



**FACILITY
ENGAGEMENT**
An SSC Initiative



Facility Engagement Management System (FEMS)

For incorporated
Physician Societies

The Facility Engagement Initiative (FEI) is a provincial initiative created to strengthen collaboration between **physicians and health authorities**



Success Story

Terrace physicians are improving their relationship with Northern Health Authority

Monthly meetings helped visualize how the **physician projects** fit into the **strategic plan** for the Northern Health Region

1

Physicians met monthly with health authorities to discuss projects and challenges

2

They worked on aligning physician priorities with the health authority's strategic plan

3

The outcome was increased collaboration to **improve patient care**

**Facility Engagement
Management System (FEMS)**
is a web-based system to track and
report **how funds have been spent**



FEMS and Engagement Activities

FEMS helps process claims and
assist with the management of funds
for **Engagement Activities (EAs)**

EAs include meetings,
working groups, conferences,
events, committees, etc.

1

Terrace physicians qualified for FEI and created a Physician Society to access funding

2

Physicians used FEMS to track funds spent on engagement activities and were paid for attending meetings

3

Terrace physicians' priorities were shared with health authorities in monthly meetings



Incorporated Physician Society

Larger medical staff associations (MSAs) are required to establish a **physician society**, which is a non-profit incorporated structure.

↓
This **legal structure**
allows MSAs to:

All non-profit societies in British Columbia are required to hold an **annual general meeting (AGM)** to provide an update on the work done and present year-end financial statements.

If AGM is held between Jul 1 and Sept 30, the **year-end financial statements ending March 31** are presented.

If AGM is held between Oct 1 and Dec 31, the **year-end financial statements ending March 31** with **Q1 financial statements ending June 30** are presented.

1

Hold Facility Engagement (FE) funds

2

Hire staff for the purpose of administering the FEI at your site

3

Provide liability protection for the physician society executives

Governance Work
refers to engagement activities
performed by physicians acting
as the **Board of Directors**
of incorporated **physician societies**



Canada Revenue Agency / Agence du revenu du Canada

T4
Statement of Remuneration Paid
État de la rémunération payée

Year / Année: 2017

Employment income – ligne 101 Revenu d'emploi – ligne 101	14	28,000 00	Income tax deducted – ligne 437 Impôt sur le revenu retenu – ligne 437	22	3,700 00
Provision of employment Prestation d'emploi	10		Employee's QPP contributions – ligne 308 Cotisations de l'employé au RQO – ligne 308	16	1,212 75
Employment code Code d'emploi	29		Employee's QPP contributions – ligne 308 Cotisations de l'employé au RQO – ligne 308	17	
Eligible earnings Gains assurable	24		Employee's EI premiums – ligne 312 Cotisations de l'employé à l'AE – ligne 312	18	526 40
Charitable donations – ligne 349 Dons de bienfaisance – ligne 349	44				

1

If a physician is working as a Board Director, the Canadian 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**.

2

T4s will be issued by the physician society following each calendar year end for inclusion in the **physician's personal tax return**.

3

Executives who perform governance work will submit claims for their time and expenses in FEMS and receive their **payment via cheque or email transfer (EFT)**.

Governance Structure

BOARD of DIRECTORS



If a physician is working as a **Board Director**, 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.

Directors
(see next slide)

will claim for Governance Work in FEMS and receive their **payment via cheque or email transfer** because of required deductions: income taxes and CPP.

MEMBERS of the PHYSICIAN SOCIETY



All **physicians** (who are members of the medical staff association) will automatically become **voting members of the Physician Society** and all other medical staff may become nonvoting members.

**Members of
the Physician
Society**

attending meetings will submit claims for their time and expenses in FEMS and receive their **payment via VersaPay**.

**The minority of
the Directors**

will have the option to claim
either for governance work or
operational work in FEMS.

BOARD of DIRECTORS



**The majority of
the Directors**

will always claim
for governance work in FEMS
and receive their **payment**
via cheque or email transfer.

**The majority of
the Directors**

will always claim
for governance work in FEMS
and receive their **payment**
via cheque or email transfer.

Governance work typically includes the following:

- Preparing for and attending meetings of the board, its committees (e.g., working group), and the society's annual and special meetings
- Reviewing, approving and monitoring the society's budget
- Establishing policies and procedures, evaluating and approving initiatives, and ensuring the society complies with the society's constitution and bylaws, applicable laws, and regulations

Physicians and Allied Health Professionals

Administrator

- Generally, **not** a physician or allied health professional
- Administers engagement activities
- Assigns members to this engagement activity
- Submits a supplier claim
- Completes SEAT information (if applicable)
- Registers a member

Physician Society Support

Executives

- Approve engagement activity and associated budget
- Manage portfolio of engagement activities

Engagement Activity Lead

- A participant who is running the engagement activity
- Manages assigned engagement activity budget
- Creates sub-activities (if desired)
- Assigns members to this engagement activity
- Completes SEAT information (if applicable)

Participant

- A member who has been assigned to an engagement activity
- Submits claims
- Views claims
- Creates a new engagement activity

Member

- Anyone involved in the facility engagement initiative
- Register as a member with the facilities where they work



<https://fems.facilityengagement.ca>

Welcome to
The Facility Engagement Management System.

Sign into your account

 Email or MSP Number

 Password

Sign in



Remember me?

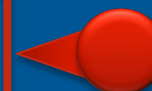
[Forgot Password?](#)

By clicking **Sign in** you agree to our [Terms of Use](#).

Don't have an account?

Create your account today

Register



Who can register?

- **Physicians**
- **Allied health professionals**
who are part of the PS

Click here for [Support](#)



Account Registration

Personal

Registration Survey

FACILITY

* Facility

Facility

PROFILE DETAILS

* User Type (Please choose GP or SP based on your College Sub-Class)

Select a User Type

* MSP Number

MSP Number

* Medical Practice Type

Medical Practice Type

* Prefix

Title

* First Name

First Name

* Last Name

Last Name

PROFILE DETAILS

* User Type (Please choose GP or SP based on your College Sub-Class)

Select a User Type

PHYSICIANS

Specialist Physician

General Practitioner

Dentist

ALLIED HEALTH PROFESSIONALS

Clinical Psychologist

Choose based on your
college sub-class

* Medical Practice Type

Medical Practice Type

Administration (non-medical staff)

Allergy and Immunology

Anesthesiology

Cardiac Surgery

Cardiology

Community and Rural



SIGN-IN DETAILS

* Password ⓘ

Password

* Confirm Password

Confirm Password

VersaPay is the Canadian
equivalent to **PayPal**

Sign up at
<https://secure.versapay.com>

PAYMENT DETAILS

* Payment Method

Direct Deposit (via VersaPay)

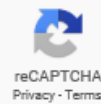
* Settle To

☐ My personal bank account

☐ My company bank account



I'm not a robot



By Clicking "Next" below, you are agreeing to the [Terms of Use](#)

Next >

Cancel

Direct Deposit (via VersaPay) is set
as default for all new FEMS users.
Only the **administrator can
change the method of payment** if
a physician requests it.

PAYMENT DETAILS

* Payment Method

Cheque

Cheque

Direct Deposit (via VersaPay)

Email Transfer



VersaPay <https://secure.versapay.com>

Sign Up for VersaPay

Business Name
Use your legal name if signing up for a personal account.

First Name

Last Name

Email

Password

Repeat Password

Already have an account? Please [Sign In](#).

By creating an account you agree to our [user agreement](#), [privacy policy](#) and to accept transactional and newsletter emails from VersaPay Corporation.

Sign Up

1

Add personal information requested and submit.

NOTE: Use the **same personal email address** for FEMS and VersaPay.

Add a bank account

Select your bank:

[Don't see your bank?](#)

Transit number:

Account number:

* Account holder:

Your Name DATE

Your Address

PAY TO THE ORDER OF

DOLLARS

MEMO

Transit Institution Account

II* 001 II* I: 38314 III 004 III 5948894300 :*

Address Line 1:

Address Line 2:

City:

Province/State:

Postal/Zip:

☐ I agree to the [Pre-authorized Debit Agreement](#) allowing Versapay to debit this account according to my instructions.

Add Bank Account

2

You must add your bank account to the VersaPay account.
Click on **Add Bank Account** under the **Quick Links** menu.



**FACILITY
ENGAGEMENT**
An SSC Initiative



How to create an Engagement Activity and Sub-Activities

Scenario



Overall PS Allocation
\$500,000

Engagement Activity (Mandatory)

EA approved by
the administrator or executive

Health
Authority/MSA
Workshop
\$ 300,000

Working Group
Meetings
\$ 100,000

**Internal Operating
Expenses
\$ 100,000**

Sub-Activities (optional)

Defined by the EA lead or
executive according to the needs
of their engagement activity

Planning
\$100,000

Evaluation
\$30,000

Logistics and
attendees
\$70,000

Workshop
\$100,000

May meeting
\$25,000

June meeting
\$25,000

July meeting
\$25,000

Aug meeting
\$25,000

Welcome to
The Facility Engagement Management System.

Sign into your account

Sign in

☒ Remember me? [Forgot Password?](#)

By clicking **Sign in** you agree to our [Terms of Use](#).

Don't have an account?

Create your account today

Register

[Click here for Support](#)

FE FACILITY ENGAGEMENT
An SSC Initiative

Dashboard Activities Claims Finance Reporting

Notifications

51 Payment Problems 44 Pending Review 2 New Users

1 Unclaimed Funds 1 SEAT Update Required

Physician Societies/MSAs

PHYSICIAN SOCIETY/MSA	CUMULATIVE ALLOCATION	FUNDS REMAINING
Friends Physician Society	\$383,250.93	\$338,036.85

Showing 1 to 1 of 1 entries

Notifications

- **New Users:** New members who have registered for FEMS but are not yet assigned to any engagement activities.
- **Pending Review Claims:** Claims that require review and approval.
- **Payment Problems:** Claims that have not been paid due to an error (e.g., a physician has not yet confirmed their VersaPay bank details). Contact FEMS Support if additional information is required.
- **Unclaimed Funds:** Claims that have not been paid in 30 days from initiation of the payment request. Contact FEMS Support if additional information is required.
- **SEAT Update Required:** SEAT EAs requiring progress updates (if applicable).

