

FEMS Tip Sheet:

How to Create CRA Claims

A governance claim is for any director of a **PHYSICIAN SOCIETY** to attend a facility engagement governance activity (i.e., an MSA executive meeting, a working group meeting, etc.). Because directors of a physician society are considered employees, these claims have payroll taxes and CPP deducted. Your accounting software does these calculations. Once a governance claim is marked paid in FEMS, an expense must be added to FEMS to account for the employer portion of the CPP expense filed with the CRA.

How to solve it in FEMS

1. **FEMS ADMINISTRATORS:** Create a new engagement activity named CRA Expenses and be sure to select the relevant MOU category noted below.

* MOU Category

CRA Payments

Non-Physician Salaries

CRA Payments

2. **FINANCE ADMINISTRATORS:** When submitting a claim for CRA payments select Submit an Expense. Click the text box at the top of the claim and select the activity from step 1. Select which type of expense it is. It will not ask you for a receipt. Submit claim as usual.

CLAIM DETAILS

Physician Society / MSA Salaries?

Facility, Engagement

* You participated in Engagement Activity or Sub Activity

Test for CRA/Salaries

Date of Activity

Claims must be submitted within 90 days of the activity date.

07-31-2024

EXPENSES

* Expense/Mileage

CRA Payments

Remove Expense

* Total Amount (incl. taxes)

\$ 133

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- The claim will automatically move to PAID status in FEMS, no approval required.
 - NOTE: If you need to adjust the claim, or it was made in error, you can reverse the claim as noted below and it will move to declined status.

[Dashboard](#) > [Claims](#) > Claim #5YVGZR

Claim #5YVGZR

Paid

Add Comment

Reverse Salary Claim

CLAIM DETAILS

| | |
|-----------------------|-----------------------|
| Claimant | Facility, Engagement |
| Date of Submission | Aug. 01, 2024 |
| Date of Activity | Jul. 30, 2024 |
| Physician Society/MSA | F.E. Services Inc. |
| Engagement Activity | Test for CRA/Salaries |

- Complete the payment to CRA as normal.