

## What is a Claim? What is an Expense?



A Claim is how time and expenses are recorded in FEMS. There are sessional claims, expense claims, and supplier claims.

## What is an Engagement Activity?



Within FEMS, an Engagement Activity represents working group meetings, projects/ initiatives, committees, annual general meetings, events, and conferences.

Each Engagement Activity will have an assigned budget, participants, and a specific Memorandum of Understanding (MOU) category. Any member of an MSA can create a new Engagement Activity in FEMS, which is then subject to approval. Sessional claims and expenses are submitted against an Engagement Activity.

## What is a Memorandum of Understanding (MOU) category?

As defined in the 2022 Memorandum of Understanding on Regional and Local Engagement between the health authorities, the Ministry of Health, and Doctors of BC, an MOU category is a regional or local theme of importance to medical staff. To help ensure the Facility Engagement Initiative follows its funding directive, each Engagement Activity must be linked to one MOU category when it is set up.

## What is the Standardized Chart of Accounts?



The Standardized Chart of Accounts is used to analyze the financial expenditures at local, regional, and provincial levels. It is tailored specifically for the Facility Engagement Initiative, and all MSAs within FEMS are required to use it.

## What is an Internal Operating Expense?

An Internal Operating Expense (IOE) is a type of supplier expense that is not directly related to any Engagement Activities. IOEs are related to the operation (overhead) of the site for the purposes of the Facility Engagement Initiative.

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## What is Governance Work?

Governance Work refers to activities performed by physicians acting as the executives of MSAs. Such activities typically include:

- Preparing for and attending meetings of the board, its committees (e.g., working group), and the MSA's annual and special meetings.
- Activities related to the executives's financial oversight of the MSA, such as reviewing, approving, and monitoring the MSA's budget, and ensuring funds are spent in accordance with the stated purposes and objectives of the MSA.
- Activities related to governance of the MSA, such as establishing policies and procedures; evaluating, approving, and monitoring initiatives; and ensuring the MSA complies with the MSA's terms of reference, applicable laws, and regulations.

**FOR PHYSICIAN SOCIETIES ONLY:** If a physician is representing and working on behalf of the society as a director, the Canada Revenue Agency (CRA) considers the physician to be an employee of the society. Thus, governance work is subject to deductions, such as income tax and CPP, to align with CRA guidelines. Governance Work is also compensated via a governance claim.

## What is a Participant?

A Participant is a member of a MSA who has been added to and is participating in an Engagement Activity.

## What is VoPay?

VoPay is the third-party payment processor that administers electronic fund transfers between the MSA and individual physicians' bank accounts to pay claims and expenses in a timely manner.

Hosting the MSA's and physicians' banking information with a third-party payment processor reduces the website security requirements for FEMS, and eliminates the requirement for MSAs to install payment processor software on their computers.

VoPay is based in Canada and meets the payment card industry compliance requirements for hosting banking information.

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