



# Facility Engagement Management System (FEMS)

For **unincorporated**  
Medical Staff  
Associations

**The Facility Engagement Initiative (FEI)** is a provincial initiative created to strengthen collaboration between **physicians and health authorities**



## Success Story

Terrace physicians are improving their relationship with Northern Health Authority

Monthly meetings helped visualize how the **physician projects** fit into the **strategic plan** for the Northern Health Region

**1**

Physicians met monthly with health authorities to discuss projects and challenges

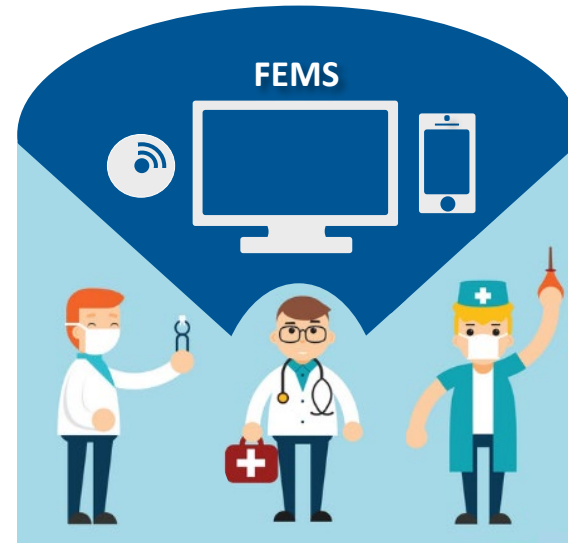
**2**

They worked on aligning physician priorities with the health authority's strategic plan

**3**

The outcome was increased collaboration to **improve patient care**

**Facility Engagement  
Management System (FEMS)**  
is a web-based system to track and  
report **how funds have been spent**



## FEMS and Engagement Activities

**FEMS** helps process claims and  
assist with the management of funds  
for **Engagement Activities (EAs)**

EAs include: meetings,  
working groups, conferences,  
events, committees, etc.

**1**

Terrace physicians qualified for FEI and created a Physician Society to access funding

**2**

Physicians used FEMS to track \$\$ spent on engagement activities and were paid for attending meetings

**3**

Terrace physicians' priorities were shared with health authorities in monthly meetings



## Unincorporated Medical Staff Association (MSA)

Small Medical Staff Associations  
are not required to incorporate

As a result, unincorporated MSAs  
are **not legal entities** and



A **separate legal entity**,  
**Facility Engagement  
Service Company (FESC)**,  
was created to flow Facility  
Engagement (FE) funds to  
Medical Staff Associations

**1**

CANNOT hold Facility Engagement (FE) funds

**2**

CANNOT hire staff or hold contracts

**3**

CANNOT provide liability protection for MSA  
executives



**Facility Engagement Service Company (FESC)** is a service company for MSAs to

- Hold **funds**
- Enter into **service & staffing contracts**
- Limit **liability risk** to MSA executives



**1**

An **administrative fee** is charged to MSA to cover the cost of FESC

**2**

ENKEL (MSA financial administrator) will:

- Process **internal operating expenses**
- Process **supplier claims**
- Provide **financial reporting and audit** support

## Physicians & Allied Health Professionals

### Administrator

- Generally, **not** a physician or allied health professional
- Administers Engagement Activities
- Assigns members to this Engagement Activity
- Submits a supplier claim
- Completes SEAT information (if applicable)
- Registers a member

## MSA Support

### Executives

- Approves Engagement Activity and associated budget
- Manages portfolio of Engagement Activities

### Engagement Activity Lead

- A participant who is running the Engagement Activity
- Manages assigned Engagement Activity budget
- Creates sub-activities (if desired)
- Assigns members to this Engagement Activity
- Completes SEAT information (if applicable)

### Participant

- A member who has been assigned to an Engagement Activity
- Submits claims
- Views claims
- Creates new Engagement Activity

### Member


- Anyone involved in the Facility Engagement Initiative
- Register as a member in facilities where they work




<https://fems.facilityengagement.ca>

Welcome to  
The Facility Engagement Management System.

### Sign into your account

 Email or MSP Number

 Password

Sign in

☒ Remember me?

[Forgot Password?](#)

By clicking **Sign in** you agree to our [Terms of Use](#).

### Don't have an account?

Create your account today

Register

Who can register?

- **Physicians**
- **Allied health professionals**  
who are part of the MSA

Click here for [Support](#)



## Account Registration

Personal

Registration Survey

### FACILITY

\* Facility

Facility

### PROFILE DETAILS

\* User Type (Please choose GP or SP based on your College Sub-Class)

Select a User Type

\* MSP Number

MSP Number

\* Medical Practice Type

Medical Practice Type

\* Prefix

Title

\* First Name

First Name

\* Last Name

Last Name

### PROFILE DETAILS

\* User Type (Please choose GP or SP based on your College Sub-Class)

Select a User Type

#### PHYSICIANS

Specialist Physician

General Practitioner

Dentist

#### ALLIED HEALTH PROFESSIONALS

Clinical Psychologist

Choose based on your  
college sub-class

\* Medical Practice Type

Medical Practice Type

Administration (non-medical staff)

Allergy and Immunology

Anesthesiology

Cardiac Surgery

Cardiology

Community and Rural



### SIGN-IN DETAILS

\* Password ⓘ

Password

\* Confirm Password

Confirm Password

VersaPay is the Canadian  
equivalent to **PayPal**

Sign up at  
<https://secure.versapay.com>

### PAYMENT DETAILS

\* Payment Method

Direct Deposit (via VersaPay)

\* Settle To

☐ My personal bank account

☐ My company bank account



I'm not a robot



By Clicking "Next" below, you are agreeing to the [Terms of Use](#)

Next >

Cancel

Direct Deposit (via VersaPay) is set  
as default for all new FEMS users.  
Only the **Administrator can  
change the method of payment**  
if a physician requests it.

### PAYMENT DETAILS

\* Payment Method

Cheque

Cheque

Direct Deposit (via VersaPay)

Email Transfer



# VersaPay <https://secure.versapay.com>

Sign Up for VersaPay

Business Name  
Use your legal name if signing up for a personal account.

First Name

Last Name

Email

Password

Repeat Password

Already have an account? Please [Sign In](#).

By creating an account you agree to our [user agreement](#), [privacy policy](#) and to accept transactional and newsletter emails from VersaPay Corporation.

Sign Up

1

Add personal information requested and submit.

**NOTE:** Use the **same personal email address** for FEMS and VersaPay.

Add a bank account

Select your bank:

[Don't see your bank?](#)

Transit number:

Account number:

\* Account holder:

Your Name  DATE

Your Address

PAY TO THE ORDER OF

DOLLARS

MEMO

Transit Institution Account

II\* 001 II\* I: 38314 III 004 III 5948894300 :'

Address Line 1:

Address Line 2:

City:

Province/State:

Postal/Zip:

☐ I agree to the [Pre-authorized Debit Agreement](#) allowing Versapay to debit this account according to my instructions.

Add Bank Account

2

You must add your bank account to the VersaPay account.  
Click on **Add Bank Account** under the **Quick Links** menu.





**FACILITY  
ENGAGEMENT**

An SSC Initiative



## How to create an Engagement Activity & Sub-Activities

# Scenario



Overall MSA Allocation  
**\$50,000**

## Engagement Activity (Mandatory)

EA approved by  
the administrator or executive

Health  
Authority/MSA  
Workshop  
**\$ 30,000**

Working Group  
Meetings  
**\$ 10,000**

**PM Salary +  
Admin FEE (FESC)  
\$ 10,000**

## Sub-Activities (optional)

Defined by the EA lead or  
executive according to the needs  
of their engagement activity

Planning  
**\$10,000**

Evaluation  
**\$3,000**

Logistics and  
attendees  
**\$7,000**

Workshop  
**\$10,000**

May meeting  
**\$2,500**

June meeting  
**\$2,500**

July meeting  
**\$2,500**

Aug meeting  
**\$2,500**

Welcome to  
The Facility Engagement Management System.

### Sign into your account

name\_lastname@gmail.com

.....

Sign in

☒ Remember me?

[Forgot Password?](#)

By clicking **Sign in** you agree to our [Terms of Use](#).

### Don't have an account?

Create your account today

Register

[Click here for Support](#)

**FE FACILITY ENGAGEMENT**  
An SSC Initiative

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

**Notifications**

51 Payment Problems

44 Pending Review

2 New Users

1 Unclaimed Funds

1 SEAT Update Required ⓘ

**Physician Societies/MSAs**

PHYSICIAN SOCIETY/MSA ▴	CUMULATIVE ALLOCATION ▴	FUNDS REMAINING ▴
Friends Physician Society	\$383,250.93	\$338,036.85

Showing 1 to 1 of 1 entries 1

## Notifications

- **New Users:** New members who have registered for FEMS but are not yet assigned to any engagement activities.
- **Pending Review Claims:** Claims that require review and approval.
- **Payment Problems:** Claims that have not been paid due to an error (e.g., a physician has not yet confirmed their VersaPay bank details). Contact FEMS Support if additional information is required.
- **Unclaimed Funds:** Claims that have not been paid in 30 days from initiation of the payment request. Contact FEMS Support if additional information is required.
- **SEAT Update Required:** SEAT EAs requiring progress updates (if applicable).

Jun 05, 2018

Draft

52Z4E5

\$6.36

## Manage Engagement Activities

Create Engagement Activity

Engagement Activities ▾ Lead ▾ Statuses ▾ Physician Society/MSA ▾ Priority ▾ More ▾

ENGAGEMENT ACTIVITIES ▾	PHYSICIAN SOCIETY/MSA ▾	LEAD ▾	STATUS ▴	FUNDS COMMITTED ▾	YTD (ACTUALS) ▾	CUMULATIVE (ACTUALS) ▾	CUMULATIVE ACTUALS % ▾
Pending Approval							
Working Group - Aug Meeting	Medical Staff Association (Test)	Smith TEST, John	Pending Approval	\$100.00	\$0.00	\$0.00	0% <div></div>
Active							
Weekly Meeting - Test	Medical Staff Association (Test)	Black TEST, Richard	Active	\$500.00	\$0.00	\$0.00	0% <div></div>
Draft							
Working Group	Medical Staff Association (Test)		Draft	\$500.00	\$0.00	\$0.00	0% <div></div>

## Create Engagement Activity

Engagement Activity

Budget

Roles

SEAT

\* Physician Society/MSA

Friends Physician Society

\* Facilities

Central Perk x

Is this activity governance based?

Yes ☐

Include this activity in SEAT?

Yes ☐

Share activities with other MSAs in our SEAT database. Choose **YES** if your activity builds engagement and communication with medical staff colleagues and/or your hospital or health authority; contributes to physician wellness, leadership, redevelopment, training and/or technology; and/or seeks to improve patient quality.