Jun 05, 2018

Draft

52Z4E5

\$6.36

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Manage Engagement Activities

Manage Engagement Activities

Create Engagement Activity

Engagement Activities ▾ Lead ▾ Statuses ▾ Physician Society/MSA ▾ Priority ▾ More ▾

ENGAGEMENT ACTIVITIES ▾	PHYSICIAN SOCIETY/MSA ▾	LEAD ▾	STATUS ▴	FUNDS COMMITTED ▾	YTD (ACTUALS) ▾	CUMULATIVE (ACTUALS) ▾	CUMULATIVE ACTUALS % ▾
Pending Approval							
Working Group - Aug Meeting	Friends Physician Society	Smith TEST, John	Pending Approval	\$100.00	\$0.00	\$0.00	0% <div></div>
Active							
Weekly Meeting - Test	Friends Physician Society	Black TEST, Richard	Active	\$500.00	\$0.00	\$0.00	0% <div></div>
Draft							
Working Group	Friends Physician Society		Draft	\$500.00	\$0.00	\$0.00	0% <div></div>

SEAT: Move the toggle to YES to include this EA in the SEAT database.

Choose **YES** if your activity builds engagement and communication with medical staff colleagues and/or your hospital or health authority; contributes to physician wellness, leadership, redevelopment, training and/or technology; and/or seeks to improve patient quality.

NOTE: Move the toggle to YES if this activity is governance based. Executives who perform **governance work** will submit claims against this Engagement Activity and receive their payment via cheque or EFT.

Step 1: name and description of the engagement activity

Dashboard > Manage Engagement Activities > Create Engagement Activity

Create Engagement Activity

Engagement Activity | Budget | Roles | SEAT

* Physician Society/MSA
Friends Physician Society

* Facilities
Central Perk x

Is this activity governance based?
☒ Yes

Include this activity in SEAT?
☒ Yes

Share activities with other MSAs in our SEAT database. Choose **YES** if your activity builds engagement and communication with medical staff colleagues and/or your hospital or health authority; contributes to physician wellness, leadership, redevelopment, training and/or technology; and/or seeks to improve patient quality.

* Name of Engagement Activity
Training: COVID-Related Meetings and Activities

* Activity Purpose / Summary ⓘ
This activity is to cover physicians' time spent planning and communicating about COVID-19 with their colleagues and health authority partners in accordance with FE's funding guidelines. Ultimately, it is important to communicate to your physician colleagues that it is essential they participate in COVID-19 activities regardless if there is funding or not because patient safety is paramount during this crisis.

* Start Date
12-09-2021

End Date
mm-dd-yyyy

* MOU Category
Issues of importance to the medical staff

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Manage Engagement Activities > Training: COVID-Related Meetings and Activities > Engagement Activities Admin > Update Budget

Edit Engagement Activity

Engagement Activity

Budget

Roles

SEAT

* Commit funds to an Engagement Activity

\$ 10,000

Comments

Step 2: specify budget

Next >

Save Draft

< Back

Cancel

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Manage Engagement Activities > Create Engagement Activity

Create Engagement Activity

Engagement Activity

Budget

Roles

Step 3: add Roles

Author

Tribiani, Joey

Lead

Add

Participant

Add

Click on **Add** to choose a
Lead and Participant(s)

Next >

Save Draft

< Back

Cancel

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Manage Engagement Activities > Create Engagement Activity

Success! Participant will be removed from activity.

Create Engagement Activity

Engagement Activity

Budget

Roles

SEAT

Author

Tribiani, Joey

Lead

Geller, Monica

Add

Cancel

Participant

Geller, Ross

Buffay, Phoebe

Devenish, Tracy

Exec, PS

Geller, Monica

Geller, Ross

PS Admin, PS

Choose from the
dropdown menu a **Lead**
and **Participant(s)**

Next >

Save Draft

< Back

Cancel

Click **NEXT**

Create Engagement Activity

Engagement Activity

Budget

Roles

SEAT

SEAT Status

Draft

Health Authority

* Medical Area/Specialty

(Which medical area will be most impacted by this activity? Select the best fit from the list. You can select multiple options)

* Activity Type

(Select the best fit from the list for activity type. You may select up to three choices. Please note: Activity type 'physician engagement general or clinical' may be used for midwives and dentists)

- ☐ Physician engagement general (e.g. involvement in discussions, decisions, workplace improvements, feedback, priority-setting, building physician community)
- ☐ Physician engagement clinical/medical (e.g. collaborative activities and solutions specific to patient care)
- ☐ Health authority collaboration (e.g. meetings, planning, projects with HA leadership, admin and/or allied/program staff)
- ☐ Regional/ community/ provincial/ partner collaboration or outreach (e.g. physicians at different sites, Divisions of FP)
- ☐ Networking (e.g. social and speaking events, opportunities for physician connections)
- ☐ Physician wellness (e.g. activities that specifically address burnout, support physician health)

Choose from the
dropdown menu the
Medical Area/Specialty

You may select
up to 3 choices

Include any progress, next step and results you have to report.

NOTE: this can remain blank until the EA is approved

NOTE: this must be filled in prior to completing the **SEAT EA**.

* Was Health Authority Input Received?

— Select A Input —

Is EA Lead Contactable?

☐ No

Share Physician Lead Name? ⓘ

☐ No

Progress and Next Steps ⓘ

Indicate what progress you have made on achieving your objectives and list your next steps.
(minimum 150 characters required)

Results/Impact of Activity ⓘ

If the project/activity is complete, provide a high level summary of the results and how the project/activity impacted engagement. Maximum 1,000 characters.

Updated:

Save Draft

Submit Activity for Approval

< Back

Cancel

Click **SUBMIT ACTIVITY
FOR APPROVAL**

Dashboard

Activities

Claims

Finance ▾


Reporting ▾

Dashboard > Manage Engagement Activities

Manage Engagement Activities

Create Engagement Activity

Engagement Activities ▾ Lead ▾ Statuses ▾ Physician Society/MSA ▾ Priority ▾ SEAT Status ▾ SEAT ID ▾ More ▾ Clear All Filters

ENGAGEMENT ACTIVITIES	PHYSICIAN SOCIETY/MSA	LEAD	STATUS	FUNDS COMMITTED	YTD (ACTUALS)	CUMULATIVE (ACTUALS)	CUMULATIVE ACTUALS %
Pending Approval							
 Training: COVID-Related Meetings and Activities	Friends Physician Society	Geller, Monica	Pending Approval	\$10,000.00	\$0.00	\$0.00	0% <div></div>

Showing 1 to 1 of 1 entries (filtered from 82 total entries) | Show 15 ▾ entries

« Previous 1 Next »

IMPORTANT*: Executives need to pass a **motion** if they want the administrator to approve engagement activities

Dashboard

Activities

Claims

Finance

Reporting

Dashboard > Manage Engagement Activities > Training: COVID-Related Meetings and Activities

Training: COVID-Related Meetings and Activities

Governance

Friends Physician Society

Edit Activity

Create a Sub-activity

Attach Files

Delete

Approve Activity

Decline Activity

Details

SEAT

DETAILS

Status

Pending Approval

Priority

Normal

Starts

Dec 09, 2021

Last Updated

Dec 09, 2021

Facilities

Central Perk

MoU Category

Issues of importance to medical staff

ACTIVITY PURPOSE / SUMMARY

This activity is to cover physicians' time spent planning and health authority partners in accordance with FE's f... communicate to your physician colleagues that it is es... there is funding or not because patient safety is paramount during this crisis.

BUDGET TRACKING

Funds Committed

\$10,000.00

Cumulative Actuals

0%

Funds Remaining

100%

The administrator*/executive can:

• Approve Activity

• Decline Activity

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Manage Engagement Activities > Training: COVID-Related Meetings and Activities

Training: COVID-Related Meetings and Activities

Friends Physician Society

Edit Activity

Create a Sub-activity

Submit a Claim

Submit an Expense

Attach Files

Hold Activity

Complete Activity

Details

SEAT

DETAILS

Status

Active

Priority

Normal ↑

Starts

Dec 08, 2021

Last Updated

Dec 08, 2021

Facilities

Central Perk

MoU Category

Issues of importance to

Project No.

1

BUDGET TRACKING

Funds Committed
\$1,000.00

Cumulative Actuals 0%
\$0.00

Funds Remaining 100%
\$1,000.00

ACTIVITY PURPOSE / SUMMARY

This activity is to cover physicians' time spent planning and health authority partners in accordance with FE's full communication to your physician colleagues that it is essential they participate in COVID-19 activities regardless if there is funding or not because patient safety is paramount during this crisis.

The administrator*/executive can:

- **Hold Activity**
- **Complete Activity**



**FACILITY
ENGAGEMENT**

An SSC Initiative



How to create a Sub-Activity

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Manage Engagement Activities

Manage Engagement Activities

Create Engagement Activity

Engagement Activities ▾ Lead ▾ Statuses ▾ Physician Society/MSA ▾ Priority ▾ More ▾

ENGAGEMENT ACTIVITIES	PHYSICIAN SOCIETY/MSA	LEAD	STATUS	FUNDS COMMITTED	YTD (ACTUALS)	CUMULATIVE (ACTUALS)	CUMULATIVE ACTUALS %
Pending Approval							
Michelle's Test Activity	Friends Physician Society	Smith TEST, John	Pending Approval	\$1,000.00	\$0.00	\$0.00	0% <div></div>
work life balance	Friends Physician Society	Black TEST, Richard	Pending Approval	\$3,000.00	\$0.00	\$0.00	0% <div></div>
Working Group - Aug Meeting	Friends Physician Society	Smith TEST, John	Pending Approval	\$100.00	\$0.00	\$0.00	0% <div></div>
Active							
Engagement 101	Friends Physician Society	Brown TEST, Marc	Active	\$1,000.00	\$0.00	\$0.00	0% <div></div>
Monthly Working Group Meeting Test	Friends Physician Society	Black TEST, Richard	Active	\$2,000.00	\$0.00	\$0.00	0% <div></div>

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Manage Engagement Activities > Training: COVID-Related Meetings and Activities

The Engagement Activity must be in Active Status

Training: COVID-Related Meetings and Activities

Friends Physician Society

Edit Activity

Create a Sub-activity

Submit a Claim

Submit an Expense

Attach Files

Hold Activity

Complete Activity

Details

SEAT

Click here to Create a Sub-activity

DETAILS

Status

Active

Priority

Normal ↑

Starts

Dec 08, 2021

Last Updated

Dec 08, 2021

Facilities

Central Perk

MoU Category

Issues of importance to medical staff ⓘ

Project No.

123

BUDGET TRACKING

Funds Committed
\$1,000.00

Cumulative Actuals 0%
\$0.00

Funds Remaining 100%
\$1,000.00

ACTIVITY PURPOSE / SUMMARY

This activity is to cover physicians' time spent planning and communicating about COVID-19 with their colleagues and health authority partners in accordance with FE's funding guidelines. Ultimately, it is important to communicate to your physician colleagues that it is essential they participate in COVID-19 activities regardless if there is funding or not because patient safety is paramount during this crisis.

