

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
An SSC Initiative

Dashboard Activities Claims Portfolios Finance Reporting

Dashboard > Claims

Claims Submit a Claim Submit an Expense Submit Supplier Expense

DATE	STATUS	CLAIM NUMBER	TOTAL
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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
-- 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

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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.

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 main page.

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DATE	STATUS	CLAIM NUMBER	TOTAL
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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	<input type="button" value="Draft"/> <input type="button" value="Edit"/>
CLAIM TOTALS	
Tax	\$0.00
Claim Total	\$171.05
<hr/>	
<input type="button" value="Submit >"/>	<input type="button" value=" < Back"/> <input type="button" value=" Save Draft"/>