

FEMS Roles and User Types

Physician Society Support

Physician Society Administrator (PS Admin)

- Generally, **not** a physician or allied health professional
- Oversees portfolio of EAs for their physician society
- Able to submit claims on behalf of all members of the physician society
- Able to approve claims for all PS members, including PS Execs **except** Governance claims
- Can view all claims and EAs of physician society
- Can assign or change EA Lead
- Can create sub-activities for all EAs, even if not a Participant or EA Lead for that EA
- Can assign Members as Participants of any/all EAs
- Can create a new EA and submit for approval
- Able to register a member (**note**: the member must activate their own account before any claims can be paid)

Limitations

The PS Admin cannot:

- Approve claims associated with Governance EAs: these claims must be approved by a PS Exec
- Approve EAs

Physicians & Allied Health Professionals

Physician Society Executives (PS Exec)

- Directors of the physician society (elected at AGM)
- Involved in Governance EAs
- Must approve EAs before any claims can be submitted
- Oversees portfolio of EAs for their physician society
- Primarily submits claims to Governance EAs
- Approves claims of all PS members except themselves
- Can view all claims and EAs of physician society
- Can assign or change EA Lead

Engagement Activity Lead (EA Lead)

- A Participant who is managing the EA
- Can create or propose the EA, **or**
- Can be assigned to this role by PS Exec or EA Author
- Create sub-activities (if desired)
- Assign Members as Participants to this EA
- Submits claims to this EA and other EAs they are a part of
- Approves claims for the EA they are the Lead for (cannot approve their own claims)

Participant

- A Member who has been assigned to an EA by a PS Exec or EA Lead
- Submits claims for their work on EAs
- Can create a new EA and submit for approval

Member

- Anyone involved in the Facility Engagement Initiative
- Register as a member against facility/facilities where they work (the physician society is inferred)

Important Notes

- Roles are **cumulative** and include the permissions and abilities of the roles below them in the pyramid.

Permission granted for a higher role does not disable the functions allowed in the lower roles.

- PS Execs and EA Leads cannot approve their own claims.
- PS Admins cannot approve Governance claims

Abbreviations

PS: physician society

EA: engagement activity