\* Name of Engagement Activity

Training: COVID-Related Meetings and Activities

\* Activity Purpose / Summary ⓘ

This activity is to cover physicians' time spent planning and communicating about COVID-19 with their colleagues and health authority partners in accordance with FE's funding guidelines. Ultimately, it is important to communicate to your physician colleagues that it is essential they participate in COVID-19 activities regardless if there is funding or not because patient safety is paramount during this crisis.

\* Start Date

12-09-2021

End Date

mm-dd-yyyy

\* MOU Category

Issues of importance to the medical staff

**SEAT: Move the toggle to YES** to include this EA in the SEAT database.

Choose **YES** if your activity builds engagement and communication with medical staff colleagues and/or your hospital or health authority; contributes to physician wellness, leadership, redevelopment, training and/or technology; and/or seeks to improve patient quality.

**NOTE: Move the toggle to YES** if this activity is governance based. Executives who perform **governance work** will submit claims against this Engagement Activity and receive their payment via cheque or EFT.

**Step 1: name and description of the engagement activity**

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Manage Engagement Activities > Training: COVID-Related Meetings and Activities > Engagement Activities Admin > Update Budget

## Edit Engagement Activity

Engagement Activity

**Budget**

Roles

SEAT

\* Commit funds to an Engagement Activity

\$ 10,000

Comments

Next >

Save Draft

< Back

Cancel

**Step 2: specify budget**



Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Manage Engagement Activities > Create Engagement Activity

## Create Engagement Activity

Engagement Activity

Budget

Roles

**Step 3: add Roles**

Author

Tribiani, Joey

Lead

Add

Participant

Add

Click on **Add** to choose a  
**Lead and Participant(s)**

Next >

Save Draft

< Back

Cancel

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Manage Engagement Activities > Create Engagement Activity

**Success!** Participant will be removed from activity.

## Create Engagement Activity

Engagement Activity

Budget

Roles

SEAT

Author

Tribiani, Joey

Lead

Geller, Monica

Add

Cancel

Participant

Geller, Ross

Buffay, Phoebe

Devenish, Tracy

Exec, PS

Geller, Monica

**Geller, Ross**

PS Admin, PS

Choose from the  
dropdown menu a **Lead**  
and **Participant(s)**

Next >

Save Draft

< Back

Cancel

Click **NEXT**

## Create Engagement Activity

Engagement Activity

Budget

Roles

SEAT

SEAT Status

Draft

Health Authority

\* Medical Area/Specialty

(Which medical area will be most impacted by this activity? Select the best fit from the list. You can select multiple options)

\* Activity Type

(Select the best fit from the list for activity type. You may select up to three choices. Please note: Activity type 'physician engagement general or clinical' may be used for midwives and dentists)

- ☐ Physician engagement general (e.g. involvement in discussions, decisions, workplace improvements, feedback, priority-setting, building physician community)
- ☐ Physician engagement clinical/medical (e.g. collaborative activities and solutions specific to patient care)
- ☐ Health authority collaboration (e.g. meetings, planning, projects with HA leadership, admin and/or allied/program staff)
- ☐ Regional/ community/ provincial/ partner collaboration or outreach (e.g. physicians at different sites, Divisions of FP)
- ☐ Networking (e.g. social and speaking events, opportunities for physician connections)
- ☐ Physician wellness (e.g. activities that specifically address burnout, support physician health)

Choose from the  
dropdown menu the  
**Medical Area/Specialty**

You may select  
up to 3 choices

Include any progress, next step and results you have to report.

**NOTE:** this can remain blank until the EA is approved

**NOTE:** this must be filled in prior to completing the **SEAT EA**.

\* Was Health Authority Input Received?

— Select A Input —

Is EA Lead Contactable?

☐ No

Share Physician Lead Name? ⓘ

☐ No

Progress and Next Steps ⓘ

Indicate what progress you have made on achieving your objectives and list your next steps.  
(minimum 150 characters required)

Results/Impact of Activity ⓘ

If the project/activity is complete, provide a high level summary of the results and how the project/activity impacted engagement. Maximum 1,000 characters.

Updated:

Save Draft

Submit Activity for Approval

< Back

Cancel

Click **SUBMIT ACTIVITY  
FOR APPROVAL**

Dashboard

Activities

Claims

Finance ▾


Reporting ▾

Dashboard > Manage Engagement Activities

## Manage Engagement Activities

Create Engagement Activity

Engagement Activities ▾ Lead ▾ Statuses ▾ Physician Society/MSA ▾ Priority ▾ SEAT Status ▾ SEAT ID ▾ More ▾ Clear All Filters

ENGAGEMENT ACTIVITIES	PHYSICIAN SOCIETY/MSA	LEAD	STATUS	FUNDS COMMITTED	YTD (ACTUALS)	CUMULATIVE (ACTUALS)	CUMULATIVE ACTUALS %
Pending Approval							
 Training: COVID-Related Meetings and Activities	Friends Physician Society	Geller, Monica	Pending Approval	\$10,000.00	\$0.00	\$0.00	0% <div></div>

Showing 1 to 1 of 1 entries (filtered from 82 total entries) | Show 15 ▾ entries

« Previous 1 Next »

**IMPORTANT\*:** Executives need to pass a **motion** if they want the administrator to approve engagement activities

Dashboard

Activities

Claims

Finance

Reporting

Dashboard > Manage Engagement Activities > Training: COVID-Related Meetings and Activities

Training: COVID-Related Meetings and Activities

Governance

Friends Physician Society

Edit Activity

Create a Sub-activity

Attach Files

Delete

Approve Activity

Decline Activity

Details

SEAT

DETAILS

Status

Pending Approval

Priority

Normal

Starts

Dec 09, 2021

Last Updated

Dec 09, 2021

Facilities

Central Perk

MoU Category

Issues of importance to medical staff

ACTIVITY PURPOSE / SUMMARY

This activity is to cover physicians' time spent planning and health authority partners in accordance with FE's f... communicate to your physician colleagues that it is es... there is funding or not because patient safety is paramount during this crisis.

BUDGET TRACKING

Funds Committed

\$10,000.00

Cumulative Actuals

0%

Funds Remaining

100%

The administrator\*/executive can:

• Approve Activity

• Decline Activity



Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Manage Engagement Activities > Training: COVID-Related Meetings and Activities

## Training: COVID-Related Meetings and Activities

Friends Physician Society

Edit Activity

Create a Sub-activity

Submit a Claim

Submit an Expense

Attach Files

Hold Activity

Complete Activity

Details

SEAT

### DETAILS

Status

Active

Priority

Normal ↑

Starts

Dec 08, 2021

Last Updated

Dec 08, 2021

Facilities

Central Perk

MoU Category

Issues of importance to

Project No.

1

### BUDGET TRACKING

Funds Committed  
\$1,000.00

Cumulative Actuals 0%  
\$0.00

Funds Remaining 100%  
\$1,000.00

### ACTIVITY PURPOSE / SUMMARY

This activity is to cover physicians' time spent planning and health authority partners in accordance with FE's full communication to your physician colleagues that it is essential they participate in COVID-19 activities regardless if there is funding or not because patient safety is paramount during this crisis.

The administrator\*/executive can:

- **Hold Activity**
- **Complete Activity**



**FACILITY  
ENGAGEMENT**

An SSC Initiative



## How to create a Sub-Activity

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Manage Engagement Activities

## Manage Engagement Activities

Create Engagement Activity

Engagement Activities ▾ Lead ▾ Statuses ▾ Physician Society/MSA ▾ Priority ▾ More ▾

ENGAGEMENT ACTIVITIES	PHYSICIAN SOCIETY/MSA	LEAD	STATUS	FUNDS COMMITTED	YTD (ACTUALS)	CUMULATIVE (ACTUALS)	CUMULATIVE ACTUALS %
Pending Approval							
Michelle's Test Activity	Medical Staff Association (Test)	Smith TEST, John	Pending Approval	\$1,000.00	\$0.00	\$0.00	0% <div></div>
work life balance	Medical Staff Association (Test)	Black TEST, Richard	Pending Approval	\$3,000.00	\$0.00	\$0.00	0% <div></div>
Working Group - Aug Meeting	Medical Staff Association (Test)	Smith TEST, John	Pending Approval	\$100.00	\$0.00	\$0.00	0% <div></div>
Active							
Engagement 101	Medical Staff Association (Test)	Brown TEST, Marc	Active	\$1,000.00	\$0.00	\$0.00	0% <div></div>
Monthly Working Group Meeting Test	Medical Staff Association (Test)	Black TEST, Richard	Active	\$2,000.00	\$0.00	\$0.00	0% <div></div>

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Manage Engagement Activities > Training: COVID-Related Meetings and Activities

**The Engagement Activity  
must be in Active Status**

## Training: COVID-Related Meetings and Activities

Friends Physician Society

Edit Activity

Create a Sub-activity

Submit a Claim

Submit an Expense

Attach Files

Hold Activity

Complete Activity

Details

SEAT

**Click here to Create  
a Sub-activity**

### DETAILS

Status

Active

Facilities

Central Perk

Priority

Normal ↑

MoU Category

Issues of importance to  
medical staff ⓘ

Starts

Dec 08, 2021

Project No.

123

Last Updated

Dec 08, 2021

### BUDGET TRACKING

Funds Committed  
\$1,000.00

Cumulative Actuals 0%  
\$0.00

Funds Remaining 100%  
\$1,000.00

### ACTIVITY PURPOSE / SUMMARY

This activity is to cover physicians' time spent planning and communicating about COVID-19 with their colleagues and health authority partners in accordance with FE's funding guidelines. Ultimately, it is important to communicate to your physician colleagues that it is essential they participate in COVID-19 activities regardless if there is funding or not because patient safety is paramount during this crisis.

Test Environment

Support

Dashboard Activities

Dashboard > Manage Engagement Activities > Training: COVID-Related Society

Create a Sub-Activity

\* Activity Type

Administration

Include this activity in SEAT?

No

Share activities with other MSAs in our SEAT database. Choose **YES** if your activity builds engagement and communication with medical staff colleagues and/or your hospital or health authority; contributes to physician wellness, leadership, redevelopment, training and/or technology; and/or seeks to improve patient quality.

\* Name

Covid meeting session

\* Activity Purpose / Summary (minimum 150 characters required)

This activity is to cover physicians' time spent planning and communicating about COVID-19 with their colleagues and health authority partners in accordance with FE's funding guidelines. Ultimately, it is important to communicate to your physician colleagues that it is essential they participate in COVID-19 activities regardless if there is funding or not because patient safety is paramount during this crisis.

