload the **Receipt**

[Next >](#)

[< Back](#)

[Save Draft](#)

[Add Expense](#)



Submit a Claim



CLAIM DETAILS

Engagement Activity **Weekly Meeting - Test**

Claimant Richard Black TEST

Date of Activity Aug. 14, 2018

Types of work

Hours for today 1.00 hour(s)

Rate \$148.31/hour

Subtotal \$148.31

Status

Draft

Edit

EXPENSES/MILEAGE

Parking \$10.00

Subtotal \$10.00

Edit

CLAIM TOTALS

Tax \$0.00

Claim Total \$158.31

Submit >

< Back

Save Draft

Review the **Number of Hours**
you have participated in an
engagement activity
and **Expenses**



Evaluation

The provincial evaluation of the FEI is being conducted by UBC researchers and examines:

- How the initiative is being implemented
- Whether the initiative is meeting its target objectives

Submit feedback

Success! Claim successfully updated.

Time

Expenses

Review

Feedback

Your feedback is important and will help evaluate the effectiveness of the provincial Facility Engagement Initiative by a third party evaluator. Disclosure of this information will be anonymized and feedback will be aggregated. Thank you for your participation.

MEETING / ACTIVITY RATING

1) This engagement activity is proceeding as intended:

Strongly agree Agree Disagree Strongly disagree

☐ ☐ ☐ ☐

2) In my opinion, this session contributed to increasing physician engagement:

Strongly agree Agree Disagree Strongly disagree

☐ ☐ ☐ ☐

3) Add Comment (optional):

NOTE: if you navigate away from this page, this claim will be on **draft status** until you submit the claim and the questions to the evaluation

Submit >

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Dashboard

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Reporting



Notifications

1 Pending Review



Physician Societies/MSAs

PHYSICIAN SOCIETY/MSA	CUMULATIVE ALLOCATION	FUNDS REMAINING
Friends Physician Society	\$50,000.00	\$49,995.10



Claims

Submit a Claim

Submit an Expense

DATE	STATUS	CLAIM NUMBER	TOTAL
Aug 14, 2018	Payment Queued	XK99WX	\$5.00
Aug 14, 2018	Pending Review		\$595.00
Aug 14, 2018	Declined	5ZRR95	\$158.31

Showing 1 to 3 of 3 entries

1

Draft: claim in draft

Pending Review: approval required

- Information Required:** information missing

- Declined:** claim declined

Approved: claim approved

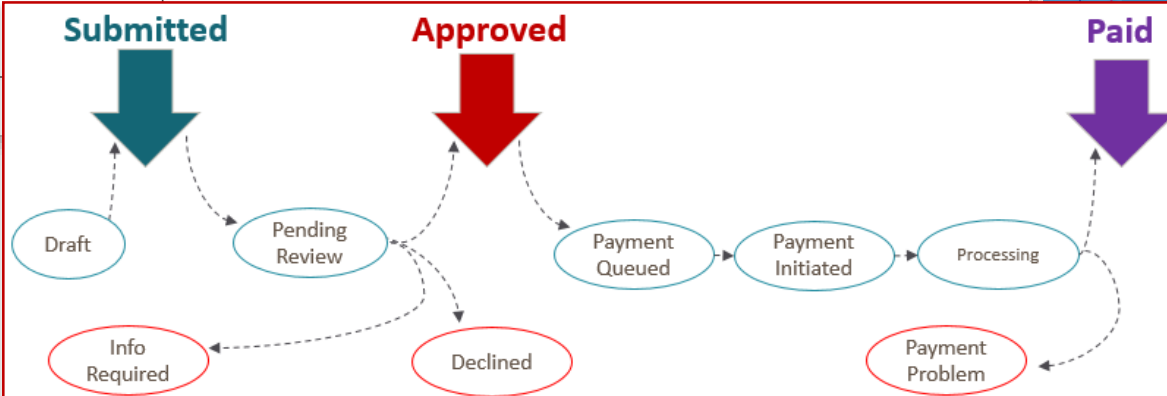
- Payment Queued:** VersaPay transaction in queue

- Payment Initiated:** VersaPay transaction initiated

- Processing:** VersaPay transaction in process

Paid: VersaPay transaction completed

- Payment Problem:** to investigate



Dashboard

Activities

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Dashboard > Claims > Claim #5JGG3X

Claim #5JGG3X

Pending Review

Request Further Info

Decline

Adjust

Add Comment


Review Complete - Approve

Please Note: This claim has been automatically flagged for further review by our system. Your Physician Society will review this claim and contact you should further information be required for approval.

CLAIM DETAILS

Claimant	Screech Powers
Date of Submission	Feb. 01, 2017
Date of Activity	Feb. 01, 2017
Hours for the day	8.00 hour(s) @ \$148.31/hour
Physician Society	Friends Physician Society
Engagement Activity	Psychiatric Wait Times
Sub-Activity	Psyc WT Meetings

EXPENSES

Vehicle Mileage	\$53.00
Airfare	\$493.80  (6474.26 plus \$10.54 GST)

The administrator/executive can **Decline Claim or Adjust Claim**

The administrator/executive has an option to **Request Further Info or Approve**

Request Further Info

Decline

Adjust

Add Comment

Review Complete - Approve

Information Required

* Note (Below comments will be visible to claimant)

Save Cancel

Add Comment

* Note

* Visibility Type

☐ Admin Only

☒ Visible

Save Cancel

Reason for Decline

* Note (Below comments will be visible to claimant)

Save Cancel



Claim #XQQG2X

Pending Review

Request Further Info

Decline

Adjust

Add Comment

Review Complete - Approve

Please Note: This claim has been automatically flagged for further review by our system. Your Physician Society will review this claim and contact you should further information be required for approval.

CLAIM DETAILS

Claimant	Bunch, Susan
Submitted by	User, System
Date of Submission	Jul. 18, 2018
Date of Activity	07-18-2018
Hours for the day	0.50
	@ \$70.00/hour
Physician Society/MSA	Friends Physician Society
Engagement Activity	

Click on **Adjust** if you
want to edit
Hours of the Day
or **Date of Activity**

CLAIM BREAKDOWNS

Time	\$35.00 subtotalled amount (.50 hour(s) @ \$70.00/hour)
Expenses	\$0.00

CLAIM TOTALS

Tax	\$0.00
Claim Total	\$35.00

Save

Save & Complete Review

Dashboard

Activities

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Finance ▾

Dashboard > Claims > Claim #5JGG3X

← [Back to Claims](#)

Claim #5JGG3X

Review Complete

Add Comment

Success! Claim successfully updated.

Please Note: Review has been completed for this claim. The system will approve it shortly.

CLAIM DETAILS

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Date of Submission	Feb. 01, 2017
Date of Activity	Feb. 01, 2017
Hours for the day	8.00 hour(s) @ \$148.31/hour
Physician Society	Friends Physician Society
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