

HOW TO: SUBMIT A CLAIM

Facility Engagement Management System (FEMS)

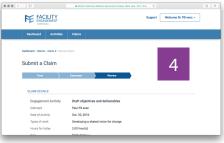
- 1. Log in to: https://fems.facilityengagement.ca or launch the FEMS mobile app. To download the App: search 'Facility Engagement' in your App store.
- Click Submit a Claim. Enter the requested information and click Next.
 If only submitting an expense, go directly to Submit an Expense.
 Note: You can only submit a claim against Engagement Activities that you have participated in, and you must be added as a participant of these activities in FEMS. If you don't see your Engagement Activities when trying to submit a claim, please contact your Physician Society Administrator, Engagement Activity Lead, or Physician Society Executives.

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FACILITY ENGAGEMENT		Sup	Welcome Dr. PS ex	N •			Υ π		Support	Welcome Dr. PS exec +
Dashboard Activities	Claims					Dashboard Act	lvities Claims			
Societies						Physicia	an Societies			
RACILITY ENGAGEMENT SOCIETY		· ALLOCATION	· BUDGET UBED			PHYSICIAN SOCIETY			ALLOCATION	· BUDGET USED ·
Prince George Medical Staff Physician Association (\$50.00) 0%			0%			Prince George Medical	toe George Medical Staff Physician Association			0%
Showing 1 to 1 of 1 entries						Showing 1 to 1 of 1 entries				
Claims		~	Submit a Clain			Claims			C	Submit a Claim •
DATE	· STATUS		TOTAL.	•		DATE	- STATUS	· CLAIM NUMB	2	101AL 0
Sept 13, 2016	Draft	0Q32W1	\$296.62			Sept 13, 2016	Approved	EQ4N41		\$74.15
Sept 13, 2016	Approved	LKEVOQ	\$148.31			Sept 13, 2016	Approved	LKEV00		\$148.31

3. In the section labeled Expenses, select the expense type, amount, and attach a receipt as needed. There will be a prompt to attach one if required for the selected expense type.

To attach a receipt: take a picture of it with a phone or scan a copy of the receipt to a computer. Once this is done, click Upload File, search and select the appropriate file to add it to the claim. *If there are no expenses, click Skip Expenses.

4. View and edit the claim in the next section. Up to this point the claim is a draft. Please make sure that you review your claim fully. Once submitted, you cannot edit it. If satisfied with the details you have entered, click Submit.



Once the claim is submitted a confirmation will be sent via email.

Need Help?

604 638 4869

1 800 665 2262 femssupport@doctorsofbc.ca M-F 9am to 4pm