\* Start Date

12-08-2021

End Date

mm-dd-yyyy

Submit Cancel

Sub-Activities Participants

\* Activity Type

Activity Type

Administration

Conference

Meeting

Research

Scholarship

Task

Click on **Submit**

The **Sub-Activity** does NOT need any approval and will be in **Active Status**

The Sub-Activity is  
in **Active Status**

Dashboard > Manage Engagement Activities > Training: COVID-Related Meetings and Activities > Covid meeting session

[← Back to Engagement Activity](#)

## Covid meeting session

Edit Sub-Activity Submit a Claim Submit an Expense Attach Files Delete Hold Sub-Activity Complete Sub-Activity

Details

BUDGET TRACKING

### DETAILS

Status **Active**

Sub-Activity Type Administration

Starts Dec 08, 2021

Last Updated Dec 09, 2021

### ACTIVITY PURPOSE / SUMMARY

This activity is to cover physicians' time spent planning and communicating about COVID-19 with their colleagues and health authority partners in accordance with FE's funding guidelines. Ultimately, it is important to communicate to your physician colleagues that it is essential they participate in COVID-19 activities regardless if there is funding or not because patient safety is paramount during this crisis.

### Sub-Activity Admin

Details Budget

Include this activity in SEAT?

☐ No

Share activities with other MSAs in our SEAT database.

Choose **YES** if your activity builds engagement and communication with medical staff colleagues and/or your hospital or health authority, contributes to physician wellness, leadership, redevelopment, training and/or technology, and/or seeks to improve patient quality.

\* Facilities

Central Perk

\* Activity Type

Administration

\* Name

Covid meeting session

\* Activity Purpose / Summary (minimum 150 characters required)

This activity is to cover physicians' time spent planning and communicating about COVID-19 with their colleagues and health authority partners in accordance with FE's funding guidelines. Ultimately, it is important to communicate to your physician colleagues that it is essential they participate in COVID-19 activities regardless if there is funding or not because patient safety is paramount during this crisis.

\* Start Date

12-08-2021

End Date

mm-dd-yyyy

Submit Cancel

To add funds to  
the Sub-activity,  
click on **Budget**

## Sub-Activity Admin

Details Budget

Budget:  
\$0.00

Edit Budget

1

Click on **Edit Budget**

## Update Budget

2

Add **Amount**

\* Business Event Type

Add funds to an Activity

\* Amount

\$ 4500

\* Start Date

02-09-2017

Comments

Submit

Cancel

3

Click **Submit**

## Weekly Meeting - Test

Edit Activity
Create a Sub-activity
Submit a Claim
Submit an Expense
Attach Files
Hold Activity
Complete Activity

### DETAILS

Status: Active  
 Priority: Normal ↑  
 Starts: Jul 24, 2018  
 Facilities: Medical Society Association (Test) Facility  
 MoU Category: Working environment for physicians ⓘ

### BUDGET TRACKING

Funds Committed  
\$500.00  
 Cumulative Actuals 0%  
\$0.00  
 Funds Remaining 100%  
\$500.00

### OBJECTIVES OF ENGAGEMENT ACTIVITY

Objectives of Engagement Activity

- 15 min report out / sharing by projects (high level status / plans)
- 20 min discussion on test project collaboration topic/s
- 20 min – share new test projects or other test topics

### DESCRIPTION OF ENGAGEMENT ACTIVITY

This weekly meeting is for topics common across projects focused on testing (this is a good place to start if you want to get high-level status of the individual projects and learn about hot topics related to Group Testing)

Sub-Activities
Participants
Claims
Files
Business Events

Create a Sub-activity

**Add Participant(s)**

Sub-Activity Names ▾ Types ▾

NAME	TYPE	STATUS	FUNDS COMMITTED
Research for weekly meeting	Research	<span>Active</span>	\$50.00

**The Sub-Activity  
is listed here**



## Quick Add Participant

Contact

Contact

Add

Cancel

## Bulk Add

Add Selected

Click on **Add Selected**

Search

<input checked="" type="checkbox"/>	NAME	PRACTICE/DEPT	USER TYPE	STATUS
<input checked="" type="checkbox"/>	Belding, Mister	Cardiology	Medical Professional	Active
<input type="checkbox"/>	Bickerstaffe, Violet		Physician Society Staff	Active
<input type="checkbox"/>	Exec, PS	Anesthesia	Medical Professional	Active
<input checked="" type="checkbox"/>	Kapowski, Kelly	Obstetrics and Gynecology	Medical Professional	Active
<input type="checkbox"/>	Morris, Zack	Occupational Medicine	Medical Professional	Active
<input checked="" type="checkbox"/>	Powers, Screech	Plastic Surgery	Medical Professional	Active
<input type="checkbox"/>	Slater, AC		Medical Professional	Active
<input type="checkbox"/>	Sleep, Jermaine	Anesthesia	Medical Professional	Active
<input checked="" type="checkbox"/>	Spano, Jessie		Medical Professional	Active
<input type="checkbox"/>	Turtle, Lisa		Physician Society Staff	Active

This is the **Engagement Activity**  
must be in **Active Status**

## Weekly Meeting - Test

Edit Activity
Create a Sub-activity
Submit a Claim
Submit an Expense
Attach Files
Hold Activity
Complete Activity

### DETAILS

Status Active  
 Priority Normal ↑  
 Starts Jul 24, 2018

Facilities Medical Society  
 Association (Test) Facility  
 MoU Category Working environment for  
 physicians ⓘ

### BUDGET TRACKING

Funds Committed  
 \$500.00  
 Cumulative Actuals 0%  
 \$0.00  
 Funds Remaining 100%  
 \$500.00

### OBJECTIVES OF ENGAGEMENT ACTIVITY

Objectives of Engagement Activity  
 •15 min report out / sharing by projects (high level status / plans)  
 •20 min discussion on test project collaboration topic/s  
 •20 min – share new test projects or other test topics

### DESCRIPTION OF ENGAGEMENT ACTIVITY

This weekly meeting is for topics common across projects focused on testing (this is a good place to start if you want to get high-level status of the individual projects and learn about hot topics related to Group Testing)

This is the **Sub-Activity**  
just created in **Active Status**

Sub-Activities Participants Claims

Create a Sub-activity

Sub-Activity Names ▼ Types ▼

NAME	TYPE	STATUS	FUNDS COMMITTED	CUMULATIVE ACTUALS	BURNDOWN
Research for weekly meeting	Research	Active	\$50.00	\$0.00	0%

# How to submit



1 Claims

2 Expenses

3 Supplier Claims

4 Internal Operating Expenses



## Submit a Claim



**When can I submit a claim?**  
When you claim your **attendance time** in an engagement activity.  
Any expenses incurred can be submitted with the claim.

## Example:

Attend a meeting for an hour

Submit a claim in FEMS

Get paid via VersaPay

Welcome to  
The Facility Engagement Management System.

Sign into your account

name\_lastname@gmail.com

.....

Sign in



Remember me?

[Forgot Password?](#)

By clicking **Sign in** you agree to our [Terms of Use](#).

Don't have an  
account?

Create your account today

[Register](#)

[Click here for Support](#)



Train  
Physicians

[Support](#)

Welcome Dr. Black TEST ▾

[Dashboard](#)

[Activities](#)

**[Claims](#)**

[Finance ▾](#)

[Reporting ▾](#)

[Dashboard](#) > [Claims](#)

## Claims

[Submit a Claim](#)

[Submit an Expense](#)

Claim Number

Click on **Submit a Claim**

Submitted ▾

Activity Date ▾

Status ▾

More ▾

CLAIM NUMBER ▾	CLAIMANT ▾	ENGAGEMENT ACTIVITY ▾	PHYSICIAN SOCIETY/MSA ▾	SUBMITTED ▾	ACTIVITY DATE ▾	TIME ▾	EXPENSES ▾	TOTAL ▾	STATUS ▴
Draft									
5ZRR95	Black TEST, Richard	Weekly Meeting - Test	Medical Staff Association (Test)	Aug 14, 2018	Aug 14, 2018	\$148.31	\$10.00	\$158.31	<a href="#">Draft</a>



## Submit a Claim

**Time**

Expenses and Mileage

Review

### CLAIM DETAILS

\* Claimant

Geller, Ross

\* You participated in Engagement Activity

— Select an Engagement Activity —

\* Date of Activity

07-23-2018

### TIME

\* Hours Quantity

15 min increments (ie for 2 hours 30 min, enter '2.5')

Description (optional)

Indicate the **Number of Hours** you have participated in an engagement activity

\* You participated in Engagement Activity

— Select an Engagement Activity —

Anesthesia ERAS Project

Familiar Faces Project

Governance

Helipad

Mental Health Teenage Pregnancy

OR Project

If you **DON'T** see your Engagement Activity please contact your **MSA administrator**

Next >

Save Draft

Cancel



## Submit a Claim

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

Parking

[Remove Expense](#)

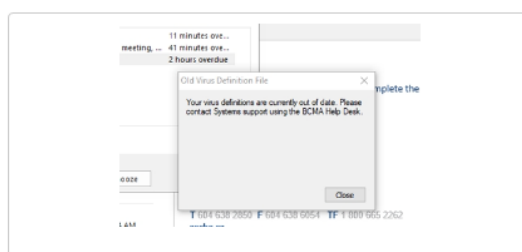
\* Total Amount (incl. taxes)

\$ 10.00

Amount Claimed

\$ 10.00

\* Receipt



[Upload File](#)

**Indicate the Total Amount  
for any expenses incurred  
and upload the Receipt**

**Next >**

[< Back](#)

[Save Draft](#)

[Add Expense](#)



## Submit a Claim



### CLAIM DETAILS

Engagement Activity **Weekly Meeting - Test**

Claimant Richard Black TEST

Date of Activity Aug. 14, 2018

Types of work

Hours for today 1.00 hour(s) ←

Rate \$148.31/hour

Subtotal \$148.31

Status Draft

Edit

### EXPENSES/MILEAGE

Parking \$10.00

Subtotal \$10.00

Edit

### CLAIM TOTALS

Tax \$0.00

Claim Total \$158.31

Submit >

< Back

Save Draft

**Review the Number of Hours  
you have participated in an  
engagement activity  
and Expenses**





## Evaluation

The provincial evaluation of the FEI is being conducted by UBC researchers and examines:

- How the initiative is being implemented
- Whether the initiative is meeting its target objectives

### Submit feedback

**Success!** Claim successfully updated.

Time

Expenses

Review

Feedback

Your feedback is important and will help evaluate the effectiveness of the provincial Facility Engagement Initiative by a third party evaluator. Disclosure of this information will be anonymized and feedback will be aggregated. Thank you for your participation.

