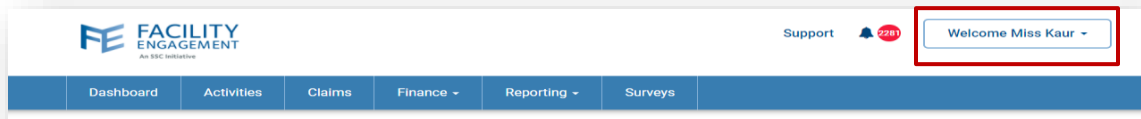


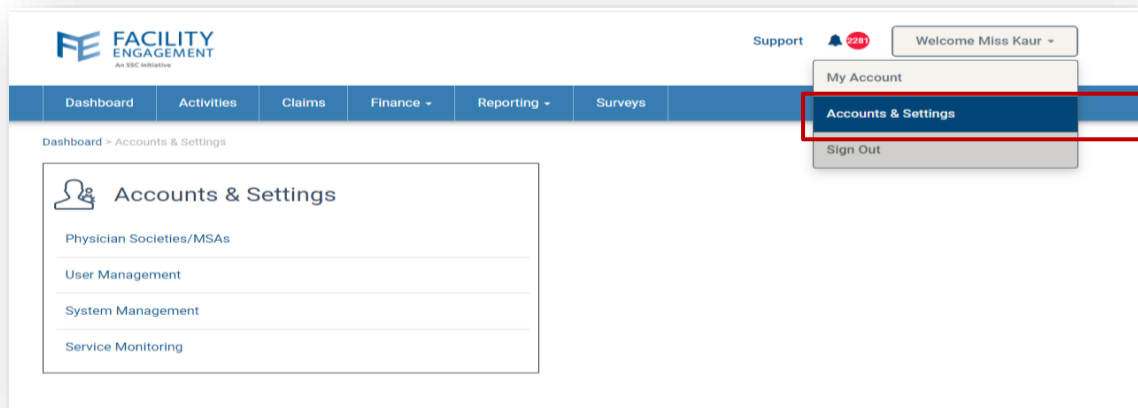
## Different Settings in FEMS

In FEMS, administrators can access and adjust several settings for the MSA as a whole.

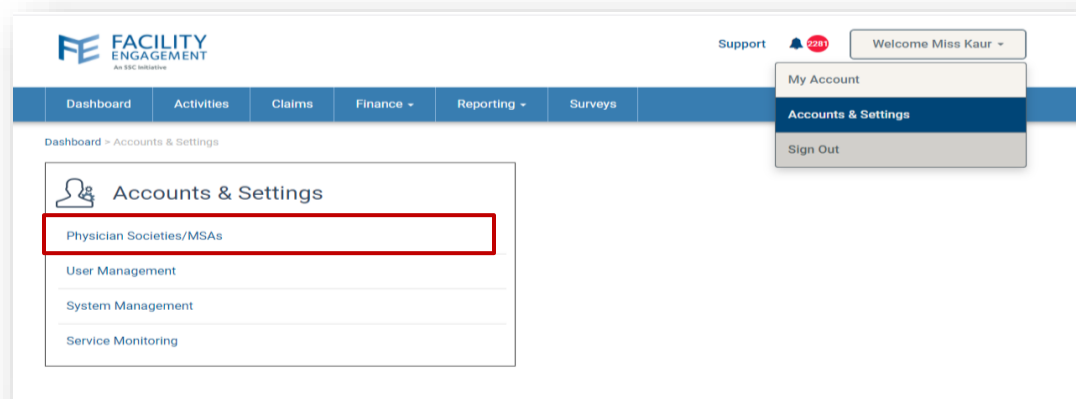
1. To access the system settings for the MSA, please click on your username in the top right of the main dashboard in FEMS.



2. Select the Account and Settings option from the drop down.




3. Select the Physician Society/MSA option from the Accounts and Settings Menu.



- Click on the MSA name.

