

# FEMS Tip Sheet: How to Submit Physician Expense Claims

## How to submit it in FEMS

1. Click on the submit an expense button on the FEMS dashboard.

The screenshot shows the FEMS dashboard navigation bar with 'Dashboard' highlighted. Below the navigation bar, the 'Claims' section is visible, featuring a 'Submit an Expense' button that is highlighted with a red box. A table with columns for DATE, STATUS, CLAIM NUMBER, and TOTAL is partially visible below the buttons.

2. Fill out the required fields.

**NOTE:** if you do not see the correct activity in the list, please contact FEMS support.

**NOTE:** this option is only for physician expenses – all other expenses go under the supplier expense option. The only exception to this is if an administrator is attending the activity as a participant ONLY.

3. If there are multiple expenses per claim, please add them individually by using the Add Expense button. If you wish to remove one, please use the Remove Expense Button. Once completed adding all expenses, press Next.

The screenshot shows the 'Submit an Expense' form. The 'Facility, Engagement' dropdown is selected. Below it, there is a dropdown for 'You participated in Engagement Activity or Sub-Activity' and a 'Date of Activity' field. The 'EXPENSES' section includes an 'Expense/Mileage' dropdown, a 'Remove Expense' button, and a 'Total Amount (incl. taxes)' field showing '\$ 0.00'. At the bottom, there is an 'Amount Claimed' field showing '\$ 0.00'. The 'Next >' button is highlighted with a red box, along with the 'Add Expense' button.

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4. Review the claim for accuracy and then select the submit button. To change anything before submitting, you can use the Edit or Back buttons.

## Submit an Expense



### CLAIM DETAILS

<b>Engagement Activity</b>	Clinical Governance Improvement Initiative (CGII)
Claimant	Engagement Facility
Date of Activity	Mar. 12, 2024
Types of work	

### EXPENSES/MILEAGE

Conference Fees & Expenses (Off Site)	\$1.00
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<b>Subtotal</b>	<b>\$1.00</b>
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Edit

### CLAIM TOTALS

Tax	\$0.00
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<b>Claim Total</b>	<b>\$1.00</b>
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Submit >

< Back

Save Draft