#### MEETING / ACTIVITY RATING

1) This engagement activity is proceeding as intended:

Strongly agree   Agree   Disagree   Strongly disagree

☐   ☐   ☐   ☐

2) In my opinion, this session contributed to increasing physician engagement:

Strongly agree   Agree   Disagree   Strongly disagree

☐   ☐   ☐   ☐

3) Add Comment (optional):

**NOTE:** if you navigate away from this page, this claim will be on **draft status** until you submit the claim and the questions to the evaluation

Submit >

< Back

Dashboard

Activities

Claims

Finance

Reporting



## Notifications

1 Pending Review



## Physician Societies/MSAs

PHYSICIAN SOCIETY/MSA	CUMULATIVE ALLOCATION	FUNDS REMAINING
M Medical Staff Association (Test)	\$50,000.00	\$49,995.10



## Claims

Submit a Claim

Submit an Expense

DATE	STATUS	CLAIM NUMBER	TOTAL
Aug 14, 2018	Payment Queued	XK99WX	\$5.00
Aug 14, 2018	Pending Review		\$595.00
Aug 14, 2018	Declined	5ZRR95	\$158.31

Showing 1 to 3 of 3 entries

1

**Draft:** claim in draft

**Pending Review:** approval required

- Information Required:** information missing

- Declined:** claim declined

**Approved:** claim approved

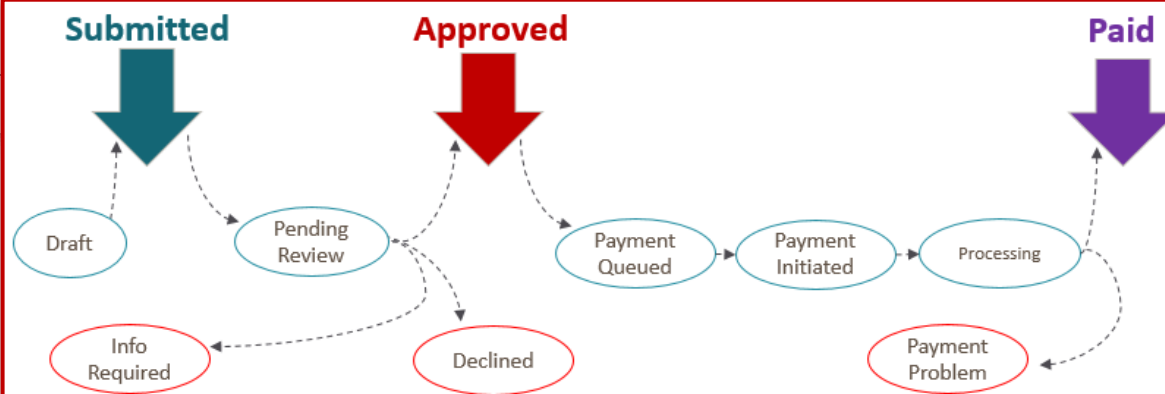
- Payment Queued:** VersaPay transaction in queue

- Payment Initiated:** VersaPay transaction initiated

- Processing:** VersaPay transaction in process

**Paid:** VersaPay transaction completed

- Payment Problem:** to investigate



Dashboard

Activities

Claims

Finance ▾

Dashboard > Claims > Claim #5JGG3X

Claim #5JGG3X

Pending Review

Request Further Info

Decline

Adjust

Add Comment


Review Complete - Approve

**Please Note:** This claim has been automatically flagged for further review by our system. Your Physician Society will review this claim and contact you should further information be required for approval.

#### CLAIM DETAILS

Claimant	Screech Powers
Date of Submission	Feb. 01, 2017
Date of Activity	Feb. 01, 2017
Hours for the day	8.00 hour(s) @ \$148.31/hour
Physician Society	Medical Staff Association (Test)
Engagement Activity	Psychiatric Wait Times
Sub-Activity	Psyc WT Meetings

#### EXPENSES

Vehicle Mileage	\$53.00
Airfare	\$493.80  (6474.26 plus \$10.54 GST)

The administrator/executive can **Decline Claim or Adjust Claim**

The administrator/executive has an option to **Request Further Info or Approve**

Request Further Info

Decline

Adjust

Add Comment

Review Complete - Approve

### Information Required

\* Note (Below comments will be visible to claimant)

Save Cancel

### Add Comment

\* Note

\* Visibility Type

☐ Admin Only

☒ Visible

Save Cancel

### Reason for Decline

\* Note (Below comments will be visible to claimant)

Save Cancel

Claim #XQQG2X

Pending Review

Request Further Info

Decline

Adjust

Add Comment

Review Complete - Approve

**Please Note:** This claim has been automatically flagged for further review by our system. Your Physician Society will review this claim and contact you should further information be required for approval.

#### CLAIM DETAILS

Claimant	Bunch, Susan
Submitted by	User, System
Date of Submission	Jul. 18, 2018
Date of Activity	07-18-2018
Hours for the day	0.50
	@ \$70.00/hour
Physician Society/MSA	Medical Staff Association (Test)
Engagement Activity	Helipad

Click on **Adjust** if you want to edit  
**Hours of the Day**  
or **Date of Activity**

#### CLAIM BREAKDOWNS

Time	\$35.00 subtotalled amount (.50 hour(s) @ \$70.00/hour)
Expenses	\$0.00

#### CLAIM TOTALS

Tax	\$0.00
Claim Total	\$35.00

Save

Save & Complete Review

Dashboard

Activities

Claims

Finance ▾

Dashboard > Claims > Claim #5JGG3X

← [Back to Claims](#)

Claim #5JGG3X

Review Complete

Add Comment

**Success!** Claim successfully updated.

**Please Note:** Review has been completed for this claim. The system will approve it shortly.

#### CLAIM DETAILS

Claimant	Screech Powers
Date of Submission	Feb. 01, 2017
Date of Activity	Feb. 01, 2017
Hours for the day	8.00 hour(s) @ \$148.31/hour
Physician Society	Medical Staff Association (Test)
Engagement Activity	Psychiatric Wait Times
Sub-Activity	Psyc WT Meetings

## Submit Expenses



Taxi

**\$54.00**



Meals

**\$67.30**



**\$152.00**



**\$22.50**

### When can I submit expenses?

When you incur expenses for an Engagement Activity and you will need to **be reimbursed**. This claim **does not** include your attendance time.

## Example:

Take a taxi

Buy food for the meeting

Stay in a hotel

Submit expenses in FEMS

Get paid via VersaPay

Welcome to  
The Facility Engagement Management System.

### Sign into your account

**Sign in**

☒ Remember me? [Forgot Password?](#)

By clicking **Sign in** you agree to our [Terms of Use](#).

### Don't have an account?

Create your account today

**Register**

[Click here for Support](#)

**FACILITY  
ENGAGEMENT**  
An SSC Initiative

[Support](#)

Welcome Dr. Black TEST ▾

Dashboard

Activities

**Claims**

Finance ▾

Reporting ▾

Dashboard > Claims

## Claims

Submit a Claim

**Submit an Expense**

Claim Number ▾

Claimant ▾

Engagement ▾

Status ▾

More ▾

CLAIM NUMBER ▾	CLAIMANT ▾	ENGAGEMENT ACTIVITY ▾	PHYSICIAN SOCIETY/MSA ▾	SUBMITTED ▾	ACTIVITY DATE ▾	TIME ▾	EXPENSES ▾	TOTAL ▾	STATUS ▴
Draft									
5ZRR95	Black TEST, Richard	Weekly Meeting - Test	Medical Staff Association (Test)	Aug 14, 2018	Aug 14, 2018	\$148.31	\$10.00	\$158.31	<b>Draft</b>



## Submit Expenses

### Submit an Expense

Expenses and Mileage

Review

#### CLAIM DETAILS

Supplier Invoice

☐ No

\* Claimant

Black TEST, Richard

\* You participated in Engagement Activity

Weekly Meeting - Test

\* Date of Activity

08-14-2018

#### EXPENSES

\* Expense/Mileage

Hotel

Remove Expense

\* Sub-Total

\$ 150.00

Gst

\$ 20.00

Amount Claimed

\$ 170.00

\* Receipt



Upload File

Next >

Save Draft

Add Expense

Specify **Sub-Total** and **GST**, and upload **Receipt**

Click on **Add Expense** if you have incurred multiple expenses

## Submit an Expense

Expenses

Review

### CLAIM DETAILS

Engagement Activity    Mental Health Teenage Pregnancy  
Sub-Activity            Outreach  
Claimant                Ross Geller  
Date of Activity        Jul. 24, 2018

Types of work

### EXPENSES/MILEAGE

Hotel                    \$150.00  
Meals                   \$50.00  
Consulting             \$60.00  
  
Subtotal                \$260.00

### CLAIM TOTALS

Tax                      \$0.00  
Claim Total            \$260.00

Submit >

< Back

Save Draft

**Review your  
Expenses  
(e.g., Meals)**

**Review your  
Expenses  
(e.g., Hotel)**

**Review your Expenses  
(e.g., Consulting fee)**

**Submit Expenses**

Support

Welcome Ms. Turtle ▾

Dashboard

Activities

Claims

Finance ▾

**Please Note:** This claim has been automatically flagged for further review by our system. Your Physician Society will review this claim and contact you should further information be required for approval.

Thank you!

Your claim #XM4845 has been successfully submitted.

Submit another claim

View my claims

**Claim Confirmation**

## Submit a Supplier Claim



Room Rental Cost  
**\$647.20**



Food & Drinks  
**\$78.30**



Speaker  
**\$504.00**



Use of Projector  
**\$24.90**

**When can I submit a supplier claim?**  
When you incur expenses for an Engagement Activity by an external supplier, and they need to be paid for their work. You will submit a Supplier Claim in order **to pay invoices.**

## Example:

Room rental cost for a meeting

Catering for a meeting

Professional speaker for a meeting

Submit a supplier claim in FEMS

Suppliers paid by ENKEL

Welcome to  
The Facility Engagement Management System.

### Sign into your account




☒ Remember me?
 [Forgot Password?](#)

### Don't have an account?

Create your account today

By clicking **Sign in** you agree to our [Terms of Use](#).