MSA/Service Company

MSA - Entity - President - EP - Tier -

MSA	ENTITY TYPE	EXECUTIVE PRESIDENT	ENGAGEMENT PARTNER	TIER	# OF ENGAGEMENT ACTIVITIES	FUNDS COMMITTED	ACTUALS
 F.E. Services Inc.	Service Company		Hamman , Ronnie	20	\$468,596.95	\$437,155.89	

- The different settings menus appear on the left side of the screen.

FRE

Facilities

Executives

Members

Suppliers

Financial Overview

Settings

### Fraser Regional Engagement

[Edit](#) [Delete](#)

**ASSOCIATION**

Name	Fraser Regional Engagement
Mailing Address	1665 W Broadway Vancouver, BC V6J 5A4
Phone	604-763-5551
Email	engagement@doctorsofbc.ca
Health Authority	Fraser Health Authority
Enable Approvals Notifications	Enabled

6. The first option shown is the MSA's information, such as email, address, phone, etc. Please select the edit button to change any of the information noted within. **NOTE:** please see tip sheet [here](#) for information regarding the Enable Approvals Notification toggle.

---

<b>FRE</b>	<b>Fraser Regional Engagement</b>
Facilities	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Executives	
Members	
Suppliers	
Financial Overview	
Settings	

---

**ASSOCIATION**

Name	Fraser Regional Engagement
Mailing Address	1665 W Broadway Vancouver, BC V6J 5A4
Phone	604-763-5551
Email	engagement@doctorsofbc.ca
Health Authority	Fraser Health Authority
Enable Approvals Notifications	Enabled

7. The second option is Facilities. **Please do not adjust any information within this setting, as this helps determines some background FEMS functions.**

---

<b>FRE</b>	<b>Fraser Regional Engagement</b>
Facilities	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Executives	
Members	
Suppliers	
Financial Overview	
Settings	

---

**ASSOCIATION**

Name	Fraser Regional Engagement
Mailing Address	1665 W Broadway Vancouver, BC V6J 5A4
Phone	604-763-5551
Email	engagement@doctorsofbc.ca
Health Authority	Fraser Health Authority
Enable Approvals Notifications	Enabled

8. The Executives option will show the list of the MSA’s executive members, their title, and when they joined the executive.

**NOTE:** to adjust any of this information, please email [FEMS support](#).

Executives

NAME	EXECUTIVE TITLE	PRACTICE/DEPT	USER TYPE	STATUS	EFFECTIVE	END
	President	Emergency Medicine	Family Practice	Active	Nov 27, 2020	
	President	Geriatric Medicine	Specialist Physician	Active	Nov 27, 2020	
	Director	Neurosurgery	Specialist Physician	Active	Nov 25, 2022	
	Secretary	Pediatrics	Specialist Physician	Active	Feb 01, 2023	
	Director	Critical Care Medicine	Specialist Physician	Active	Sept 01, 2025	
	Director	Critical Care Medicine	Specialist Physician	Active	Sept 01, 2025	

9. The Members option will show all physicians and suppliers who have been added to the MSA’s list over time. Members can be added and removed from this setting. For full details please see the [user management tip sheet](#).

**NOTE:** you can change the list to alphabetical by clicking on the arrow beside the name field. Or, if looking to see if a specific member is already added, you can use the name drop down to search by name.

Members

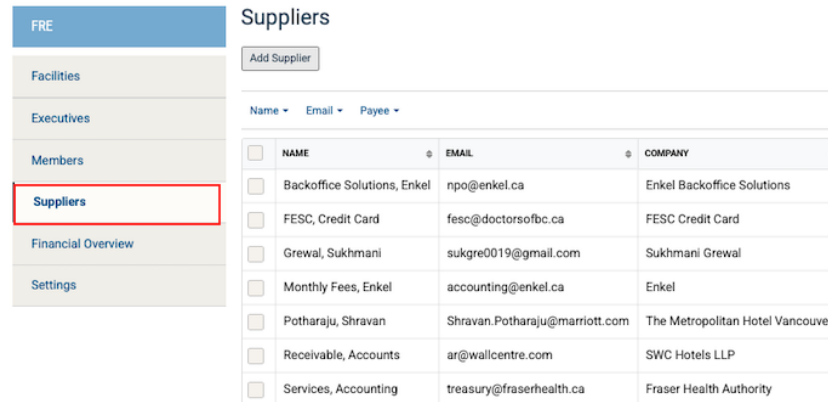
NAME	ROLE	PRACTICE/DEPT	USER TYPE
<input type="checkbox"/>	Ho, Cedric	Anesthesiology	Specialist Physician
<input type="checkbox"/>	Johar, Harpinder Paul	Emergency Medicine	Family Practice
<input type="checkbox"/>	Sue, Donna	Emergency Medicine	Family Practice
<input type="checkbox"/>	Kan, Anna	Family Practice	Family Practice

