

Internal Operating Expenses (IOE) and Engagement Activity Expenses (EA)

An **Internal Operating Expense** is an expense that is not directly related to any Engagement Activities. Internal Operating Expenses (IOE) are related to the running (overhead) of the unincorporated Medical Staff Association (MSA) or incorporated Physician Society (PS) for the purposes of the Facility Engagement Initiative.

<ul style="list-style-type: none"> • A contractor Project Manager/Coordinator/Administrative Assistant supporting the site's PS/MSA operations is considered an internal operating expense – see example in the following page • Accountant invoices • Office rent, office supplies • Utilities (internet, etc.) • Insurance, banking transaction fees • All expenses that support the PS/MSA infrastructure • Governance deductions (applicable to incorporated Physician Societies only) PS Directors should submit claims into the Governance Engagement Activity created by the site. These claims are paid by either cheque or e-transfer through the physician society payroll system and deductions are made. The deductions for these claims are included in FEMS through the IOE adjustment entry. 	<p>Primary System for Capture</p> <ul style="list-style-type: none"> • Accounting system: <ul style="list-style-type: none"> ○ PS submits through own accounting software ○ MSA submits through ReceiptBank for Enkel to process ○ Governance deductions <p>All of the above included in FEMS through the IOE adjustment entry.</p>
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Engagement Activity Expenses are all expenses directly related to Engagement Activities

<ul style="list-style-type: none"> • Direct Engagement Activity Expenses <ul style="list-style-type: none"> ➤ Example: Event or Conference costs (venue, catering), Reference Material • Physicians time and/or expenses for undertaking activities that help achieve the goals of the MOU • A contractor Project Manager/Coordinator/ Administrative Assistant supporting a specific project at the site is considered a supplier for a specific engagement activity – see example in the following page • Consultation <ul style="list-style-type: none"> ➤ Example: Speaker/Facilitator/Communications Expert/Evaluator/Graphic Designer/Web Developer can be hired as consultant and is considered a supplier for offering consulting services 	<p>Via FEMS Claims process</p>
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Definitions:

Contractor is a person/company that undertakes a contract to provide materials or labor to perform a service or do a job.

Consultant is a person who provides expert advice professionally.