[Click here for Support](#)

**FACILITY  
ENGAGEMENT**  
An SSC Initiative

[Support](#)

Welcome Dr. Black TEST ▾

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Claims

## Claims

Claim Number ▾

Claimant ▾

Engagement ▾

Status ▾

More ▾

CLAIM NUMBER ▾	CLAIMANT ▾	ENGAGEMENT ACTIVITY ▾	PHYSICIAN SOCIETY/MSA ▾	SUBMITTED ▾	ACTIVITY DATE ▾	TIME ▾	EXPENSES ▾	TOTAL ▾	STATUS ▴
Draft									
5ZRR95	Black TEST, Richard	Weekly Meeting - Test	Medical Staff Association (Test)	Aug 14, 2018	Aug 14, 2018	\$148.31	\$10.00	\$158.31	<input type="button" value="Draft"/>

Click on **Submit an Expense**

## Submit a Supplier Claim

Move the toggle  
to **Supplier  
Invoice**

1

Supplier Invoice

Yes ☒

2

Click on  
**+Add New**  
under **Supplier**

\* Physician Society/MSA

Medical Staff Association (Test)

\* Supplier

— Select A Supplier —

Miller, Keith (George Hotel - Room Rental)

Sutton, Rob (Custom Posters, Signage and Banners)

Verk, Lina (Coffee and Pastries Shop)

+ Add New

08-16-2018

Reference Number

### EXPENSES

\* Expense/Mileage

— Select an Expense Type or Mileage —

Remove Expense

\* Total Amount (incl. taxes)

\$ 0.00

Amount Claimed

\$ 0.00

3

### Add Supplier

\* Contact First Name

First Name

\* Contact Last Name

Last Name

\* Payee Name

Company Name

\* Physician Society/MSA

Medical Staff Association (Test)

\* Address

Street Address, PO Box, company name, c/o

Address Line 2

Apartment, suite, unit, building, floor etc

\* City

City

\* Province

British Columbia

\* Postal Code

Postal Code

\* Country

Canada

Primary Number

Primary Number

\* Email Address

Email

### PAYMENT DETAILS

\* Payment Method

Cheque

Submit

Cancel

Fill out the form  
with the **supplier  
information**  
and select a  
**payment method**

Fill out the form with the **supplier information** and select **Payment Method: direct credit, cheque, or MSA credit card**



**ENKEL** (financial administrator) **will:**

- Process payments using QuickBooks
- **Make payments to the suppliers**

If you select:

- **Cheque** → you will indicate the mailing address of the supplier in this form
- **Direct credit & Email Transfer** → ENKEL will directly contact the administrator to discuss either direct credit or email transfer and get banking details
- **MSA credit card** → you do not need to take any further action

## Add Supplier

\* Contact First Name

First Name

\* Contact Last Name

Last Name

\* Payee Name

Company Name

\* Physician Society/MSA

Medical Staff Association (Test)

\* Email Address

Email

### PAYMENT DETAILS

\* Payment Method

Cheque

Cheque

Direct Credit (via Enkel)

Email Transfer

MSA Credit Card

Submit

Cancel

## Submit a Supplier Claim

### Supplier Invoice

Yes ☐

\* Physician Society/MSA

Medical Staff Association (Test)

\* Supplier

Catering

\* Expense to be charged to

Mental Health Teenage Pregnancy

\* Sub-activity to be charged to

Outreach

\* Date of Activity

09-04-2018

Reference Number

Catering Service

### EXPENSES

\* Expense/Mileage

Meals

Remove Expense

\* Total Amount (incl. taxes)

\$ 250.00

Amount Claimed

\$ 250.00

\* Receipt



Upload File

Next >

Save Draft

Add Expense

## Submit an Expense

Expenses

Review

### CLAIM DETAILS

Engagement Activity

Mental Health Teenage Pregnancy

Sub-Activity

Outreach

Claimant

Miller, Keith

Date of Activity

Sep. 04, 2018

Types of work

### EXPENSES/MILEAGE

Meals

\$250.00

Subtotal

\$250.00

Edit

### CLAIM TOTALS

Tax

\$0.00

Claim Total

\$250.00

Submit >

< Back

Save Draft



## Submit a supplier claim for MSA credit card expenses

### Submit an Expense

Expenses and Mileage

Review

#### CLAIM DETAILS

Supplier Invoice

Yes ☒

Move the toggle to  
**Supplier Invoice**

\* Physician Society/MSA

Medical Staff Association (Test)

\* Supplier

Physician , Visa Card (Society )

Indicated the **MSA Credit Card**  
you wish to submit an expense  
for

\* Expense to be charged to

Mental Health Teenage Pregnancy →

\* Sub-activity to be charged to

Outreach

\* Date of Activity

09-04-2018

Reference Number

Consulting FEE for Speaker

- Select the appropriate engagement activity (and sub-activity if required)
- In **Date of Activity**, enter the date the expense was incurred on the credit card
- In **Reference Number**, enter the name of the vendor the expense was paid to
- Attach a receipt as required

#### Add Supplier

\* Contact First Name

First Name

\* Contact Last Name

Last Name

\* Payee Name

Company Name

\* Physician Society/MSA

Medical Staff Association (Test)

\* Address

Street Address, PO Box, company name, c/o

Address Line 2

Apartment, suite, unit, building, floor etc

\* City

City

\* Province

British Columbia

\* Postal Code

Postal Code

\* Country

Canada

Primary Number

Primary Number

\* Email Address

Email

#### PAYMENT DETAILS

\* Payment Method

Cheque →

Submit

Cancel

Select **Cheque**  
in the **Payment  
Details**

## Submit a supplier claim for MSA credit card expenses

Supplier Invoice  
☒ Yes

\* Physician Society/MSA  
Medical Staff Association (Test)

\* Supplier  
Physician , Visa Card (Society )

\* Expense to be charged to  
Mental Health Teenage Pregnancy

\* Sub-activity to be charged to  
Outreach

\* Date of Activity  
09-04-2018

Reference Number

---

EXPENSES


\* Expense/Mileage  
Consulting Remove Expense

\* Sub-Total  
\$ 480.00

Gst  
\$ 20.00

Amount Claimed  
\$ 500.00

\* Receipt

 Upload File

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

- Select the appropriate engagement activity (and sub-activity if required)
- In **Date of Activity**, enter the date the expense was incurred on the credit card
- In **Reference Number**, enter the name of the vendor the expense was paid to
- Attach a receipt as required

## Submit an Expense

Expenses

Review

### CLAIM DETAILS

Engagement Activity    Mental Health Teenage Pregnancy

Sub-Activity    Outreach

Claimant    Visa Card Physician

Date of Activity    Sep. 04, 2018

Types of work

### EXPENSES/MILEAGE

Consulting	\$500.00
<b>Subtotal</b>	<b>\$500.00</b>

Edit

### CLAIM TOTALS

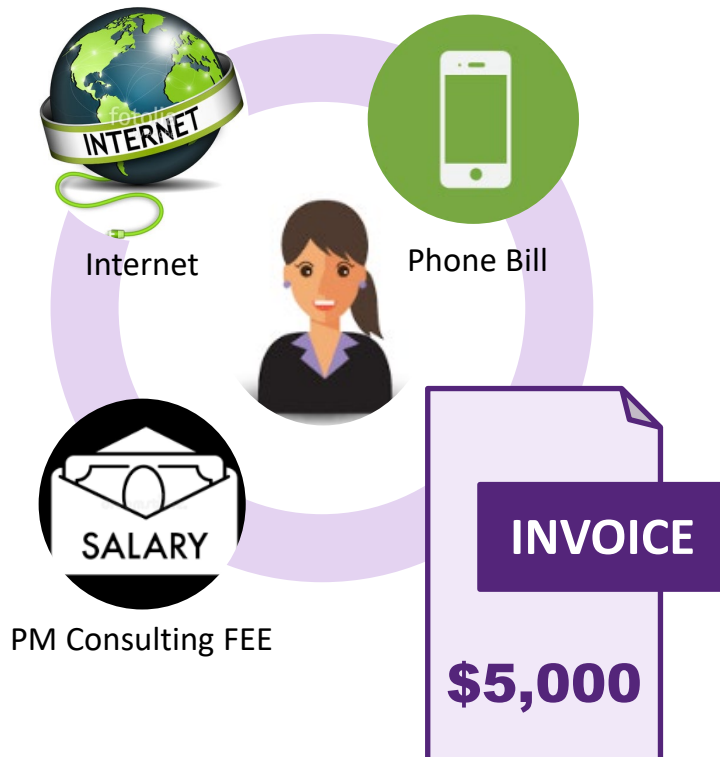
Tax	\$0.00
<b>Claim Total</b>	<b>\$500.00</b>

[Submit >](#)

[< Back](#)

[Save Draft](#)

## Submit an Internal Operating Expense



## What is an Internal Operating Expense (IOE)?

An IOE is an expense that is not directly related to any Engagement Activities, but is related to running the MSA for the purposes of the FEI.

## Example:

Project manager invoice

Capture \$\$ in FEMS under IOE

Submit a claim in RECEIPT BANK

Operating Expenses paid by ENKEL

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Manage Engagement Activities > Edit Engagement Activity

## Edit Engagement Activity

Engagement Activity

Budget

Roles

\* Name of Engagement Activity

Internal Operating Expense: Project Manager Salary

\* Description of Engagement Activity ⓘ

Working closely with the Working Group and reporting to the Working Group Chair, the Project Manager works closely with physician leads to support successful project outcomes by supporting project aims through the complete project cycle including:

- attends Working Group meetings, meetings of sub-committees and project team meetings,

\* Objectives of Engagement Activity ⓘ

- consultation, stakeholder involvement, project planning, project design, budgeting and financial accountability, data collection, follow up, evaluation, sustainability and reporting;
- assists working group staff by supporting the budgeting cycle, including: budget preparation and tracking, and reporting to the Working Group, Facility Engagement office and other stakeholder as

\* Start Date

10-03-2018

End Date

mm-dd-yyyy

\* MOU Category

Physician society's Internal Operating Expenses (IOE) only.

Indicate **Internal  
Operating Expenses:**  
**Project manager salary**

Select \*MOU category:  
**Physician society's Internal  
Operating Expenses (IOE) only**

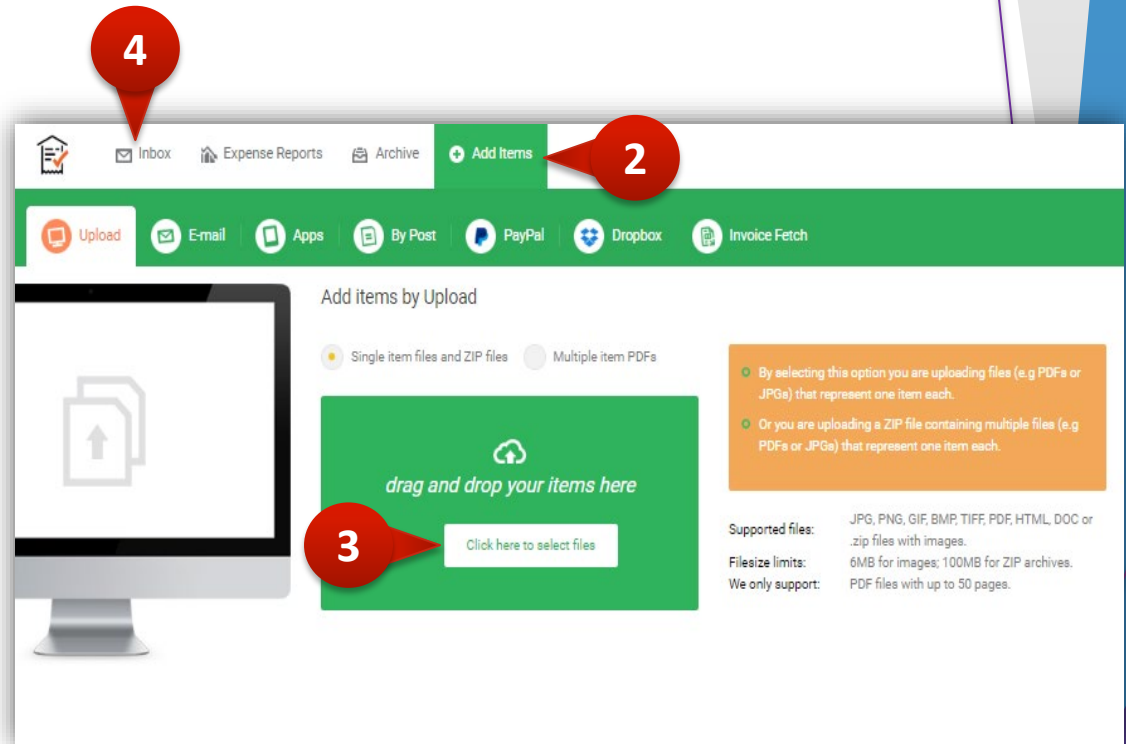
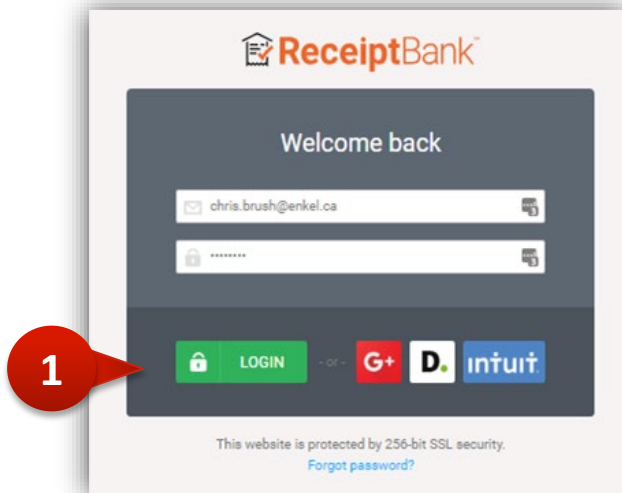
Next >