Test Environment

Support

Dashboard Activities

Dashboard > Manage Engagement Activities > Training: COVID-Related Society

Create a Sub-Activity

*** Activity Type**

Administration

Include this activity in SEAT?

No

Share activities with other MSAs in our SEAT database. Choose **YES** if your activity builds engagement and communication with medical staff colleagues and/or your hospital or health authority; contributes to physician wellness, leadership, redevelopment, training and/or technology; and/or seeks to improve patient quality.

*** Name**

Covid meeting session

*** Activity Purpose / Summary** (minimum 150 characters required)

This activity is to cover physicians' time spent planning and communicating about COVID-19 with their colleagues and health authority partners in accordance with FE's funding guidelines. Ultimately, it is important to communicate to your physician colleagues that it is essential they participate in COVID-19 activities regardless if there is funding or not because patient safety is paramount during this crisis.

*** Start Date**

12-08-2021

End Date

mm-dd-yyyy

Submit Cancel

Sub-Activities Participants

Click on **Submit**

The **Sub-Activity** does NOT need any approval and will be in **Active Status**

The **Sub-Activity** is
in **Active Status**

Dashboard > Manage Engagement Activities > Training: COVID-Related Meetings and Activities > Covid meeting session

← Back to Engagement Activity

Covid meeting session

Edit Sub-Activity

Submit a Claim

Submit an Expense

Attach Files

Delete

Hold Sub-Activity

Complete Sub-Activity

Details

BUDGET TRACKING

DETAILS

Status

Active

Sub-Activity Type

Administration

Starts

Dec 08, 2021

Last Updated

Dec 09, 2021

ACTIVITY PURPOSE / SUMMARY

This activity is to cover physicians' time spent planning and communicating about COVID-19 with their colleagues and health authority partners in accordance with FE's funding guidelines. Ultimately, it is important to communicate to your physician colleagues that it is essential they participate in COVID-19 activities regardless if there is funding or not because patient safety is paramount during this crisis.

Sub-Activity Admin

Details Budget

Include this activity in SEAT?

No

Share activities with other MSAs in our SEAT database.

Choose YES if your activity builds engagement and communication with medical staff colleagues and/or your hospital or health authority, contributes to physician wellness, leadership, redevelopment, training and/or technology, and/or seeks to improve patient quality.

* Facilities

Central Perk

* Activity Type

Administration

* Name

Covid meeting session

* Activity Purpose / Summary (minimum 150 characters required)

This activity is to cover physicians' time spent planning and communicating about COVID-19 with their colleagues and health authority partners in accordance with FE's funding guidelines. Ultimately, it is important to communicate to your physician colleagues that it is essential they participate in COVID-19 activities regardless if there is funding or not because patient safety is paramount during this crisis.

* Start Date

12-08-2021

End Date

mm-dd-yyyy

Submit Cancel

To add funds to
the Sub-activity,
click on **Budget**

Sub-Activity Admin

Details Budget

Budget:
\$0.00

Edit Budget

1

Click on **Edit Budget**

Update Budget

2

Add **Amount**

* Business Event Type

Add funds to an Activity

* Amount

\$ 4500

* Start Date

02-09-2017

Comments

Submit

Cancel

3

Click **Submit**

Weekly Meeting - Test

[Edit Activity](#)
[Create a Sub-activity](#)
[Submit a Claim](#)
[Submit an Expense](#)
[Attach Files](#)
[Hold Activity](#)
[Complete Activity](#)

DETAILS

Status: Active
 Priority: Normal ↑
 Starts: Jul 24, 2018
 Facilities: Medical Society Association (Test) Facility
 MoU Category: Working environment for physicians ⓘ

BUDGET TRACKING

Funds Committed
\$500.00
 Cumulative Actuals 0%
\$0.00
 Funds Remaining 100%
\$500.00

OBJECTIVES OF ENGAGEMENT ACTIVITY

Objectives of Engagement Activity
 •15 min report out / sharing by projects (high level status / plans)
 •20 min discussion on test project collaboration topic/s
 •20 min – share new test projects or other test topics

DESCRIPTION OF ENGAGEMENT ACTIVITY

This weekly meeting is for topics common across projects focused on testing (this is a good place to start if you want to get high-level status of the individual projects and learn about hot topics related to Group Testing)

[Sub-Activities](#)
[Participants](#)
[Claims](#)
[Files](#)
[Business Events](#)

[Create a Sub-activity](#)

Add Participant(s)

Sub-Activity Names ▾ Types ▾

NAME	TYPE	STATUS	FUNDS COMMITTED
Research for weekly meeting	Research	Active	\$50.00

**The Sub-Activity
is listed here**

Quick Add Participant

Contact

Contact

Add

Cancel

Bulk Add

Add Selected

Click on **Add Selected**

Search

<input checked="" type="checkbox"/>	NAME	PRACTICE/DEPT	USER TYPE	STATUS
<input checked="" type="checkbox"/>	Belding, Mister	Cardiology	Medical Professional	Active
<input type="checkbox"/>	Bickerstaffe, Violet		Physician Society Staff	Active
<input type="checkbox"/>	Exec, PS	Anesthesia	Medical Professional	Active
<input checked="" type="checkbox"/>	Kapowski, Kelly	Obstetrics and Gynecology	Medical Professional	Active
<input type="checkbox"/>	Morris, Zack	Occupational Medicine	Medical Professional	Active
<input checked="" type="checkbox"/>	Powers, Screech	Plastic Surgery	Medical Professional	Active
<input type="checkbox"/>	Slater, AC		Medical Professional	Active
<input type="checkbox"/>	Sleep, Jermaine	Anesthesia	Medical Professional	Active
<input checked="" type="checkbox"/>	Spano, Jessie		Medical Professional	Active
<input type="checkbox"/>	Turtle, Lisa		Physician Society Staff	Active

This is the **Engagement Activity**
must be in **Active Status**

Weekly Meeting - Test

Edit Activity
Create a Sub-activity
Submit a Claim
Submit an Expense
Attach Files
Hold Activity
Complete Activity

DETAILS

Status Active
 Priority Normal ↑
 Starts Jul 24, 2018

Facilities Medical Society
 Association (Test) Facility
 MoU Category Working environment for
 physicians ⓘ

BUDGET TRACKING

Funds Committed
 \$500.00
 Cumulative Actuals 0%
 \$0.00
 Funds Remaining 100%
 \$500.00

OBJECTIVES OF ENGAGEMENT ACTIVITY

Objectives of Engagement Activity
 •15 min report out / sharing by projects (high level status / plans)
 •20 min discussion on test project collaboration topic/s
 •20 min – share new test projects or other test topics

DESCRIPTION OF ENGAGEMENT ACTIVITY

This weekly meeting is for topics common across projects focused on testing (this is a good place to start if you want to get high-level status of the individual projects and learn about hot topics related to Group Testing)

This is the **Sub-Activity**
just created in **Active Status**

Sub-Activities
Participants
Claims

Create a Sub-activity

Sub-Activity Names
Types

NAME	TYPE	STATUS	FUNDS COMMITTED	CUMULATIVE ACTUALS	BURNDOWN
Research for weekly meeting	Research	Active	\$50.00	\$0.00	0%



How to submit



1 Claims

2 Expenses

3 Supplier Claims

4 Internal Operating Expenses



Submit a Claim



When can I submit a claim?
When you claim your **attendance time** in an engagement activity. Any expenses incurred can be submitted with the claim.

Example:

Attend a meeting for an hour

Submit a claim in FEMS

Get paid via VersaPay

NOTE: Executives who perform **governance work** will receive their payment via cheque or email transfer



Welcome to
The Facility Engagement Management System.

Sign into your account

Sign in

☒ Remember me? [Forgot Password?](#)

Don't have an account?

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Register

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FE FACILITY ENGAGEMENT
An SSC Initiative

Support **Welcome Mrs. Geller ▾**

Dashboard Activities **Claims** Finance ▾ Reporting ▾

Dashboard > Claims

Claims

Submit a Claim **Submit an Expense**

Click on Submit a Claim

Claim Number ▾ Submitted ▾ Activity Date ▾ Status ▾ More ▾

CLAIM NUMBER ▾	CLAIMANT ▾	ENGAGEMENT ACTIVITY ▾	PHYSICIAN SOCIETY/MSA ▾	SUBMITTED ▾	ACTIVITY DATE ▾	TIME ▾	EXPENSES ▾	TOTAL ▾	STATUS ▴
Draft									
5ZRR95	Black TEST, Richard	Weekly Meeting - Test	Friends Physician Society	Aug 14, 2018	Aug 14, 2018	\$148.31	\$10.00	\$158.31	Draft



Submit a Claim

Time

Expenses and Mileage

Review

CLAIM DETAILS

* Claimant

Geller, Ross

* You participated in Engagement Activity

— Select an Engagement Activity —

* Date of Activity

07-23-2018

TIME

* Hours Quantity

15 min increments (ie for 2 hours 30 min, enter '2.5')

Description (optional)

Indicate the **number of hours** you have participated in an engagement activity

* You participated in Engagement Activity

— Select an Engagement Activity —

Anesthesia ERAS Project

Familiar Faces Project

Governance

Helipad

Mental Health Teenage Pregnancy

OR Project

If you **DON'T** see your Engagement Activity please contact your **PS administrator**

NOTE: Executives who perform **governance work** will submit claims and **receive their payment via cheque or email transfer**, because governance work is subject to deductions at source, such as income tax and CPP

Next >

Save Draft

Cancel



Submit a Claim

Time

Expenses

Review

EXPENSES

If submitting for **expenses only**, please select the expense type, amount, and attach a receipt.
Please "Skip Expenses" if there are none.

