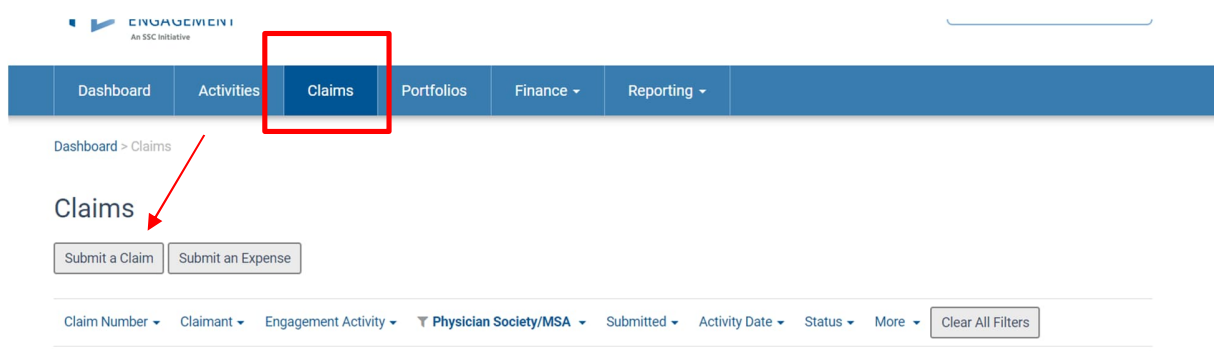


FEMS Tip Sheet:

How to Submit a Sessional Claim

How to submit it in FEMS

1. Click on the claims tab on the FEMS dashboard and then on submit a claim button.



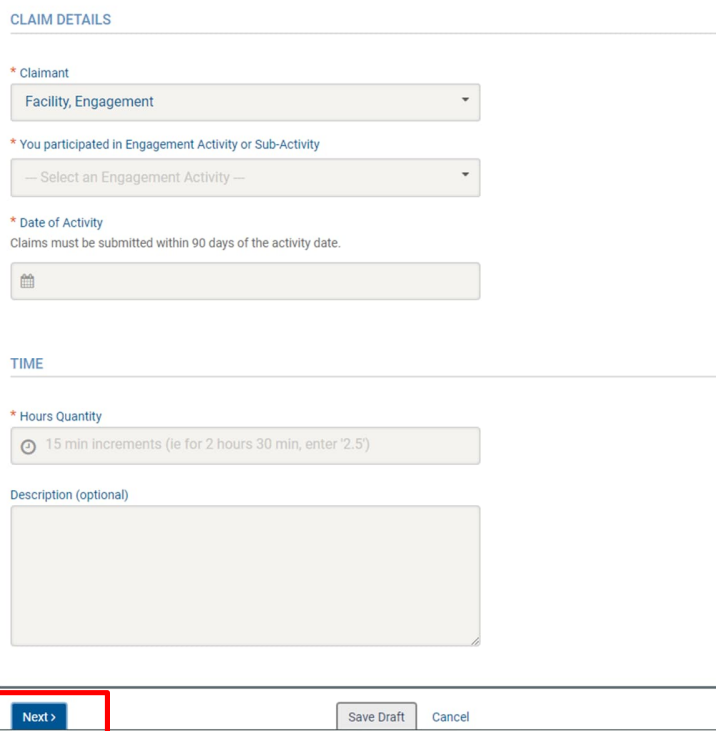
Dashboard > Claims

Claims

Submit a Claim Submit an Expense

Claim Number Claimant Engagement Activity Physician Society/MSA Submitted Activity Date Status More Clear All Filters

2. Fill out the required fields and select the next button.
NOTE: if you do not see the correct activity in the list, please contact FEMS support.



CLAIM DETAILS

* Claimant
Facility, Engagement

* You participated in Engagement Activity or Sub-Activity
— Select an Engagement Activity —

* Date of Activity
Claims must be submitted within 90 days of the activity date.
📅

TIME

* Hours Quantity
🕒 15 min increments (ie for 2 hours 30 min, enter '2.5')

Description (optional)

Next > Save Draft Cancel

FEMS Tip Sheet:

How to Submit a Sessional Claim

3. If there are expenses to add to the sessional claim, please fill out the required fields. To add more than one expense, please use the add expense button at the bottom. Once completed, select the next button. If there are no expenses, please use the skip expenses button at the top.

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
— Select an Expense Type or Mileage — [Remove Expense](#)

* Total Amount (incl. taxes)
\$ 0.00

Amount Claimed
\$ 0.00

[Next >](#) [< Back](#) [Save Draft](#) [Add Expense](#)

NOTE: If you wish to submit an expense only claim, please use the submit an expense option on the claims main page.

ENGAGEMENT
An SSC Initiative

Dashboard

Activities

Claims

Portfolios

Finance

Reporting

Dashboard > Claims

Claims

[Submit a Claim](#) [Submit an Expense](#)

Claim Number Claimant Engagement Activity Physician Society/MSA Submitted Activity Date Status More [Clear All Filters](#)

FEMS Tip Sheet:

How to Submit a Sessional Claim

4. Review the claim for accuracy and then select the submit button.

CLAIM DETAILS	
Engagement Activity	23/24 EHR Sub Committee
Sub-Activity	EHR Jan 2024
Claimant	
Date of Activity	Mar. 04, 2024
Types of work	
Hours for today	1.00 hour(s)
Rate	\$171.05/hour
<hr/>	
Subtotal	\$171.05
Status	<div>Draft</div> <div>Edit</div>
CLAIM TOTALS	
Tax	\$0.00
Claim Total	\$171.05
<hr/>	
<div>Submit ></div> <div>< Back</div> <div>Save Draft</div>	