Save Draft

Cancel

# ReceiptBank [www.receipt-bank.com](http://www.receipt-bank.com)

**ENKEL will share the login  
with the administrator**



- **Step 1:** Login to **ReceiptBank** to upload receipts to your account
- **Step 2:** Go to **Add Items** on the top
- **Step 3:** **Drag and drop receipts images** into the green box
- **Step 4:** Once uploaded, receipts and invoices will populate in the **Inbox** within 6 hours

Image of your receipts  
are on the left and the  
details are on the right

**Payment Method:**  
**Expense Account:**  
**Approved by:**

In the Description box above enter the following information:

- **Payment Method:**
- **Expense Account:**
- **Approved by:**

For the **Payment Method**, if you indicate:

- **Cheque** → you will include the mailing address in this box
- **Direct credit** → ENKEL will directly contact the administrator to discuss either direct credit or email transfer and get banking details
- **MSA credit card** → you do not need to take any further action

**NOTE: ENKEL won't be able  
to pay the bills if this  
information is not provided**

Ready for Export 1

Copy

Page 1 of 4

Bill Date January 9, 2018

Next Bill Date February 9, 2018

Account Number 526294937

Client ID Number 526294937UCCT81

(14 Digit Number for online/teletanking)

**ACCOUNT SUMMARY for Mr. Christopher Brush**

Previous amount due	\$199.24
Payment received: Thank you Dec 29	-199.24
<b>Balance</b>	<b>\$0.00</b>
<b>Current charges summary</b>	
Monthly charges	177.00
Usage and long distance	9.26
Total taxes on current charges	22.34
<b>Total current charges</b>	<b>\$208.60</b>
<b>Total amount due</b>	<b>\$208.60</b>
Please pay by Jan 26, 2018	
Total GST included in this bill	\$9.32
Total BC PST included in this bill	\$13.02

**Receipt Details** | Advanced

Receipt Details ▾

Type Invoice Invoice number January Bell

Date \* 09-Jan-2018 Due date 10-Jan-2018

Supplier Bell

**Amounts** ▾

Currency CAD - Canada, Dollars Client

Total amount 208.60 Project test 1

Tax Extracted Amount Category Other Expense - Other Miscellaneous...

GST/HST/TPS 9.32 Description Payment method:  
Expense account:  
Approved by:

PST/QST/TVO

Tax amount 9.32

Net amount 199.28

Payment ▾

Paid No

## Summary

### 1 Physician Claims

- Entered into FEMS by claimant
- Paid via direct deposit (VersaPay)

### 2 Expense Claims

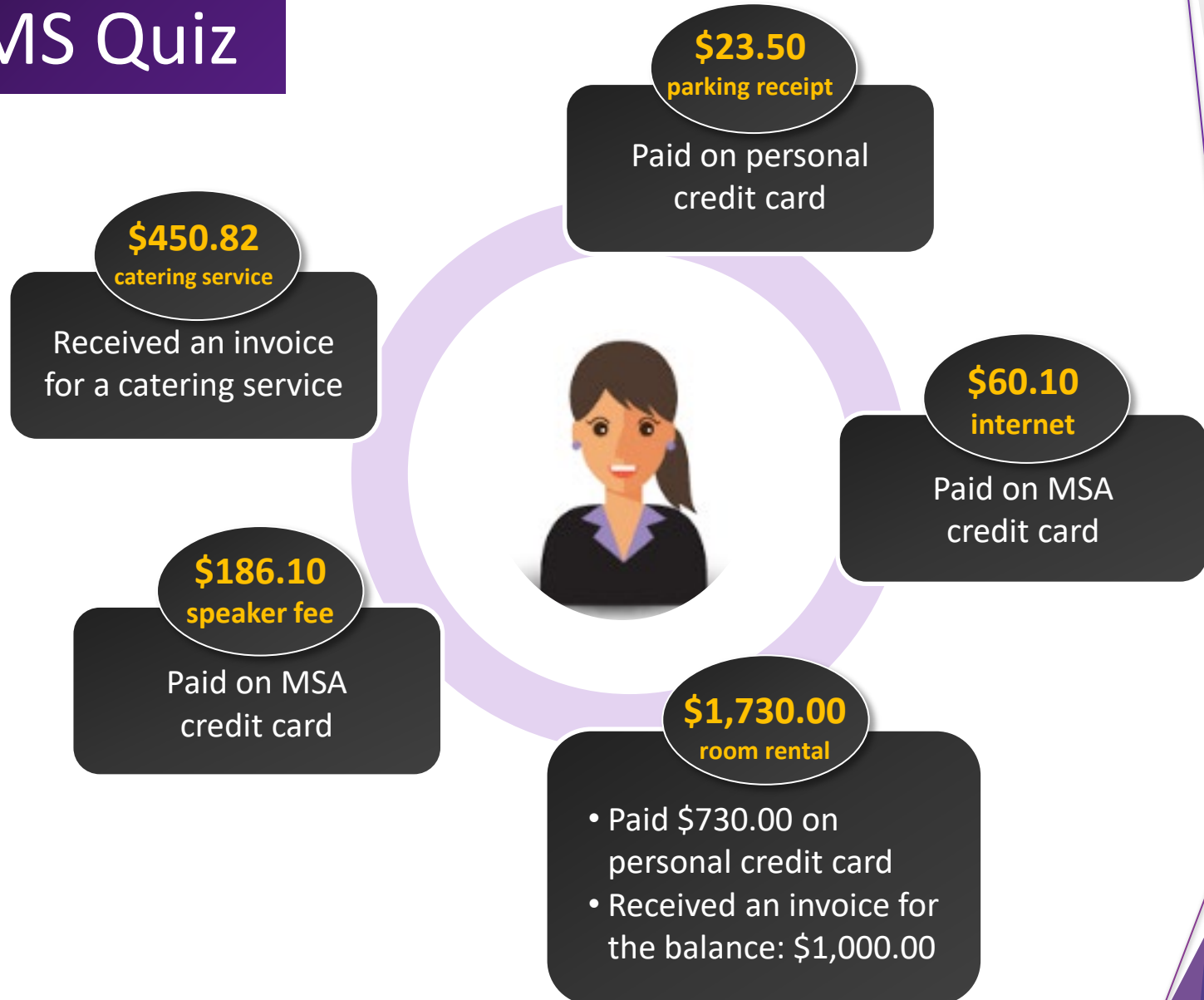
### 3 Supplier Claims

- Entered into FEMS by administrator
- Paid by ENKEL (based on method of payment)  
**on the 15th and at the end of the month**

### 4 Internal Operating Expenses

- Entered into ReceiptBank by administrator
- Paid by ENKEL (based on method of payment)  
**on the 15th and at the end of the month**

## FEMS Quiz





## Bookkeeping Timelines

At month end  
(by last day of  
the month)

- All Physician Claims and Expenses entered and approved in FEMS
- All Supplier Claims entered into FEMS
- All Internal Operating Expenses sent to ReceiptBank

By the 5th day  
of the next  
month

- ENKEL to review all invoices and send queries to the MSA if needed

By the 15th day  
of the next  
month

- MSA to respond to ENKEL queries

By the 25th  
day of the next  
month

- ENKEL to send MSA monthly income statement with comments



## MSA Account Management



## Accounts & Settings

### Physician Societies/MSAs

#### User Management

### User Management

Add User

Names ▾ Email ▾ Login ▾ Societies/MSAs ▾ Roles ▾ Engagement Activities ▾ Status ▾

LAST NAME	FIRST NAME	EMAIL	LOGIN DETAILS	SOCIETY/MSA & ROLES	ENGAGEMENT ACTIVITIES	ACCOUNT STATUS
Appollo	Jana	j2deluca@gmail.com	Last Login: 11/08/2017 15:51:50	<u>ARHCC Physician Engagement Society:</u> <ul style="list-style-type: none"> <li>• PS Member</li> <li>• PS Member</li> </ul> <u>FAAB Hub Society:</u> <ul style="list-style-type: none"> <li>• Exec/Executive</li> <li>• PS Member</li> </ul>	<u>ARHCC Physician Engagement Society:</u> <ul style="list-style-type: none"> <li>• MI Staff room creation</li> <li>• Porter Paging System upgrade</li> <li>• Test 123</li> <li>• Working Group</li> </ul>	Active

The Administrator can add Users



## Accounts & Settings


Physician Societies/MSAs

User Management

### Search Physician Society/MSA/Service Company

Add Physician Society/MSA/Service Company

▼ Physician Society/MSA ▾ Entity ▾ President ▾ FEL ▾ Tier ▾

PHYSICIAN SOCIETY/MSA	ENTITY TYPE	EXECUTIVE PRESIDENT	FACILITY ENGAGEMENT LEAD	TIER	# OF ENGAGEMENT ACTIVITIES	FUNDS COMMITTED	ACTUALS
 Medical Staff Association (Test)	MSA	Black TEST, Richard		1	0	\$0.00	\$0.00

[Dashboard](#)[Activities](#)[Claims](#)[Finance ▾](#)[Reporting ▾](#)[Dashboard](#) > [Accounts & Settings](#) > [Physician Societies/MSAs](#) > [Medical Staff Association \(Test\)](#)