[Skip Expenses >](#)

* Expense/Mileage

Parking

[Remove Expense](#)

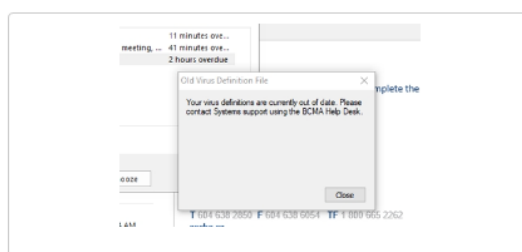
* Total Amount (incl. taxes)

\$ 10.00

Amount Claimed

\$ 10.00

* Receipt



[Upload File](#)

Indicate the **Total Amount**
for any expenses incurred
and upload the **Receipt**

[Next >](#)

[< Back](#)

[Save Draft](#)

[Add Expense](#)



Submit a Claim



CLAIM DETAILS

Engagement Activity **Weekly Meeting - Test**

Claimant Richard Black TEST

Date of Activity Aug. 14, 2018

Types of work

Hours for today 1.00 hour(s)

Rate \$148.31/hour

Subtotal \$148.31

Status

Draft

Edit

EXPENSES/MILEAGE

Parking \$10.00

Subtotal \$10.00

Edit

CLAIM TOTALS

Tax \$0.00

Claim Total \$158.31

Submit >

< Back

Save Draft

Review the **Number of Hours**
you have participated in an
engagement activity
and **Expenses**



Evaluation

The provincial evaluation of the FEI is being conducted by UBC researchers and examines:

- How the initiative is being implemented
- Whether the initiative is meeting its target objectives

Submit feedback

Success! Claim successfully updated.

Time

Expenses

Review

Feedback

Your feedback is important and will help evaluate the effectiveness of the provincial Facility Engagement Initiative by a third party evaluator. Disclosure of this information will be anonymized and feedback will be aggregated. Thank you for your participation.

MEETING / ACTIVITY RATING

1) This engagement activity is proceeding as intended:

Strongly agree Agree Disagree Strongly disagree

☐ ☐ ☐ ☐

2) In my opinion, this session contributed to increasing physician engagement:

Strongly agree Agree Disagree Strongly disagree

☐ ☐ ☐ ☐

3) Add Comment (optional):

NOTE: if you navigate away from this page, this claim will be on **draft status** until you submit the claim and the questions to the evaluation

Submit >

< Back

Dashboard

Activities

Claims

Finance

Reporting



Notifications

1 Pending Review



Physician Societies/MSAs

PHYSICIAN SOCIETY/MSA	CUMULATIVE ALLOCATION	FUNDS REMAINING
Friends Physician Society	\$50,000.00	\$49,995.10



Claims

Submit a Claim

Submit an Expense

DATE	STATUS	CLAIM NUMBER	TOTAL
Aug 14, 2018	Payment Queued	XK99WX	\$5.00
Aug 14, 2018	Pending Review		\$595.00
Aug 14, 2018	Declined	5ZRR95	\$158.31

Showing 1 to 3 of 3 entries

1

Draft: claim in draft

Pending Review: approval required

- Information Required:** information missing

- Declined:** claim declined

Approved: claim approved

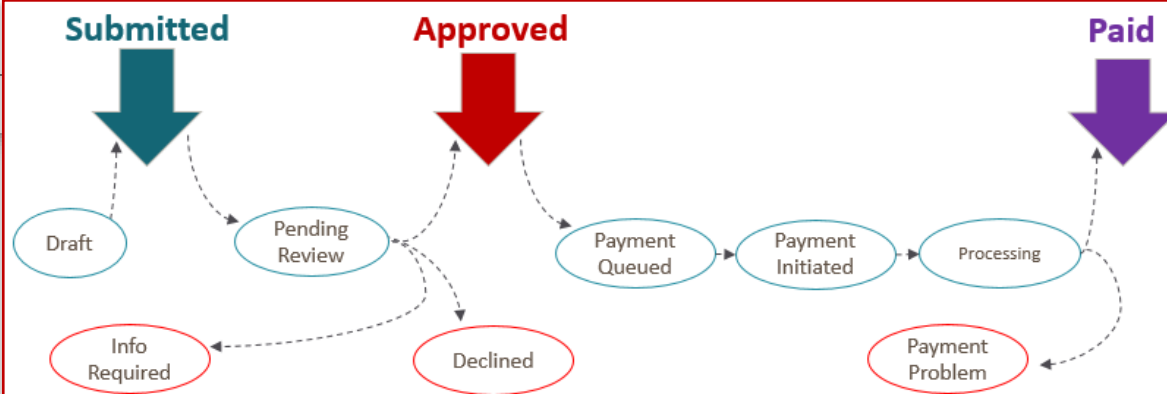
- Payment Queued:** VersaPay transaction in queue

- Payment Initiated:** VersaPay transaction initiated

- Processing:** VersaPay transaction in process

Paid: VersaPay transaction completed

- Payment Problem:** to investigate



Dashboard

Activities

Claims

Finance ▾

Dashboard > Claims > Claim #5JGG3X

Claim #5JGG3X

Pending Review

Request Further Info

Decline

Adjust

Add Comment


Review Complete - Approve

Please Note: This claim has been automatically flagged for further review by our system. Your Physician Society will review this claim and contact you should further information be required for approval.

CLAIM DETAILS

Claimant	Screech Powers
Date of Submission	Feb. 01, 2017
Date of Activity	Feb. 01, 2017
Hours for the day	8.00 hour(s) @ \$148.31/hour
Physician Society	Friends Physician Society
Engagement Activity	Psychiatric Wait Times
Sub-Activity	Psyc WT Meetings

EXPENSES

Vehicle Mileage	\$53.00
Airfare	\$493.80  (6474.26 plus \$10.54 GST)

The administrator/executive can **Decline Claim or Adjust Claim**

The administrator/executive has an option to **Request Further Info or Approve**

Request Further Info

Decline

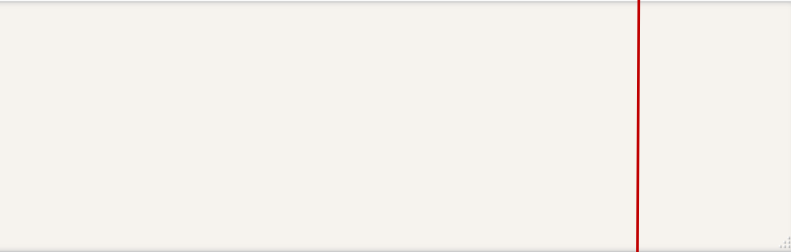
Adjust

Add Comment

Review Complete - Approve

Information Required

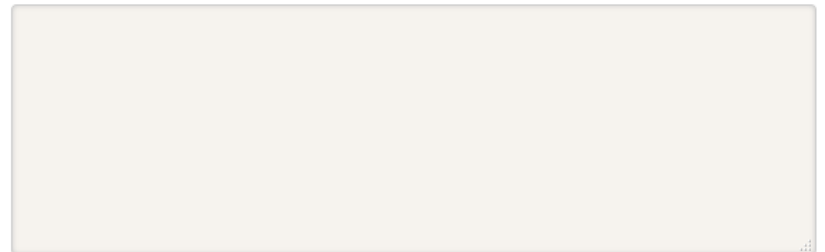
* Note (Below comments will be visible to claimant)



Save Cancel

Add Comment

* Note



* Visibility Type

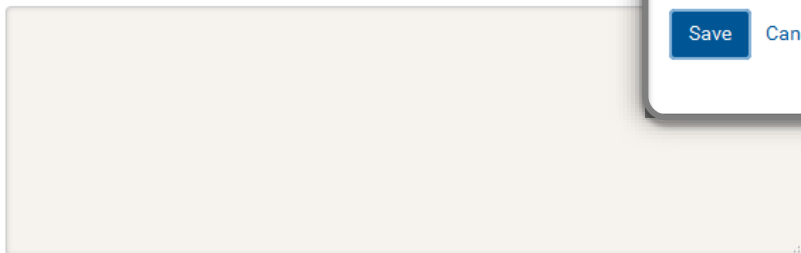
☐ Admin Only

☒ Visible

Save Cancel

Reason for Decline

* Note (Below comments will be visible to claimant)



Save Cancel



Claim #XQQG2X

Pending Review

Request Further Info

Decline

Adjust

Add Comment

Review Complete - Approve

Please Note: This claim has been automatically flagged for further review by our system. Your Physician Society will review this claim and contact you should further information be required for approval.

CLAIM DETAILS

Claimant	Bunch, Susan
Submitted by	User, System
Date of Submission	Jul. 18, 2018
Date of Activity	<input type="text" value="07-18-2018"/>
Hours for the day	<input type="text" value="0.50"/>
	@ \$70.00/hour
Physician Society/MSA	Friends Physician Society
Engagement Activity	

Click on **Adjust** if you
want to edit
Hours of the Day
or **Date of Activity**

CLAIM BREAKDOWNS

Time	\$35.00 subtotalled amount (.50 hour(s) @ \$70.00/hour)
Expenses	\$0.00

CLAIM TOTALS

Tax	\$0.00
Claim Total	\$35.00

Save

Save & Complete Review

Dashboard

Activities

Claims

Finance ▾

[Dashboard](#) > [Claims](#) > Claim #5JGG3X

[← Back to Claims](#)

Claim #5JGG3X

Review Complete

Add Comment

Success! Claim successfully updated.

Please Note: Review has been completed for this claim. The system will approve it shortly.

CLAIM DETAILS

Claimant	Screech Powers
Date of Submission	Feb. 01, 2017
Date of Activity	Feb. 01, 2017
Hours for the day	8.00 hour(s) @ \$148.31/hour
Physician Society	Friends Physician Society
Engagement Activity	Psychiatric Wait Times
Sub-Activity	Psyc WT Meetings

Submit Expenses



Taxi

\$54.00



Meals

\$67.30



\$152.00



\$22.50

When can I submit expenses?

When you incur expenses for an Engagement Activity and you will need to **get reimbursed**. This claim **doesn't** include your attendance time.