**NOTE:** to remove a member from the list, please click on the box beside their name and then click on the remove member button.

Members

NAME	ROLE	PRACTICE/DEPT	USER TYPE
<input checked="" type="checkbox"/>	Abrahams, Zuheir	Community and Rural	Specialist Physician
<input type="checkbox"/>	Ahamed, Karim	Radiology	Specialist Physician

10. The Suppliers option functions exactly the same as the Members option, but only contains the suppliers that have been added to the MSA over time. For full details, please see the [supplier management tip sheet](#).

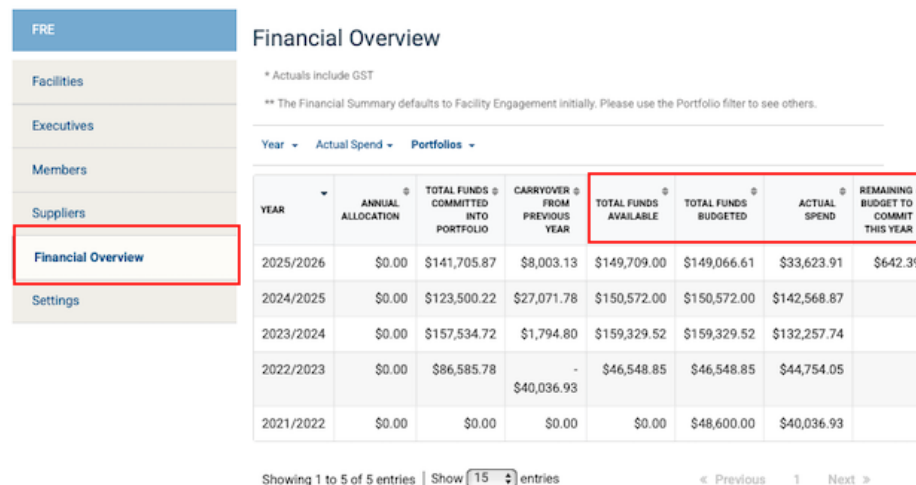


NAME	EMAIL	COMPANY
Backoffice Solutions, Enkel	rpo@enkel.ca	Enkel Backoffice Solutions
FESC, Credit Card	fesc@doctorsofbc.ca	FESC Credit Card
Grewal, Sukhmani	sukgre0019@gmail.com	Sukhmani Grewal
Monthly Fees, Enkel	accounting@enkel.ca	Enkel
Potharaju, Shraavan	Shraavan.Potharaju@marriott.com	The Metropolitan Hotel Vancouver
Receivable, Accounts	ar@wallcentre.com	SWC Hotels LLP
Services, Accounting	treasury@fraserhealth.ca	Fraser Health Authority

11. The Financial Overview option is where the MSA's overall budget(s) are managed and recorded. For full details on each column and what they cover, please see the [budgets tip sheet](#).