Medical Staff Association  
(Test)

[Facilities](#)[Executives](#)[Members](#)[Suppliers](#)[Financial Overview](#)[Settings](#)

## Medical Staff Association (Test)

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

### ASSOCIATION

Name	Medical Staff Association (Test)
Mailing Address	1665 W Broadway Vancouver , BC V6J 5A4
Phone	604-638-2900
Fax	604-638-2901

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Accounts & Settings > Physician Societies/MSAs > Medical Staff Association (Test) > Executives

Medical Society Association  
(Test)

Facilities

**Executives**

Members

Suppliers

Financial Overview

Settings

## Executives

Add Executive

Name ▾ Status ▾ Effective ▾ End ▾

NAME	EXECUTIVE TITLE	PRACTICE/DEPT	USER TYPE	STATUS	EFFECTIVE	END
Black TEST, Richard	President	Allergy and Immunology	Dentist	Active	Jul 02, 2018	
Brown TEST, Marc	Vice-President	Allergy and Immunology	General Practitioner	Active	Jul 02, 2018	
Smith TEST, John	Treasurer	Allergy and Immunology	Specialist Physician	Active	Jul 09, 2018	

Showing 1 to 3 of 3 entries | Show 15 ▾ entries

« Previous 1 Next »

Medical Society Association  
(Test)

Facilities

Executives

**Members**

Suppliers

Financial Overview

Settings

## Members

Add Member

The administrator  
can add **Members**

Name ▾ Role ▾ Practice/Dept ▾ User Type ▾

<input type="checkbox"/>	NAME	ROLE	PRACTICE/DEPT	USER TYPE
<input type="checkbox"/>	Smith TEST, John	Exec/Executive PS Member	Allergy and Immunology	Specialist Physician
<input type="checkbox"/>	Brown TEST, Marc	Exec/Executive PS Member	Allergy and Immunology	General Practitioner
<input type="checkbox"/>	Black TEST, Richard	Exec/Executive PS Member	Allergy and Immunology	Dentist
<input type="checkbox"/>	White TEST, Paul	PS Member	Allergy and Immunology	Specialist Physician

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Accounts & Settings > Physician Societies/MSAs > Medical Staff Association (Test) > Suppliers

Medical Society Association  
(Test)

Facilities

Executives

Members

**Suppliers**

Financial Overview

Settings

## Suppliers

Add Supplier

The administrator  
can add a **Supplier**

Name ▾ Payee ▾

<input type="checkbox"/>	NAME	COMPANY
<input type="checkbox"/>	Verk, Lina	Coffee and Pastries Shop
<input type="checkbox"/>	Miller, Keith	George Hotel - Room Rental
<input type="checkbox"/>	Sutton, Rob	Custom Posters, Signage and Banners

Showing 1 to 3 of 3 entries | Show 15 ▾ entries

« Previous 1 Next »



Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Activities

SBTB

Facilities

Executives

Members

Suppliers

**Financial Overview**

Settings

**Authorized Allocation:**  
Funds allocated by FEMS

**Funds Committed:**  
Funds committed to the  
Engagement Activities

## Financial Overview

Year ▾ Funds Committed ▾

FISCAL YEAR ▾	AUTHORIZED ALLOCATION ▴	FUNDS COMMITTED (YTD) ▴	ACTUALS (YTD) ▴
2017/2018	\$0.00	(\$66,200.00)	\$6,824.32
2016/2017	\$245,000.00	\$207,100.00	\$26,093.97
2015/2016	\$255,000.00	\$5,000.00	\$0.00
Totals (Cumulative)	\$500,000.00	\$145,900.00	\$32,918.29
Authorized allocation remaining to commit		\$354,100.00	

Showing 1 to 3 of 3 entries | Show 15 ▾ entries

## TRANSACTIONS

TYPE	AMOUNT	TOTAL	BY	START DATE	COMMENTS
Additional	\$5,000.00	\$5,000.00	FE Admin, Dobc	Aug 01, 2016	pre funding
Additional	\$125,000.00	\$130,000.00	FE Admin, Dobc	Nov 01, 2016	gate 1
Additional	\$125,000.00	\$255,000.00	FE Admin, Dobc	Nov 07, 2016	gate funding 2

**Actuals:** Funds spent on  
Engagement Activities

Dashboard   Activities   Claims   Finance ▾   Reporting ▾

Dashboard > Accounts & Settings > Physician Societies/MSAs > Medical Society Association (Test) > Claim Settings

Medical Society Association (Test)

Facilities

Executives

Members

Suppliers

Financial Overview

**Settings**

### Settings

#### CLAIMS AUDIT LIMITS

Claim hour limits   6 per/day\*   20 per/week\*

Claim Threshold Trigger   \$ 100.00

Require review and approval of expenses?

Yes ☒   No ☐

If Yes,  
☒ All  
☐ Over

#### PAYMENT OPTIONS

The bundling options and payment frequency for EFT claims is determined by your Service Company.

This is currently set as:

Semi-Monthly

EFT Claims will be bundled and paid-out (payment initiated) early in the morning on the 1st and 15th of each month.

#### PAYMENT PROCESSOR OPTIONS

Claim Payments Enabled

Yes ☒   No ☐

**Claims below \$100.00 will  
NOT require approval**

**NOTE: you can set your own Claim  
Threshold. However, anything over  
\$1,000.00 for claims and/or  
\$150.00 for expenses  
will trigger a review by a MSA  
executive or administrator**

**Select YES on  
Claims Payment Enabled**

[Dashboard](#) > [Finance](#) > Payment Requests

## Payment Requests

## Transactions

## Payment Requests

## Manage Manual Payments

## Accounting Extract

Request # ▾ Request Created ▾ Payment Date ▾ Physician Society/MSA ▾ Claim # ▾ MoP ▾ Status ▾ More ▾

REQUEST #	REQUEST CREATED	PAYMENT DATE	REFERENCE #	CLAIMANT	PHYSICIAN SOCIETY/MSA	CLAIM #	AMOUNT	MOP*	STATUS
PRXLJ2VX	08/16/2018			Black TEST, Richard	Medical Staff Association (Test)	XK99WX	\$5.00	VersaPay*	Pending
							\$5.00		

Pending



## Reports in FEMS

# Run Income Statement

The screenshot displays the Facility Engagement web application interface. At the top, the logo 'FACILITY ENGAGEMENT An SSC Initiative' is on the left, and 'Support' with a notification bell icon showing '939' and a user welcome message 'Welcome Miss Chessari' are on the right. A navigation bar contains links for 'Dashboard', 'Activities', 'Claims', 'Finance', 'Reporting', and 'Surveys'. A red callout bubble points to the 'Reporting' menu, which is open, showing a list of options: 'Activity Summary', 'Bank Reconciliation Report', 'Claim Summary', 'Evaluation Feedback', 'Global Membership', 'Income Statement' (highlighted with a red border), 'Manual Payments Requisition Report', 'Membership List', 'MoU Category Summary', and 'Physician Claim Status'. The breadcrumb trail reads 'Dashboard > Reporting > Income Statement'. The main content area is titled 'Income Statement' and includes a pagination control showing '0 pages' and a 'Whole Page' button. On the right, a 'PREVIEW PARAMETERS' section contains input fields for 'Start Date' (4/1/2021), 'End Date' (12/16/2021), 'Phys Soc/MSA' (Medical Staff Association (Te...)), 'MSAs' (none), and 'Report Type' (Individual), with 'RESET' and 'SUBMIT' buttons at the bottom.

**FACILITY  
ENGAGEMENT**  
An SSC Initiative

Support 939 Welcome Miss Chessari ▾

Dashboard Activities Claims Finance ▾ **Reporting ▾** Surveys

Dashboard > Reporting > Income Statement

## Income Statement

◀ ◀ 0 pages ▶ ▶ Whole Page

- Activity Summary
- Bank Reconciliation Report
- Claim Summary
- Evaluation Feedback
- Global Membership
- Income Statement**
- Manual Payments Requisition Report
- Membership List
- MoU Category Summary
- Physician Claim Status

**PREVIEW PARAMETERS**

Start Date

End Date

Phys Soc/MSA

MSAs

Report Type

# Run Year-End Income Statement

Support 
Welcome Miss Chessari ▾

Dashboard
Activities
Claims
Finance ▾
Reporting ▾
Surveys

Dashboard > Reporting > Income Statement

## Income Statement

1 of 1

Whole Page

End Date: March 31, 2019

Start Date: April 1, 2018

PREVIEW PARAMETERS

Start Date
4/1/2018

End Date
3/31/2019

Phys Soc/MSA
Medical Staff Association (Te...

MSAs
(none)

Report Type
Individual

RESET

SUBMIT

Select your MSA

Click SUBMIT

Income Statement
Reporting Period Mar-31, 2018 to Mar-31, 2019
As At Jun-17, 2019

	Actuals 2018-2019 \$	Cumulative Allocation \$	Cumulative Remaining \$
<b>INCOME</b>			
30500 Administration (500)	31,890.54	94,890.54	63,000.00
30500 Medical Staff (1100)		2,500.00	2,500.00
30500 Health Authority (1200)	7,475.73	36,000.00	28,524.27
30500 Working Environment (1400)	5,086.41	5,315.45	229.04
30500 Communication (1700)	22,168.78	90,521.99	68,353.21
Total Ministry Funding	66,621.46	229,227.98	162,606.52
<b>Total Income</b>	<b>66,621.46</b>	<b>229,227.98</b>	<b>162,606.52</b>
<b>EXPENDITURES</b>			
41202 Member time (physician and allied healthcare)	7,112.41		
41301 Travel	1,777.10		
41311 Conference fees	5,978.00		
41404 Meals	3,519.48		
41506 Meeting expenses	9,204.19		
Total Meetings and Conferences	27,591.18		

# FEMS Income Statement

## Income Statement

Reporting Period Apr-01, 2018 to Mar-31, 2019

As At: Jun-12, 2019

### FEMS

Actuals  
2018-2019

Prior Years  
Actuals  
Cumulative

Cumulative  
Allocation

Cumulative  
Remaining

\$

\$

\$

\$

### Medical Staff Association (Unincorporated)

#### INCOME

30500	Administration (500)	9,142.52	25,000.00	15,857.48
30500	Medical Staff (1100)	119.23	12,000.00	11,880.77
30500	Working Environment (1400)	14,261.11	46,281.60	32,020.49
30500	Communication (1700)	9,184.00	28,559.37	19,375.37
30500	Quality and Cost Improvement (1800)	470.20	7,000.00	6,529.80
30500	Culture (2100)	15,176.60	60,748.84	45,572.24
Total Ministry Funding		48,353.66	179,589.81	131,236.15