Example:

Take a taxi

Buy food for the meeting

Stay in a hotel

Submit expenses in FEMS

Get reimbursed via VersaPay

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Support Welcome Mrs. Geller ▾

Dashboard Activities **Claims** Finance ▾ Reporting ▾

[Dashboard](#) > [Claims](#)

Claims

Submit a Claim Submit an Expense

Claim Number ▾ Claimant ▾ Engagement ▾ Status ▾ More ▾

CLAIM NUMBER ▾	CLAIMANT ▾	ENGAGEMENT ACTIVITY ▾	PHYSICIAN SOCIETY/MSA ▾	SUBMITTED ▾	ACTIVITY DATE ▾	TIME ▾	EXPENSES ▾	TOTAL ▾	STATUS ▴
Draft									
5ZRR95	Black TEST, Richard	Weekly Meeting - Test	Friends Physician Society	Aug 14, 2018	Aug 14, 2018	\$148.31	\$10.00	\$158.31	Draft

Submit Expenses

Submit an Expense

Expenses and Mileage

Review

CLAIM DETAILS

Supplier Invoice

☐ No

* Claimant

Black TEST, Richard

* You participated in Engagement Activity

Weekly Meeting - Test

* Date of Activity

08-14-2018

EXPENSES

* Expense/Mileage

Hotel

Remove Expense

* Sub-Total

\$ 150.00

Gst

\$ 20.00

Amount Claimed

\$ 170.00

* Receipt



Upload File

Next >

Save Draft

Add Expense

Specify **Sub-Total** and **GST**, and upload **Receipt**

Click on **Add Expense** if you incurred multiple expenses

Submit Expenses

Submit an Expense

Expenses

Review

CLAIM DETAILS

Engagement Activity Mental Health Teenage Pregnancy
Sub-Activity Outreach

Claimant Ross Geller
Date of Activity Jul. 24, 2018
Types of work

EXPENSES/MILEAGE

Hotel	\$150.00
Meals	\$50.00
Consulting	\$60.00
Subtotal	\$260.00

Edit

CLAIM TOTALS

Tax	\$0.00
Claim Total	\$260.00

Submit >

< Back

Save Draft

Review your
Expenses
(e.g., Meals)

Review your
Expenses
(e.g., Consulting
fee)

Review your
Expenses
(e.g., Hotel)

Submit Expenses

Support

Welcome Ms. Turtle ▾

Dashboard

Activities

Claims

Finance ▾

Please Note: This claim has been automatically flagged for further review by our system. Your Physician Society will review this claim and contact you should further information be required for approval.

Thank you!

Your claim #XM4845 has been successfully submitted.

Submit another claim

View my claims

Claim Confirmation

Submit a Supplier Claim



Room Rental Cost
\$647.20



Food & Drinks
\$78.30



Speaker
\$504.00



Use of Projector
\$24.90

When can I submit a supplier claim?
When you incur expenses for an engagement activity by an external supplier, and they need to be paid for their work. You will submit a supplier claim in order **to pay invoices**.

Example:

Room rental cost for a meeting

Catering for a meeting

Professional speaker for a meeting

Submit a supplier claim in FEMS

Invoices will be paid by cheque or EFT

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Support Welcome Mrs. Geller ▾

Dashboard Activities **Claims** Finance ▾ Reporting ▾

Dashboard > Claims

Claims

Submit a Claim Submit an Expense

Claim Number ▾ Claimant ▾ Engagement ▾ Status ▾ More ▾

CLAIM NUMBER ▾	CLAIMANT ▾	ENGAGEMENT ACTIVITY ▾	PHYSICIAN SOCIETY/MSA ▾	SUBMITTED ▾	ACTIVITY DATE ▾	TIME ▾	EXPENSES ▾	TOTAL ▾	STATUS ▴
Draft									
5ZRR95	Black TEST, Richard	Weekly Meeting - Test	Friends Physician Society	Aug 14, 2018	Aug 14, 2018	\$148.31	\$10.00	\$158.31	Draft

Submit a Supplier Claim

Submit an Expense

Move the toggle
to **Supplier
Invoice**

1

Supplier Invoice

Yes

2

Click on
+Add New
under **Supplier**

* Physician Society/MSA

Friends Physician Society

* Supplier

— Select A Supplier —

Miller, Keith (George Hotel - Room Rental)

Sutton, Rob (Custom Posters, Signage and Banners)

Verk, Lina (Coffee and Pastries Shop)

+ Add New

08-16-2018

Reference Number

EXPENSES

* Expense/Mileage

— Select an Expense Type or Mileage —

Remove Expense

* Total Amount (incl. taxes)

\$ 0.00

Amount Claimed

\$ 0.00

3

Add Supplier

* Contact First Name

First Name

* Contact Last Name

Last Name

* Payee Name

Company Name

* Physician Society/MSA

Friends Physician Society

* Address

Street Address, PO Box, company name, c/o

Address Line 2

Apartment, suite, unit, building, floor etc

* City

City

* Province

British Columbia

* Postal Code

Postal Code

* Country

Canada

Primary Number

Primary Number

* Email Address

Email

PAYMENT DETAILS

* Payment Method

Cheque

Submit

Cancel

Fill out the form
with the **supplier
information**
and select a
payment method

Fill out the form with the
supplier information and
select **payment method**

The **finance administrator** will:

- Process payments using an accounting software (QuickBooks/Sage 50)
- Make payments to the suppliers based on payment method

If you select:

- **Cheque**, you will indicate the mailing address of the supplier **in this form**
- **Email transfer**, you will indicate the email address of the supplier

Add Supplier

* Contact First Name

First Name

* Contact Last Name

Last Name

* Payee Name

Company Name

* Physician Society/MSA

Friends Physician Society

* Email Address

Email

PAYMENT DETAILS

* Payment Method

Cheque

Cheque

Email Transfer

Submit

Cancel

Submit a Supplier Claim

Supplier Invoice

Yes ☐

* Physician Society/MSA

Friends Physician Society

* Supplier

Catering

* Expense to be charged to

Mental Health Teenage Pregnancy

* Sub-activity to be charged to

Outreach

* Date of Activity

09-04-2018

Reference Number

Catering Service

EXPENSES

* Expense/Mileage

Meals

Remove Expense

* Total Amount (incl. taxes)

\$ 250.00

Amount Claimed

\$ 250.00

* Receipt



Upload File

Next >

Save Draft

Add Expense

Submit an Expense

Expenses

Review

CLAIM DETAILS

Engagement Activity

Mental Health Teenage Pregnancy

Sub-Activity

Outreach

Claimant

Miller, Keith

Date of Activity

Sep. 04, 2018

Types of work

EXPENSES/MILEAGE

Meals

\$250.00

Subtotal

\$250.00

Edit

CLAIM TOTALS

Tax

\$0.00

Claim Total

\$250.00

Submit >

< Back

Save Draft

Submit a supplier claim for Physician Society credit card expenses

Submit an Expense

Expenses and Mileage

Review

CLAIM DETAILS

Supplier Invoice

Yes ☒

Move the toggle to
Supplier Invoice

* Physician Society/MSA

Friends Physician Society

* Supplier

Physician , Visa Card (Society)

Indicated the **PS Credit Card** you wish to submit an expense for

* Expense to be charged to

Mental Health Teenage Pregnancy

* Sub-activity to be charged to

Outreach

* Date of Activity

09-04-2018

Reference Number

Consulting FEE for Speaker

- Select the appropriate engagement activity (and sub-activity if required)
- In **Date of Activity**, enter the date the expense was incurred on the credit card
- In **Reference Number**, enter the name of the vendor the expense was paid to
- Attach a receipt as required

Add Supplier

* Contact First Name

First Name

* Contact Last Name

Last Name

* Payee Name

Company Name

* Physician Society/MSA

Friends Physician Society

* Address

Street Address, PO Box, company name, c/o

Address Line 2

Apartment, suite, unit, building, floor etc

* City

City

* Province

British Columbia

* Postal Code

Postal Code

* Country

Canada

Primary Number

Primary Number

* Email Address

Email

PAYMENT DETAILS

* Payment Method

Cheque

Submit

Cancel

Select **Cheque** in the **Payment Details**

Submit a supplier claim for Physician Society credit card expenses

Supplier Invoice
☒ Yes

* Physician Society/MSA
Friends Physician Society

* Supplier
Physician, Visa Card (Society)

* Expense to be charged to
Mental Health Teenage Pregnancy

* Sub-activity to be charged to
Outreach

* Date of Activity
09-04-2018

Reference Number

EXPENSES


* Expense/Mileage
Consulting Remove Expense

* Sub-Total
\$ 480.00

Gst
\$ 20.00

Amount Claimed
\$ 500.00

* Receipt

 Upload File

[Next >](#) [Save Draft](#) [Add Expense](#)

- Select the appropriate engagement activity (and sub-activity if required)
- In **Date of Activity**, enter the date the expense was incurred on the credit card
- In **Reference Number**, enter the name of the vendor the expense was paid to
- Attach a receipt as required

Submit an Expense

Expenses

Review

CLAIM DETAILS

Engagement Activity Mental Health Teenage Pregnancy

Sub-Activity Outreach

Claimant Visa Card Physician

Date of Activity Sep. 04, 2018

Types of work

EXPENSES/MILEAGE

Consulting	\$500.00
Subtotal	\$500.00

Edit

CLAIM TOTALS

Tax	\$0.00
Claim Total	\$500.00

Submit >

< Back

Save Draft

Submit an Internal Operating Expense



Internet

\$74.60



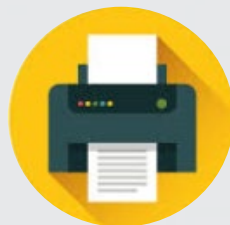
Phone Bill

\$63.70



Staff Salary

\$948.00



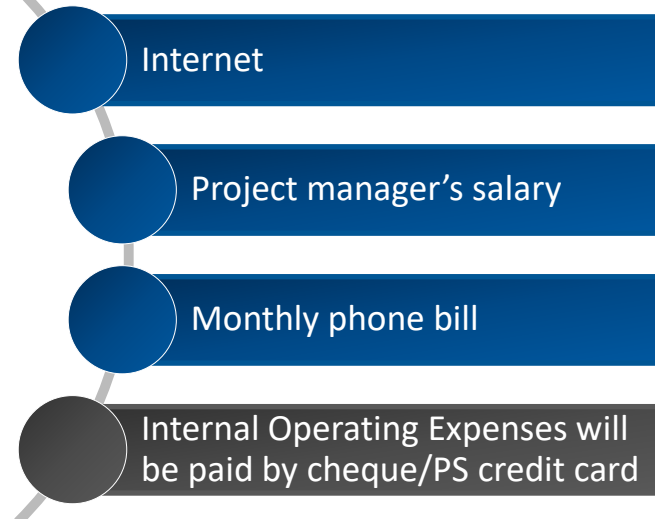
Printer

\$34.90

What is an Internal Operating Expense (IOE)?

An IOE is an expense that is not directly related to any engagement activities, but is related to running the MSA for the purposes of the FEI.

Example:



Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Manage Engagement Activities > Edit Engagement Activity

Edit Engagement Activity

Engagement Activity

Budget

Roles

* Name of Engagement Activity

Internal Operating Expense: Project Manager Salary

* Description of Engagement Activity ⓘ

Working closely with the Working Group and reporting to the Working Group Chair, the Project Manager works closely with physician leads to support successful project outcomes by supporting project aims through the complete project cycle including:

- attends Working Group meetings, meetings of sub-committees and project team meetings,

* Objectives of Engagement Activity ⓘ

- consultation, stakeholder involvement, project planning, project design, budgeting and financial accountability, data collection, follow up, evaluation, sustainability and reporting;
- assists working group staff by supporting the budgeting cycle, including: budget preparation and tracking, and reporting to the Working Group, Facility Engagement office and other stakeholder as

* Start Date

10-03-2018

End Date

mm-dd-yyyy

* MOU Category

Physician society's Internal Operating Expenses (IOE) only.

