

What is a Claim?



A Claim is a physician's time incurred in an engagement activity. Any physician's expenses can also be submitted with the claim.

What is an Engagement Activity?



Within FEMS, an Engagement Activity represents working group meetings, projects/initiatives, committees, annual general meetings, events, and conferences.

Each Engagement Activity will have an assigned budget, participant, lead and a specific Memorandum of Understanding (MOU) category. Any member of a site can create a new Engagement Activity in FEMS, which is then subject to approval. Sessional claims are submitted against an Engagement Activity.

What is a Memorandum of Understanding (MOU) category?

As defined in the 2014 Memorandum of Understanding on Regional and Local Engagement between the health authorities, the Ministry of Health, and Doctors of BC, an MOU category is a regional or local theme of importance to medical staff (i.e., an issue of importance to the medical staff). To help ensure the Facility Engagement Initiative follows its funding directive, each Engagement Activity must be linked to one MOU category when it is set up.

What is the Standardized Chart of Accounts?



The Standardized Chart of Accounts is used to analyze the financial expenditures at local, regional, and provincial levels. It is tailored specifically for the Facility Engagement Initiative, and all sites within FEMS are required to use it.

What is an Internal Operating Expense?

An Internal Operating Expense (IOE) is an expense that is not directly related to any Engagement Activities. IOEs are related to the operation (overhead) of the site for the purposes of the Facility Engagement Initiative.

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What is Governance Work?

Governance Work refers to activities performed by physicians acting as the Board of Directors of incorporated physician societies. Such activities typically include:

- Preparing for and attending meetings of the board, its committees (e.g., working group), and the society's annual and special meetings.
- Activities related to the board's financial oversight of the society, such as reviewing, approving and monitoring the society's budget, approving contracts, and ensuring funds are spent in accordance with the stated purposes and objectives of the society.
- Activities related to governance of the society, such as establishing policies and procedures; evaluating, approving, and monitoring initiatives; and ensuring the society complies with the society's constitution and bylaws, applicable laws, and regulations.

If a physician is representing and working on behalf of the society as a board director, the Canada Revenue Agency (CRA) considers the physician to be an employee of the society. Thus, governance work is subject to deductions at source, such as income tax and CPP, to align with CRA guidelines. Governance Work is also compensated via a claim.

What is a Participant?

A Participant is a member of a site who has been added to and is participating in an Engagement Activity.

What is VersaPay?

VersaPay is the third-party payment processor that administers electronic fund transfers between the site and individual physicians' bank accounts to pay sessional claims in a timely manner.

Hosting the site's and physicians' banking information with a third-party payment processor reduces the website security requirements for FEMS, and eliminates the requirement for sites to install payment processor software on their computers.

VersaPay is based in Canada and meets the payment card industry compliance requirements for hosting banking information. Neither Doctors of BC nor the sites have access to the banking information you and your site provide to VersaPay.

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