

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.
- 2. Click **Submit a Claim.** Enter the requested information and click **Next.** If only submitting an expense, go directly to **Submit an Expense.**

FACILITY ENGAGEMENT	Su	Welcome Dr. PS exe	••	FRACILITY ENGAGEMENT		Su	pport Welcome Dr. PS exec +
Deshboard Activities Claims				Dashboard Activities	Claims		
Societies				Physician Soc	cieties		
RECUTY ENGAGEMENT SOCIETY	ALLOCATION	· · BUDGET USED		PHYSICIAN SOCIETY		* ALLOCATIO	N I BUDGET USED I
Prince George Medical Staff Physician Association	(\$50.00)	0%		Prince George Medical Staff Phy	vsician Association	(\$50.00)	0%
Showing 1 to 1 of 1 entries			1	Showing 1 to 1 of 1 entries			
Claims	-	Submit a Claim		Claims		-	Submit a Claim -
DATE : STATUS	CLAIN NUMER	TOTAL.		DATE	. STATUS	CLAM NUMB	Submit an Expense 10*AL
Sept 13, 2016 Draft	0032W1	\$296.62		Sept 13, 2016	Approved	EQ4N41	\$74.15
Sept 13, 2016 Accrowed	LKEVOO	\$148.31		Sept 13, 2016	Approved	LKEVDO	\$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.*

 View and edit the claim in the next section. Up to this point the claim is a draft, if satisfied with the entered details click **Submit**.

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

	()) (0)	Bittah Columbia Medical Association (Cana, Med. Ass B.C. Div)	0 0
		Support Welcome Dr. PS exec	•
	Dashboard Activitie	Claims	
	Dashboard > Claims > Claim # > R	view Claim	
	Submit a Claim	Α	
	Time >	Expenses Review	
	CLAIM DETAILS		
	Engagement Activity	Draft objectives and deliverables	
	Claimant	Paul PS exec	
	Date of Activity	Oct. 20, 2016	
	Types of work	Developing a shared vision for change	
	Hours for today	2.00 hour(s)	

Need Help?

604 638 4869

1800 665 2262 dtoapplicationsupport@doctorsofbc.ca M-F 9am to 4pm