Indicate **Internal
Operating Expenses:**
Project manager salary

Select *MOU category:
**Physician society's Internal
Operating Expenses (IOE) only**

Next >

Save Draft

Cancel

FEMS

PAYMENT METHOD

1

Claims

Entered into FEMS:

- Physician Claims
- Director Claims

Paid via direct deposit (VersaPay)

Paid by cheque or EFT (Governance)

2

Expenses

Entered into FEMS

Paid via direct deposit (VersaPay)

3

Supplier Claims

Entered into FEMS

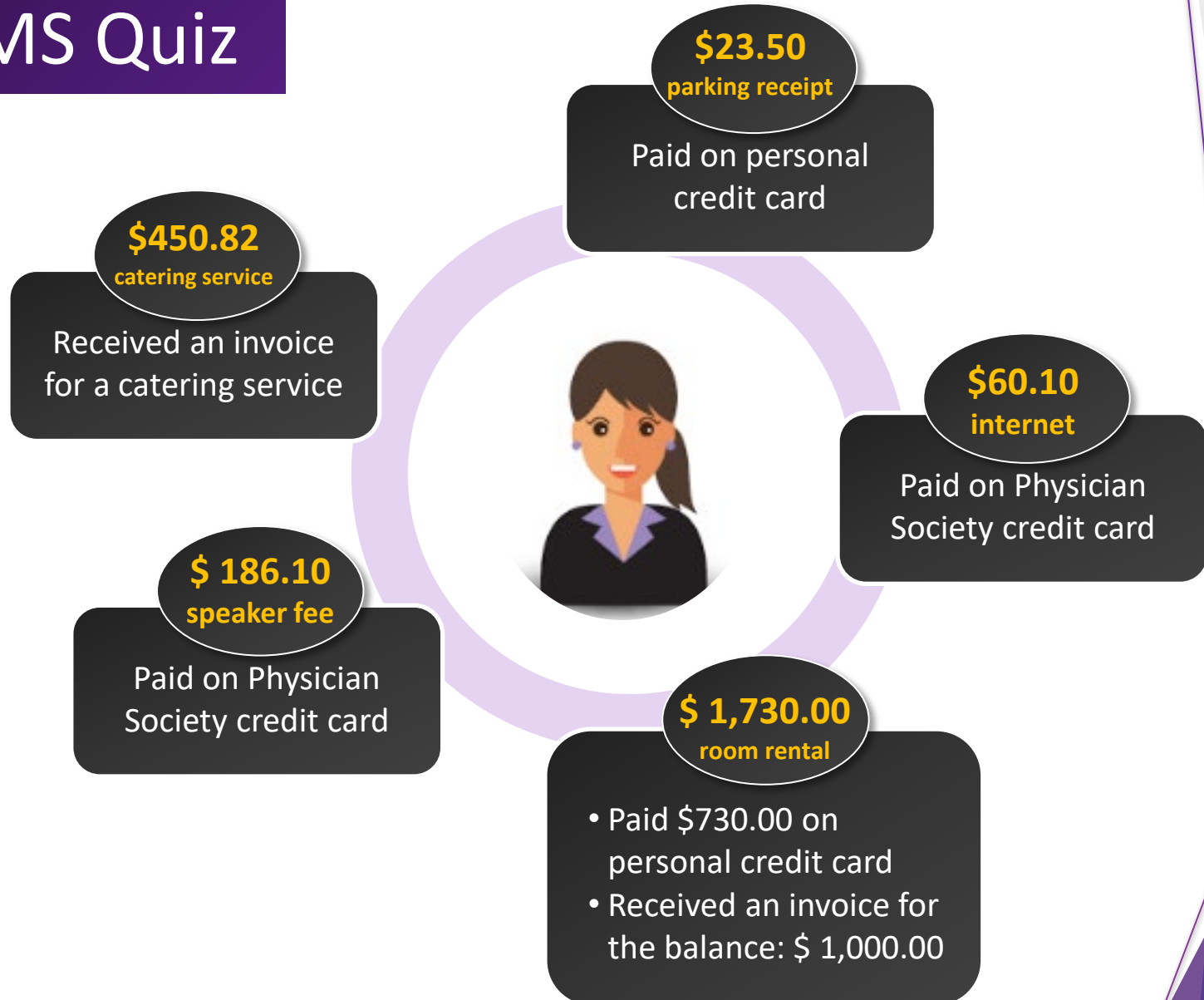
Paid by cheque or email transfer

4

Internal Operating
Expenses

Paid by cheque or PS credit card

FEMS Quiz



Financial Interface

FEMS

QuickBooks or Sage 50

1

Claims

- **Physician Claim: \$150.20**
(paid VersaPay)
- **Director Claim: \$150.20**
(paid by cheque)

- **Physician Claim: \$150.20**

- **Director Claim: \$135.20**

Income taxes \$ 15.00

CPP (PS pays Govt.) \$ 5.00

Total: \$155.20

2

Expenses

- **Parking Expense: \$12.50**
(paid VersaPay)

- **Parking Expense: \$12.50**

3

Supplier Claims

- **Catering Service: \$170.75**
(paid by cheque)

- **Catering Service: \$170.75**

4

Internal Operating Expenses

- **Office Rent: \$1,300.00**
(paid by cheque or PS credit card)

Difference between **FEMS**
and **QuickBooks/Sage 50:**

\$1,305.00

Submit an Internal Operational Expense



The finance administrator will create a **Transaction** in FEMS to submit an Internal Operating Expense **after** all the payments have been processed in QuickBooks or Sage 50

Support 32
Welcome Mrs. Geller ▾

Dashboard ▾
Activities ▾
Claims ▾
Finance ▾
Reporting ▾

Dashboard > Finance > Transaction

Transactions

Payment Requests

Manage Manual Payments

Accounting Extract

Create Transaction

Date ▾ Business Events ▾ BE # ▾ Reference # ▾ Claim # ▾ Physician Society/MSA ▾ Acc. # ▾ Dept. ▾ Acc. Names ▾ More ▾

EVENT DATE ▾	BUSINESS EVENT ▾	BE NUMBER ▾	REFERENCE NUMBER ▾	CLAIM NUMBER ▾	PHYSICIAN SOCIETY/MSA ▾	ACCOUNT ▾	DEPT ▾	ACCOUNT NAME ▾	DEBIT AMOUNT ▾	CREDIT AMOUNT ▾
BE-006571: Claim Approved										

**Submit an Internal
Operational Expense**

Dashboard Activities Claims Finance ▾ Reporting ▾

Create Transaction

* Physician Society/MSA
Friends Physician Society ▾

* Business Event Type
Capture Internal Operating Expenses Actual ▾

* Amount \$ 1,305.00 ×

* Transaction Date 08-30-2018

Reference Number
Reference Number

Submit Cancel

The finance administrator will create a **Transaction** in FEMS to submit an internal Operating Expense **after** all the payments have been processed in QuickBooks or Sage 50



**FACILITY
ENGAGEMENT**
An SSC Initiative



Physician Society Account Management

My Account

Accounts & Settings

Sign Out

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Surveys

Dashboard > Accounts & Settings



Accounts & Settings

Physician Societies/MSAs

User Management

User Management

Add User

Names ▾ Email ▾ Login ▾ Societies/MSAs ▾ Roles ▾ Engagement Activities ▾ Status ▾

LAST NAME	FIRST NAME	EMAIL	LOGIN DETAILS	SOCIETY/MSA & ROLES	ENGAGEMENT ACTIVITIES	ACCOUNT STATUS
Appollo	Jana	j2deluca@gmail.com	Last Login: 11/08/2017 15:51:50	<u>ARHCC Physician Engagement Society:</u> <ul style="list-style-type: none"> • PS Member • PS Member <u>FAAB Hub Society:</u> <ul style="list-style-type: none"> • Exec/Executive • PS Member 	<u>ARHCC Physician Engagement Society:</u> <ul style="list-style-type: none"> • MI Staff room creation • Porter Paging System upgrade • Test 123 • Working Group 	Active

The administrator can add **Users**

My Account

Accounts & Settings

Sign Out

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Surveys

Dashboard > Accounts & Settings



Accounts & Settings

Physician Societies/MSAs

User Management

Search Physician Society/MSA/Service Company

Physician Society/MSA ▾ Entity ▾ President ▾ FEL ▾ Tier ▾

PHYSICIAN SOCIETY/MSA	ENTITY TYPE	EXECUTIVE PRESIDENT	FACILITY ENGAGEMENT LEAD	TIER	# OF ENGAGEMENT ACTIVITIES	FUNDS COMMITTED	ACTUALS
Friends Physician Society	Physician Society	Geller, Ross	FEL, Dobc	6	14	\$396,000.00	\$45,214.08

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Accounts & Settings > Physician Societies/MSAs > Friends Physician Society

FriendsPS

Friends Physician Society

Edit

Delete

ASSOCIATION

Name	Friends Physician Society
Mailing Address	111 Any Street New Westminster, BC V1T 7J4
Phone	999-999-9999
Email	friendsps@facilityengagement.ca

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Accounts & Settings > Physician Societies/MSAs > Friends Physician Society > Executives

FriendsPS

Facilities

Executives

Members

Suppliers

Financial Overview

Settings

Executives

Add Executive

Name ▾ Status ▾ Effective ▾ End ▾

NAME	EXECUTIVE TITLE	PRACTICE/DEPT	USER TYPE	STATUS	EFFECTIVE	END
Tribiani, Joey	Director	Pediatrics	General Practitioner	Active	Jan 30, 2017	
Geller, Ross	President	Geriatric Medicine	Specialist Physician	Active	Jan 30, 2017	
Green, Rachel	Vice-President	Plastic Surgery	Specialist Physician	Active	Jan 30, 2017	
Buffay, Phoebe	Secretary	Psychiatry	Specialist Physician	Active	Jan 30, 2017	
Devenish, Tracy	Treasurer	Nephrology	Specialist Physician	Active	Jan 30, 2017	
Buffay, Phoebe	Secretary	Psychiatry	Specialist Physician	Active	Jan 30, 2017	