#### Total Income

48,353.66

179,589.81

131,236.15

#### EXPENDITURES

41202	Member time (physician and allied healthcare)	21,515.31
41301	Travel	801.79
41404	Meals	3,102.76
Total Meetings and Conferences		25,419.86
41401	Miscellaneous	981.30
41633	Communications	199.98
Total Office and Communications		1,181.28
41000	Internal Operating Expenses	9,142.52
Total Other Expenses		9,142.52
41205	Consultants	12,610.00
Total Professional Fees		12,610.00
Total Expenditures		48,353.66

Net Income (Loss)

0.00

0.00

179,589.81

131,236.15

\$ 8,453.00 +  
\$ 689.52 =

Internal Operating Expenses in FEMS \$ 9,142.52



# ENKEL Financial Statement

## Medical Staff Association (Unincorporated) Profit and Loss March 2019

\$ 8,453.00 +  
\$ 689.52 =

Internal Operating Expenses in FEMS \$ 9,142.52

	Total	
	Mar 2019	Apr 2018 - Mar 2019 (YTD)
<b>INCOME</b>		
30500 Ministry funding	11,502.87	48,353.66
<b>Total Income</b>	<b>\$ 11,502.87</b>	<b>\$ 48,353.66</b>
<b>GROSS PROFIT</b>	<b>\$ 11,502.87</b>	<b>\$ 48,353.66</b>
<b>EXPENSES</b>		
41000 PS Internal Operating Expenses	3,185.00	8,453.00
41202 Member time (physician and allied healthcare) (only contract income, not employment income)	4,736.33	21,515.31
41203 Admin Fee	125.00	689.52
41205 Consultants	2,610.00	12,610.00
41301 Travel	363.61	801.79
41401 Miscellaneous		981.30
41404 Meals	282.95	3,102.76
41633 Communications	199.98	199.98
<b>Total Expenses</b>	<b>\$ 11,502.87</b>	<b>\$ 48,353.66</b>
<b>PROFIT</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

Authorized Allocation 2018/2019

134,075.31

Funds Spent to date

48,353.66

Funds remaining at March 31, 2019

85,721.65



# NEW ENKEL Profit and Loss Statement

## April 1, 2019 to March 31, 2020

### Medical Staff Association

#### Profit and Loss

May 2019

	Total	
	May 2019	Apr 2019 - Mar 2020 (YTD)
<b>INCOME</b>		
30500 Ministry funding	18,462.50	32,117.79
<b>Total Income</b>	<b>\$ 18,462.50</b>	<b>\$ 32,117.79</b>
<b>GROSS PROFIT</b>	<b>\$ 18,462.50</b>	<b>\$ 32,117.79</b>
<b>EXPENSES</b>		
41000 PS Internal Operating Expenses	7,800.00	10,350.00
41103 Office expenses	0.00	0.00
41202 Member time (physician and allied healthcare) (only contract income, not employment income)	556.40	874.35
41203 Admin Fee	666.67	1,333.34
41205 Consultants	4,473.34	4,473.34
41301 Travel	1,895.36	5,894.36
41311 Conference fees	1,530.30	3,462.30
41401 Miscellaneous	0.00	1.90
41404 Meals	1,540.43	5,578.50
41506 Meeting expenses	0.00	149.70
41633 Communications	0.00	0.00
<b>Total Expenses</b>	<b>\$ 18,462.50</b>	<b>32,117.79</b>
<b>PROFIT</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

Funds Remaining from Previous Year	\$ 295,778.64
Installment	\$ -
<b>FEMS Balance</b>	<b>\$ 295,778.64</b>

Funds Spent YTD per Quick Books	32,117.79
Funds remaining at May 31, 2019	263,660.85

Spending Apr - Mar 2020  
 Bank Balance

Dashboard
Activities
Claims
Finance
Reporting
Surveys

Dashboard > Reporting > Activity Summary

## Activity Summary

1 of 31
Whole Page

**Activity Summary**

Engagement Activity	Description	Current	Cor	(In
<b>Active</b>				
April 23 VPSA Working Dinner (VGH Lounge)	Obtain physician input on lounge at VGH.	\$140.		
Board of Directors Meeting	Meeting of Board of Directors for VPSA	\$3.		
Chair Meeting Support	Support provided by EWG member acting as chair of EWG meeting or subcommittee meeting.	\$79.		
Co-Chair Meeting Support	Support provided by EWG member acting as co-chair of EWG meeting or subcommittee meeting.	\$79.		
Collaboration & Physician Advocacy Committee	This team provides input on VCH-wide policies upon request by the HA, or acts as an advocate for the medical staff on those issues raised as important to the medical staff.	\$5.		
Collaboration & Physician Advocacy Committee: Governance	Board members attend to provide input on VCH-wide policies upon request by the	\$27,200.00	\$23,138.47	\$4,061.53

Activity Summary
Bank Reconciliation Report
Claim Summary
Evaluation Feedback
Global Membership
Income Statement
Manual Payments Requisition Report
Membership List
MoU Category Summary
Physician Claim Status

PREVIEW PARAMETERS  
Phys Society / MSA Medical Staff Association (Te...  
End Date 12/16/2021  
EA Status All selected (5)  
Include Sub-Activities Yes  
RESET SUBMIT

## Site Reporting and Review Process

Reporting until Nov-15, 2018

As at: Nov

Engagement Activity	Description	Strategic Priority	Health Authority Engagement	Cumulative Funds Committed	Cumulative Actuals	Balance Remaining
<b>Active</b>						
April 23 VPSA Working Dinner (VGH Lounge)	Obtain physician input on lounge at VGH.			\$6,500.00	\$2,561.86	\$3,938.14
Board of Directors Meeting	Meeting of Board of Directors for VPSA.			\$20,339.00	\$12,098.74	\$8,240.26
Chair Meeting Support	Support provided by EWG member acting as chair of EWG meeting or subcommittee meeting.			\$38,264.00	\$23,646.53	\$14,617.47
Co-Chair Meeting Support	Support provided by EWG member acting as co-chair of EWG meeting or subcommittee meeting.			\$25,509.00	\$5,195.58	\$20,313.42
Collaboration & Physician Advocacy Committee	This team provides input on VCH-wide policies upon request by the HA, or acts as an advocate for the medical staff on those issues raised as important to the medical staff.			\$40,000.00	\$34,068.11	\$5,931.89
Collaboration & Physician Advocacy Committee: Governance	Board members attend to provide input on VCH-wide policies upon request by the HA, or acts as an advocate for the medical staff on those issues raised as important to the medical staff.			\$7,000.00	\$2,444.16	\$4,555.84
Communications Committee	Meetings of EWG communications committee			\$13,051.00	\$7,546.40	\$5,504.60
Community Building & Wellness (Prev. Venue Organizing Committee)	Previously: Meetings of EWG venue organizing committee December 2017: Renamed Community Building Committee Create social events with focus on topics of interest to physician members with ultimate goal of building relationships.			\$41,865.00	\$37,164.71	\$4,700.29

Dashboard

Activities

Claims

Finance ▾

**Reporting ▾**

Surveys

Dashboard > Reporting > Global Membership

## Global Membership

Activity Summary

Bank Reconciliation Report

Claim Summary

Evaluation Feedback

**Global Membership**

Income Statement

Manual Payments Requisition Report

Membership List

MoU Category Summary

Physician Claim Status

### Global Membership

Physician Society/MSA	Department	Physicians		Total Claims
		Number of members	Number of claims	
ARHCC Physician Engagement Society		53	318	\$188,1
	Anesthesiology	2	1	\$3
	Cardiology	1	5	\$1.5
	Community and Rural	1	9	\$2.1
	Emergency Medicine	8	53	\$49.4
	Endocrinology and Metabolism	1	11	\$3.2
	General Practice	7	36	\$23.3
	Governance	3	41	\$21.4
	Hematology and Oncology	19	82	\$45.7
	Hospital Medicine	4	25	\$10,806.60
	Neurology	1	7	\$2,124.36

Start Date

11/15/2017 ▾

End Date

11/15/2018 ▾

Physician Society/MSA

Medical Staff Association (Te... X

MSAs

Report Type

Individual ▾

Reset

Submit

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Activity Summary

Bank Reconciliation Report

Claim Summary

Evaluation Feedback

Global Membership

Income Statement

Manual Payments Requisition Report

Membership List




MoU Category Summary

Physician Claim Status

Dashboard > Reporting > Claim Summary

## Claim Summary


1 of 1 ▾

   AUTO

Claim Summary									
Medical Staff Association (Te...)									
Physician Engagement Center	Claim	Physician	Specialty	Group Practice	Service	Claim Status	Time Start	Time End	Amount
Medical Staff Association (Te...)	2018	Dr. Samir K. Patel	Internal Medicine	Medical Staff Association (Te...)	Internal Medicine	Claimed	7/1/2018	8/16/2018	\$100

### PREVIEW PARAMETERS

Claim Approved Sta... 7/1/2018 

Claim Approved En... 8/16/2018 

Physician Society/... Medical Staff Association (Te... ▾

MSAs Select... ▾

Report Type Individual ▾

RESET

SUBMIT







**FACILITY  
ENGAGEMENT**  
An SSC Initiative



# Understanding FEMS Transactions

EVENT DATE	BUSINESS EVENT	BE NUMBER	REFERENCE NUMBER	CLAIM NUMBER	PHYSICIAN SOCIETY/MSA	ACCOUNT	DEPT	ACCOUNT NAME	DEBIT AMOUNT	CREDIT AMOUNT
BE-017063: Funds Transfer - Receipt from DoBC										
01/04/2018	Funds Transfer - Receipt from DoBC	BE-017063	9190 PMTRX		Children's and Women's Hospitals Medical and Allied Staff Engagement Society	10101	0000	Cash	\$125,000.00	
01/04/2018	Funds Transfer - Receipt from DoBC	BE-017063	9190 PMTRX		Children's and Women's	20500	0000	Deferred DoBC funding		\$125,000.00

**CASH**

DATE	BUSINESS EVENT	ACCOUNT	DEPT	ACCOUNT NAME	DEBIT	CREDIT
Claim Approved						
10/10/2018	Claim Approved	41202	2000	Member time (physician and allied healthcare)	\$946.74	
10/10/2018	Claim Approved	10125	0000	Cheque Clearing		\$946.74
10/10/2018	Claim Approved	20500		Deferred DoBC funding	\$946.74	
10/10/2018	Claim Approved	30500	2000	Ministry funding		\$946.74
Claim Paid						
10/16/2018	Claim Paid	10125	0000	Cheque Clearing	\$946.74	
10/16/2018	Claim Paid	10101	0000	Cash		\$946.74
Totals:					\$2,840.22	\$2,840.22

**CHEQUE Clearing**

**CHEQUE Clearing**

**CASH**



## Contact FEMS Support



[femssupport@doctorsofbc.ca](mailto:femssupport@doctorsofbc.ca)



604-638-4869 or 1-800-665-2262



[www.fems.facilityengagement.ca](http://www.fems.facilityengagement.ca)

## Contact ENKEL Support



[fesc@enkel.ca](mailto:fesc@enkel.ca)