

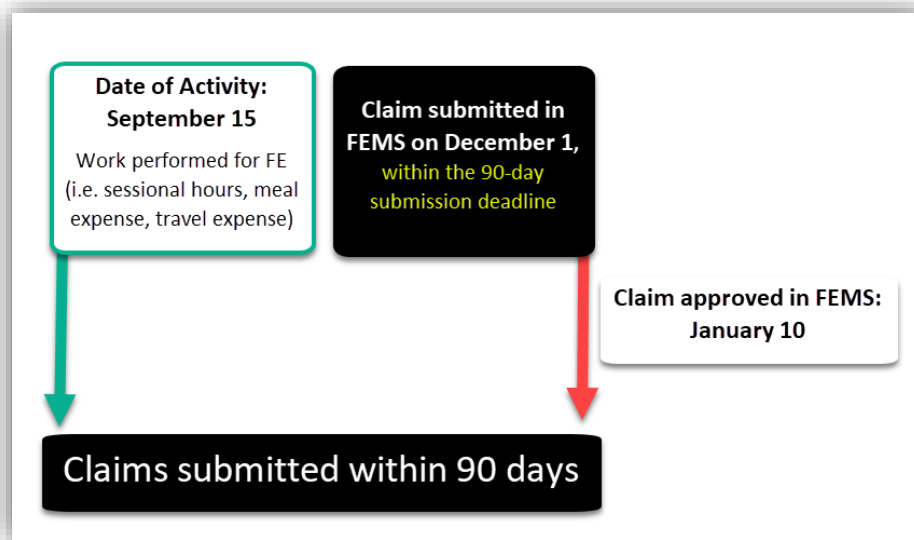
SSC Facility Engagement  
**FEMS – Physician Society Guidelines**

## 1. 90 Day Submission Deadline

In order to align Facility Engagement with Doctors of BC claims policy approved by the Board of Directors, effective October 1, 2020, a 90-day claim submission limit will be applied to all claims in FEMS. This means that claims must be submitted within 90 days of the date of activity or expense incurred in order to be paid. Claims submitted more than 90 days after the activity date or expense will cause an exception notice that will require intervention by the site administrator. These claims should only be paid on an exceptional basis in the case of debility or disability. Any claim submitted after the 90-day period that is requesting an exception should be presented to and reviewed by the MSA Executive for a decision. Claims more than 12 months old will not be paid.

**For ongoing project work, the key date that is used to trigger the 90 days is the date that the expense/work occurred, not the start date of the engagement activity.**

### 1.1 Example 1: for claims submitted within 90 days



Date	Activity	In FEMS
September 15	Work performed for FE (i.e. sessional hours, meal expense, travel expense)	
December 1		<b>Claim submitted in FEMS on December 1 (within the 90 day submission deadline), date of activity September 15</b>
January 10		Claim approved in FEMS on January 10

SSC Facility Engagement  
**FEMS – Physician Society Guidelines**

**1.1 Example 2: for claims submitted after 90 days**

When a physician is trying to submit a claim with an Activity Date more than 90-days past the submission date, the claim is routed for manual review. It includes an activity log item “Claim activity date of <Activity Date> is outside the claims submission window” in the workflow.

The claim approver chooses one of the following options:

1. Comment on the claim (using “Request Further Info”);
2. Adjust the activity date (using the “Adjust” button), if applicable; or
3. Override and approve the claim through the new option under the “More” menu called “Approval Override.”

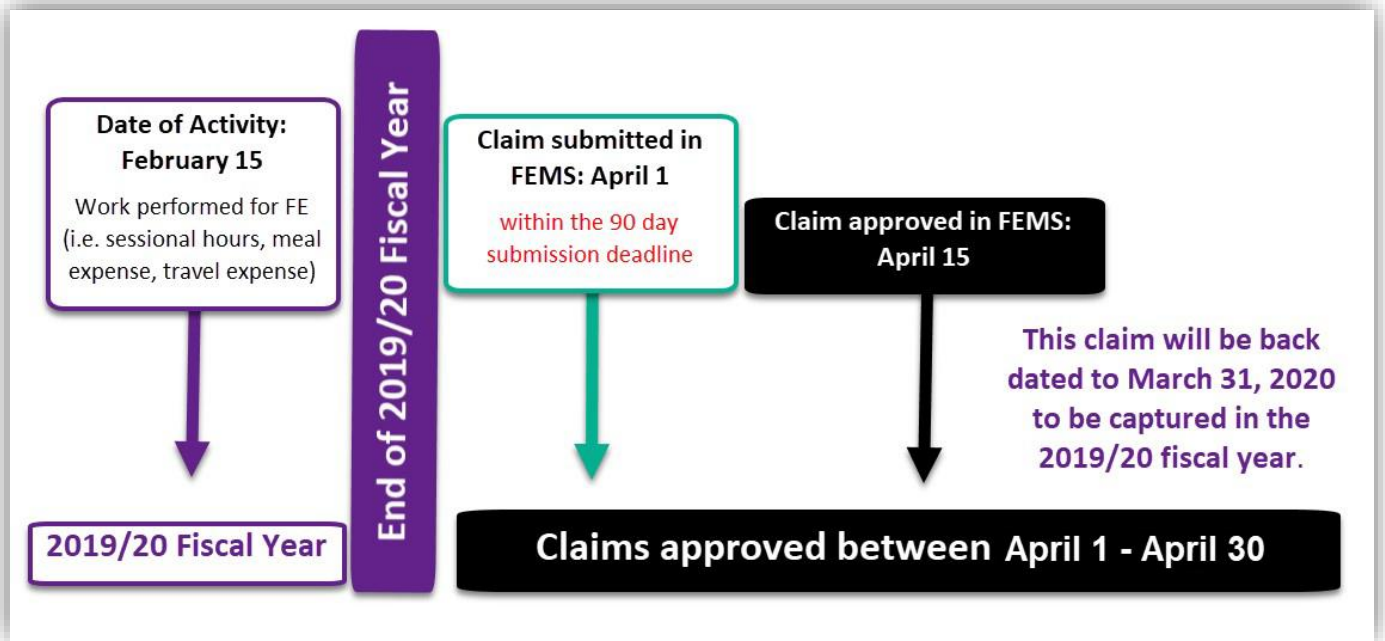
Reminder: Prior to approval of the claim in FEMS the claim must be reviewed and approved by the MSA executive or delegate in accordance with the exception policy. The Approver will be prompted to include a reason for the override. A reason must accompany the approval before being submitted along with the approvers name.



Date	Activity	In FEMS
September 15	Work performed for FE (i.e. sessional hours, meal expense, travel expense)	
December 20		Claim submitted in FEMS on December 20 (after the 90 day submission deadline), will not be approved for payment, except under exceptional circumstances and must be approved by the executive of your MSA

SSC Facility Engagement  
**FEMS – Physician Society Guidelines**

1.2 Example 3: for claims submitted within 90 days, during the accrual period



Date	Activity	In FEMS	Finance Transactions
February 15	Work performed for FE (i.e. sessional hours, meal expense, travel expense)		
April 1		Claim submitted in FEMS on April 1 ( <b>within the 90 day submission deadline</b> ), <b>date of activity February 15</b>	
April 15		<b>Claim approved in FEMS on April 15</b>	<b>This claim will be back dated to March 31, 2020 to be captured in the 2019/20 fiscal year.</b>