



# 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/VoPay

**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
Activities
**Claims**
Finance ▾
Reporting ▾

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](#)

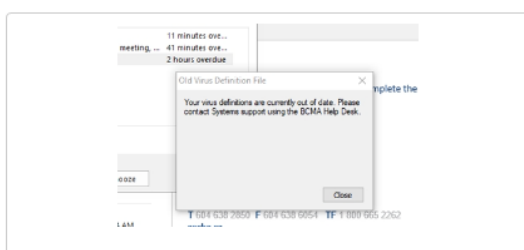
\* Total Amount (incl. taxes)

\$ 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 consultants 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 >

< Back

Dashboard

Activities

Claims

Finance

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

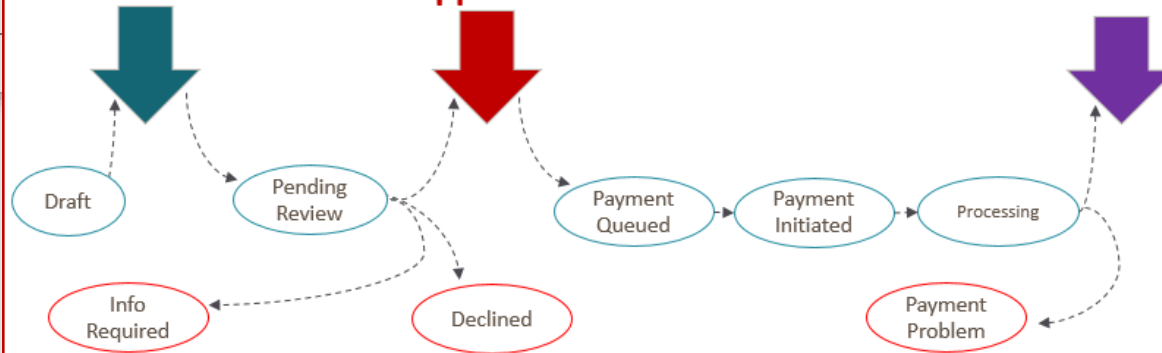
**Approved:** claim approved

- **Payment Queued:** Transaction in queue
- **Payment Initiated:** Transaction initiated
- **Processing:** Transaction in process
- **Paid:** VersaPay/VoPay transaction completed
- **Payment Problem:** to investigate

Submitted

Approved

Paid



Dashboard

Activities

Claims

Finance ▾

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 <br>(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<br>(.50 hour(s) @ \$70.00/hour) |
| Expenses | \$0.00   |

#### CLAIM TOTALS

|             |         |
|-------------|---------|
| Tax         | \$0.00  |
| Claim Total | \$35.00 |

Save

Save & Complete Review

Dashboard

Activities

Claims

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

|                     |                              |
|---------------------|------------------------------|
| 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<br>Society |
| Engagement Activity | Psychiatric Wait Times       |
| Sub-Activity        | Psyc WT Meetings             |