The most relevant information for any MSA is held within the final 4 columns on the page:

- Total Funds Available (based on annual allocation plus carryover budget from previous year)
- Total Funds Budgeted (what has currently been allocated to activities for this year)
- Actual Spend (the amount of budget spent this year)
- Remaining Budget to Commit This Year (the amount of budget not yet allocated to activities this year)

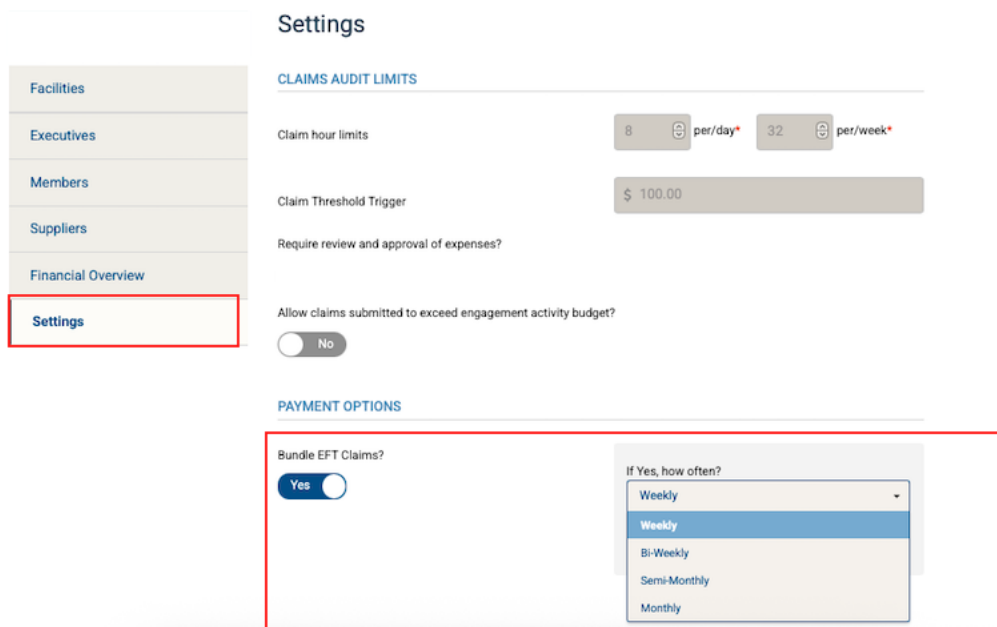


\* Actuals include GST  
\*\* The Financial Summary defaults to Facility Engagement initially. Please use the Portfolio filter to see others.

YEAR	ANNUAL ALLOCATION	TOTAL FUNDS COMMITTED INTO PORTFOLIO	CARRYOVER FROM PREVIOUS YEAR	TOTAL FUNDS AVAILABLE	TOTAL FUNDS BUDGETED	ACTUAL SPEND	REMAINING BUDGET TO COMMIT THIS YEAR
2025/2026	\$0.00	\$141,705.87	\$8,003.13	\$149,709.00	\$149,066.61	\$33,623.91	\$642.39
2024/2025	\$0.00	\$123,500.22	\$27,071.78	\$150,572.00	\$150,572.00	\$142,568.87	
2023/2024	\$0.00	\$157,534.72	\$1,794.80	\$159,329.52	\$159,329.52	\$132,257.74	
2022/2023	\$0.00	\$86,585.78	\$40,036.93	\$46,548.85	\$46,548.85	\$44,754.05	
2021/2022	\$0.00	\$0.00	\$0.00	\$0.00	\$48,600.00	\$40,036.93	

Showing 1 to 5 of 5 entries | Show 15 entries < Previous 1 Next >

12. The Settings option is where some background processes are managed, as well as claim bundling settings, and VoPay settings. Most of these options are managed centrally by FEMS support, but **society administrators** can change the settings of their claim payment bundling frequency. For full details on claim bundling, please see the [DIY FEMS tip sheet](#).



### Settings

- Facilities
- Executives
- Members
- Suppliers
- Financial Overview
- Settings**

#### CLAIMS AUDIT LIMITS

Claim hour limits: 8 per/day\* 32 per/week\*

Claim Threshold Trigger: \$ 100.00

Require review and approval of expenses?

Allow claims submitted to exceed engagement activity budget?  No

#### PAYMENT OPTIONS

Bundle EFT Claims?  Yes

If Yes, how often?  
Weekly  
Weekly  
Bi-Weekly  
Semi-Monthly  
Monthly