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

FriendsPS

Facilities

Executives

Members

Suppliers

Financial Overview









Settings

Members

Add Member

The administrator
can add **Members**

Name ▾ Role ▾ Practice/Dept ▾ User Type ▾

	NAME	ROLE	PRACTICE/DEPT	USER TYPE
	Hermosura, Billie Jane			
	FEL, Dobc	DoBC FEL		
	Exec, PS	Executive	Anesthesiology	Specialist Physician
	PS Admin, PS	Executive		
	Geller, Ross	Executive	Geriatric Medicine	Specialist Physician
	Green, Rachel	Executive	Plastic Surgery	Specialist Physician
	Buffay, Phoebe	Executive Executive	Psychiatry	Specialist Physician

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Accounts & Settings > Physician Societies/MSAs > Friends Physician Society > Suppliers

FriendsPS

Facilities

Executives

Members

Suppliers

Financial Overview





Settings

Suppliers

Add Supplier

The administrator
can add a **Supplier**

Name ▾ Payee ▾

	NAME	COMPANY
	Verk, Lina	Coffee and Pastries Shop
	Miller, Keith	George Hotel - Room Rental
	Sutton, Rob	Custom Posters, Signage and Banners

Showing 1 to 3 of 3 entries | Show 15 ▾ entries

« Previous 1 Next »

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Activities

SBTB

Facilities

Executives

Members

Suppliers

Financial Overview

Settings

Authorized Allocation:
Funds allocated by FEMS

Funds Committed:
Funds committed to the
Engagement Activities

Financial Overview

Year ▾ Funds Committed ▾

FISCAL YEAR ▾	AUTHORIZED ALLOCATION ▴	FUNDS COMMITTED (YTD) ▴	ACTUALS (YTD) ▴
2017/2018	\$0.00	(\$66,200.00)	\$6,824.32
2016/2017	\$245,000.00	\$207,100.00	\$26,093.97
2015/2016	\$255,000.00	\$5,000.00	\$0.00
Totals (Cumulative)	\$500,000.00	\$145,900.00	\$32,918.29
Authorized allocation remaining to commit		\$354,100.00	

Showing 1 to 3 of 3 entries | Show 15 ▾ entries

TRANSACTIONS

TYPE	AMOUNT	TOTAL	BY	START DATE	COMMENTS
Additional	\$5,000.00	\$5,000.00	FE Admin, Dobc	Aug 01, 2016	pre funding
Additional	\$125,000.00	\$130,000.00	FE Admin, Dobc	Nov 01, 2016	gate 1
Additional	\$125,000.00	\$255,000.00	FE Admin, Dobc	Nov 07, 2016	gate funding 2

Actuals: Funds spent on
Engagement Activities

Dashboard > Accounts & Settings > Physician Societies/MSAs > Friends Physician Society > Claim Settings

FriendsPS

Facilities

Executives

Members

Suppliers

Financial Overview

Settings

Settings

CLAIMS AUDIT LIMITS

Claim hour limits per/day* per/week*

Claim Threshold Trigger

Require review and approval of expenses?
☒ Yes ☐ No

If Yes,
☐ All
☒ Over

Allow claims submitted to exceed engagement activity budget?
☐ No

PAYMENT OPTIONS

Bundle EFT Claims?
☒ Yes ☐ No

If Yes, how often?

NOTE: you can set your own **Claim Threshold**; However, anything over **\$1,000.00** for claims **\$42.00** for expenses will trigger a review by a PS Executive or Administrator

Claims below \$500.00 will NOT require approval

Expenses below \$20.00 will NOT require approval

Select YES on Bundle EFT Claims

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Finance > Payment Requests

Transactions

Payment Requests

Manage Manual Payments

Accounting Extract

Payment Requests

* Method of Payment (MoP) in *italics* indicates these physician's current MoP preference. When processing actual MoP is used (the physician may have changed preference).

Request # ▾ Request Created ▾ Payment Date ▾ Ref. # ▾ Claimants ▾ Physician Society/MSA ▾ Claim # ▾ MoP ▾ Status ▾ More ▾

REQUEST #	REQUEST CREATED ▾	PAYMENT DATE ⇅	REFERENCE #	CLAIMANT ⇅	PHYSICIAN SOCIETY/MSA ⇅	CLAIM #	AMOUNT ⇅	MOP*	STATUS ⇅
PRK6M73X	04/17/2018			Willick, Carol	Friends Physician Society	XNZJJX	\$240.00	VersaPay	Error
PRXZNLYX	04/09/2018			Jones, Tag	Friends Physician Society	5E9WJ5	\$162.50	VersaPay	Error
PRXGR2QK	04/09/2018			Buffay, Ursula	Friends Physician Society	XNP6DX, 5764GX	\$502.92	VersaPay	Error
PRXMR67K	10/26/2017			Geller, Ross	Friends Physician Society	X8WPP5, XNPNJX, 5249E5	\$8,916.12	VersaPay	Error
PRXPVL7X	10/26/2017			Burke, Richard	Friends Physician Society	XP2GVX, XM2ME5	\$6,075.15	<i>Cheque*</i>	Pending



Reports in FEMS

The screenshot displays the Facility Engagement web application interface. At the top, the logo and name 'FACILITY ENGAGEMENT An SSC Initiative' are on the left, and 'Support' with a notification bell icon showing '939' and a user greeting 'Welcome Miss Chessari' are on the right. A navigation bar contains links for 'Dashboard', 'Activities', 'Claims', 'Finance', 'Reporting', and 'Surveys'. The 'Reporting' menu is expanded, showing a list of reports: 'Activity Summary', 'Bank Reconciliation Report', 'Claim Summary', 'Evaluation Feedback', 'Global Membership', 'Income Statement' (highlighted with a red box and a red callout bubble), 'Manual Payments Requisition Report', 'Membership List', 'MoU Category Summary', and 'Physician Claim Status'. The breadcrumb trail reads 'Dashboard > Reporting > Income Statement'. The main content area is titled 'Income Statement' and includes a pagination control showing '0 pages'. On the right, a 'PREVIEW PARAMETERS' section contains fields for 'Start Date' (4/1/2021), 'End Date' (12/16/2021), 'Phys Soc/MSA' (100 Mile District General Hospital), 'MSAs' (none), and 'Report Type' (Individual), with 'RESET' and 'SUBMIT' buttons at the bottom.

Run Income Statement

Income Statement

Reporting Period Apr-01, 2018 to Jun-30, 2018

As At: Sep-13, 2018

FEMS

		Actuals 2018-2018	Prior Years Actuals Cumulative	Cumulative Allocation	Cumulative Remaining
		\$	\$	\$	\$
INCOME					
				80,000.00	
30500	Governance (600)	4,022.16	9,779.51	50,000.00	390.95
30500	Medical Staff (1100)	11,611.65	712.66	22,690.00	2,400.00
30500	Physician Services (1300)	3,307.06	3,870.20	18,000.00	265.14
30500	Working Environment (1400)	7,044.99	6,544.19	3,021.73	508.25
30500	Communication (1700)	4,373.08	232.93	5,000.00	9.59
30500	Quality and Cost Improvement (1800)	3,222.98	2,313.79	11,446.00	133.10
30500	Quality Improvement Projects (2000)	1,920.51	2,392.50	665.50	665.50
30500	Culture (2100)	4,149.76	6,714.36	19,000.00	397.71
Total Ministry Funding		41,209.30	32,560.14	305,796.98	245,540.14
Total Income		41,209.30	32,560.14	305,796.98	245,540.14
EXPENDITURES					
41202	Member time (physician and allied healthcare)	14,032.36	15,659.76		
41301	Travel	358.25	1,581.09		
41311	Conference fees		930.00		
41404	Meals	9,065.60	1,179.73		
41506	Meeting expenses	30.82	26.44		
Total Meetings and Conferences		23,487.03	19,377.02		
41401	Miscellaneous	3,809.93	3,297.46		
41633	Communications	83.17	106.15		
Total Office and Communications		3,893.10	3,403.61		
40102	Salaries & wages (Governance comp. - T4 needed)	4,022.16			
Total Salaries and Related		4,022.16			
41205	Consultants	8,249.90			
Total Professional Fees		8,249.90			

Income Statement

Reporting Period Apr-01, 2018 to Jun-30

FEMS

Actuals
2018-2018

\$

INCOME

30500	Governance (600)	4,022.16
30500	Medical Staff (1100)	11,611.65
30500	Physician Services (1300)	3,307.06
30500	Working Environment (1400)	7,044.99
30500	Communication (1700)	4,373.08
30500	Quality and Cost Improvement (1800)	3,222.98
30500	Quality Improvement Projects (2000)	1,920.51
30500	Culture (2100)	4,149.76

Total Ministry Funding 41,209.30

Total Income

41,209.30

EXPENDITURES

41202	Member time (physician and allied healthcare)	14,032.36
41301	Travel	358.25
41311	Conference fees	
41404	Meals	9,065.60
41506	Meeting expenses	30.82

Total Meetings and Conferences 23,487.03

41401	Miscellaneous	3,809.93
41633	Communications	83.17

Total Office and Communications 3,893.10

40102	Salaries & wages (Governance comp. - T4 needed)	4,022.16
-------	---	----------

Total Salaries and Related 4,022.16

41205	Consultants	8,249.90
-------	-------------	----------

Total Professional Fees 8,249.90

FEMS \$41,209.30

QB/S \$60,256.84

**Total of IOE
in QB/SAGE
\$ 20,604.65**

CPP Expense \$ 337.33

Office Expenses \$ 17,600.54

Banking Fees \$ 29.97

Profess. Fees \$ 2,636.81

Total of IOE \$ 20,604.65

Income Statement 01/04/2018 to 30/06/2018

QB/SAGE 50

REVENUE

Revenue

Contributions	0.00
Other Income	0.00
Gain/loss on Disposal of Assets	0.00
Ministry Funding	60,256.84

Total Revenue 60,256.84

TOTAL REVENUE

60,256.84

EXPENSE

Expenses

Salaries & wages - Non-Governance	0.00
Salaries & wages - Governance	4,022.16
Benefits	0.00
CPP Expense	337.33
El Expense	0.00
Insurance (Board insurance)	0.00
Amortization	0.00
PS Internal Operating Expenses	0.00
Office Rent (includes property tax)	0.00
Office Expenses	17,600.54
Society Fees	0.00
Member Time (Physician and AH...)	14,032.36
Professional Fees	2,636.81
Consultants	8,249.90
Travel	358.25
Conference Fees	0.00
Miscellaneous	3,809.93
Meals	9,065.60
Banking and Transaction Fees	29.97
Meeting Expenses	30.82
Communications	83.17

