FEMS Tip Sheet:How to Submit a Physician Sessional Claim



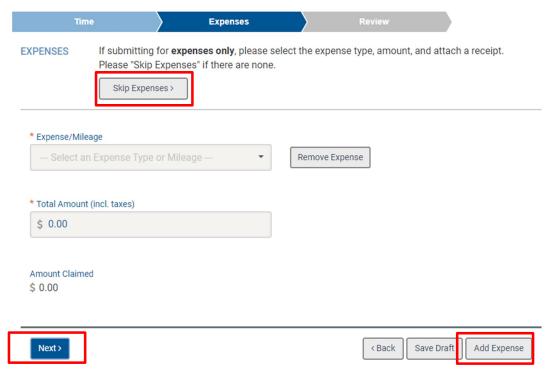
How to submit it in FEMS 1. Click on the submit a claim button on the FEMS dashboard. ENGAGEMENT Claims Dashboard > Claims Claims Submit a Claim Submit an Expense Submit Supplier Expense 2. Fill out the required fields and select the next button. **NOTE:** if you do not see the correct activity in the list, please contact FEMS support. **NOTE:** this option is only for physician sessional time and associated expenses. **CLAIM DETAILS** * Claimant Facility, Engagement * You participated in Engagement Activity or Sub-Activity Claims must be submitted within 90 days of the activity date. o 15 min increments (ie for 2 hours 30 min, enter '2.5') Description (optional) Save Draft Cancel

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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.



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



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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
Subtotal	\$171.05
Status	Draft
CLAIM TOTALS	
Tax	\$0.00
Claim Total	\$171.05
Submit >	< Back Save Draft

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