Total Expenses 60,256.84

TOTAL EXPENSE

60,256.84

Dashboard
Activities
Claims
Finance
Reporting
Surveys

Dashboard > Reporting > Activity Summary

Activity Summary

1 of 31
Whole Page

Activity Summary

Engagement Activity	Description	Current	Cor	(In
Active				
April 23 VPSA Working Dinner (VGH Lounge)	Obtain physician input on lounge at VGH.	\$140.		
Board of Directors Meeting	Meeting of Board of Directors for VPSA	\$3.		
Chair Meeting Support	Support provided by EWG member acting as chair of EWG meeting or subcommittee meeting.			
Co-Chair Meeting Support	Support provided by EWG member acting as co-chair of EWG meeting or subcommittee meeting.	\$79.		
Collaboration & Physician Advocacy Committee	This team provides input on VCH-wide policies upon request by the HA, or acts as an advocate for the medical staff on those issues raised as important to the medical staff.	\$5.		
Collaboration & Physician Advocacy Committee: Governance	Board members attend to provide input on VCH-wide policies upon request by the	\$27,200.00	\$23,138.47	\$4,061.53

Activity Summary
Bank Reconciliation Report
Claim Summary
Evaluation Feedback
Global Membership
Income Statement
Manual Payments Requisition Report
Membership List
MoU Category Summary
Physician Claim Status

PREVIEW PARAMETERS
Phys Society / MSA ARHCC Physician Engagem...
End Date 12/16/2021
EA Status All selected (5)
Include Sub-Activities Yes
RESET SUBMIT

Site Reporting and Review Process

Reporting until Nov-15, 2018

As at: Nov

Engagement Activity	Description	Strategic Priority	Health Authority Engagement	Cumulative Funds Committed	Cumulative Actuals	Balance Remaining
Active						
April 23 VPSA Working Dinner (VGH Lounge)	Obtain physician input on lounge at VGH.			\$6,500.00	\$2,561.86	\$3,938.14
Board of Directors Meeting	Meeting of Board of Directors for VPSA.			\$20,339.00	\$12,098.74	\$8,240.26
Chair Meeting Support	Support provided by EWG member acting as chair of EWG meeting or subcommittee meeting.			\$38,264.00	\$23,646.53	\$14,617.47
Co-Chair Meeting Support	Support provided by EWG member acting as co-chair of EWG meeting or subcommittee meeting.			\$25,509.00	\$5,195.58	\$20,313.42
Collaboration & Physician Advocacy Committee	This team provides input on VCH-wide policies upon request by the HA, or acts as an advocate for the medical staff on those issues raised as important to the medical staff.			\$40,000.00	\$34,068.11	\$5,931.89
Collaboration & Physician Advocacy Committee: Governance	Board members attend to provide input on VCH-wide policies upon request by the HA, or acts as an advocate for the medical staff on those issues raised as important to the medical staff.			\$7,000.00	\$2,444.16	\$4,555.84
Communications Committee	Meetings of EWG communications committee			\$13,051.00	\$7,546.40	\$5,504.60
Community Building & Wellness (Prev. Venue Organizing Committee)	Previously: Meetings of EWG venue organizing committee December 2017: Renamed Community Building Committee Create social events with focus on topics of interest to physician members with ultimate goal of building relationships.			\$41,865.00	\$37,164.71	\$4,700.29

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Surveys

Dashboard > Reporting > Global Membership

Global Membership

Page 1 of 1 PDF

Global Membership

Physician Society/MSA	Department	Number of members	Number of claims	Total Claims
ARHCC Physician Engagement Society		53	318	\$188,1
	Anesthesiology	2	1	\$3
	Cardiology	1	5	\$1.5
	Community and Rural	1	9	\$2.1
	Emergency Medicine	8	53	\$49.4
	Endocrinology and Metabolism	1	11	\$3.2
	General Practice	7	36	\$23.3
	Governance	3	41	\$21.4
	Hematology and Oncology	19	82	\$45.7
	Hospital Medicine	4	25	\$10,806.60
	Neurology	1	7	\$2,124.36

Activity Summary

Bank Reconciliation Report

Claim Summary

Evaluation Feedback

Global Membership

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Manual Payments Requisition Report

Membership List

MoU Category Summary

Physician Claim Status

Start Date

11/15/2017

End Date

11/15/2018

Physician Society/MSA

Friends Physician Society

MSAs

Report Type


Individual

Reset

Submit

Manual Payments Requisition Report

**FE FACILITY
ENGAGEMENT**
An SSC Initiative

Support  Welcome Mrs. Geller ▾

Dashboard Activities Claims Finance ▾ **Reporting ▾**

Dashboard > Reporting > Manual Payments Requisition Report

Manual Payments Requisition Report

1 of 1

Manual Payments Requisition Report

Payment Request #	Business Event #	Claim #	Invoice #	Claim Type	Claimant Type	Date Initiated	Claimant	Payee Name
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Activity Summary

Bank Reconciliation Report

Claim Summary

Evaluation Feedback

Global Membership

Income Statement

Manual Payments Requisition Report

Membership List

MoU Category Summary

Physician Claim Status

PREVIEW PARAMETERS

Physician Society/... Friends Physician Society ▾

MSAs Select... ▾

Report Type Individual ▾

RESET SUBMIT

Manual Payments Requisition Report

Cheque Requisition Report

Page 1 of 2

PDF

XLS
XLSX
RTF
MHT
HTML
Text
CSV
Image

Payment Request #	Business Event #	Claim #	Invoice #	Claim Type	Claimant Type	Date Initiated	Payee Name	Claim Hours	Hours Amount	Hours GST	Expense Amount
Saved By The Bell											
PR9K4Q9X											
	BE-001405	XNQPV5				Mar 10, 2017	AC Slater	2.00	130.00	0.00	5.30
	BE-001411	5JGY3X				Mar 10, 2017	AC Slater	2.00	130.00	0.00	5.30
	BE-002423	5ZKJYX				Mar 10, 2017	Slater, AC		0.00	0.00	100.00
PRGX9ZDK											
	BE-001412	54WL6X				Mar 14, 2017	Morris, Zack	1.00	148.31	7.42	
PRK2RL3K											
	BE-002487	5RLJL5	1256		S	Apr 11, 2017	Bourdain, Anthony		0.00	0.00	250.00
PRK6ND3K											
	BE-002421	5WDJYX			G	Mar 16, 2017	Morris, Zack	10.00	1483.10	74.16	
	BE-001404	5274WX			G	Mar 16, 2017	Morris, Zack	2.00	296.62	14.83	5.30
	BE-001410	X6JRGX			G	Mar 16, 2017	Morris, Zack	2.00	296.62	14.83	5.30
PRKJRQRK											
	BE-002439	5LLJ25			G	Mar 24, 2017	Belding, Mister	2.00	300.04	0.00	
	BE-002441	5YD66X			G	Mar 24, 2017	Belding, Mister	10.00	1500.20	0.00	
PRKQVPMX											
	BE-002486	57PVNX				Apr 11, 2017	Belding, Mister	1.00	150.02	0.00	
PRKYRV2X											
	BE-002427	5GWVP5			G	Mar 20, 2017	Exec, PS	1.00	150.02	7.50	
PRXSNDVK											
	BE-002419	59Z8GX			S	Mar 16, 2017	Bourdain, Anthony		0.00	0.00	300.00
Totals								38.00	5329.90	140.99	1024.20

Claimant Type S = Supplier Claim

Claim Type G = Governance Claim

Dashboard

Activities

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Finance ▾

Reporting ▾

Activity Summary

Bank Reconciliation Report

Claim Summary

Evaluation Feedback

Global Membership

Income Statement

Manual Payments Requisition Report

Membership List

MoU Category Summary

Physician Claim Status

Dashboard > Reporting > Claim Summary

Claim Summary

Navigation controls: 1 of 1, view icons, and an AUTO button.

Claim Summary

Table with 10 columns: Physician, Specialty, Group Practice, Clinic, Location, Time Slot, Time, Date, Amount, and Status. The table contains data for a claim summary report.

PREVIEW PARAMETERS

Claim Approved Sta... 7/1/2018

Claim Approved En... 8/16/2018

Physician Society/... Friends Physician Society

MSAs Select...

Report Type Individual

RESET

SUBMIT

Bank Reconciliation Report

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Reporting > Bank Reconciliation Report

Activity Summary

Bank Reconciliation Report

Claim Summary

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Manual Payments Requisition Report

Membership List

MoU Category Summary

Physician Claim Status

Bank Reconciliation Report

◀ ◀ 0 pages ▶ ▶

Whole Page

PREVIEW PARAMETERS

Start Date 3/25/2019 

End Date 3/25/2019

Physician Society/M... Friends Physician Society

MSAs (none)

Report Type Individual ▾

RESET

SUBMIT

Bank Reconciliation Report

Bank Reconciliation Report

	A	B	C	D	E	F	G	H	I	J	K	L
1	Bank Reconciliation Report					Reporting Period Apr-11, 2018 to Apr-11, 2019					As at: Apr-11, 2019	
2	Payment Request #	Business Event #	Claim #	Payment Date	Payee	Payment Method	Hours	Hours Amount	Expense	GST	Claim Amount	Payment Amount
3	PRK6Z7EE											
4	PRK6Z7EE	74759	5LL7M3	Mar 07, 2019	apollock@gmail.com	VersaPay	5.5	\$741.24			\$741.24	
5	PRK6Z7EE	74761	XQVYWZ	Mar 07, 2019	apollock@gmail.com	VersaPay			\$126.68	\$2.48	\$129.16	
6	PRK6Z7EE	74763	XP2LZN	Mar 07, 2019	apollock@gmail.com	VersaPay			\$178.68	\$3.50	\$182.18	
7	PRK6Z7EE	74765	54L8QD	Mar 07, 2019	apollock@gmail.com	VersaPay			\$146.45	\$2.87	\$149.32	
8	PRK6Z7EE	74767	X8W9JJ	Mar 07, 2019	apollock@gmail.com	VersaPay			\$146.44	\$2.87	\$149.31	
9	PRK6Z7EE	74769	XMYR7M	Mar 07, 2019	apollock@gmail.com	VersaPay			\$146.44	\$2.87	\$149.31	
10	PRK6Z7EE	74771	57PR4K	Mar 07, 2019	apollock@gmail.com	VersaPay			\$206.94	\$4.06	\$211.00	
11	PRK6Z7EE	74774	5RLQDM	Mar 07, 2019	apollock@gmail.com	VersaPay			\$241.96	\$10.90	\$252.86	
12	PRK2DWQG											\$473.37
13	PRK2DWQG	69004	5ZGNZY	Feb 08, 2019	Dr. Shenkier	Cheque - 219	1	\$157.79			\$157.79	
14	PRK2DWQG	69005	5W67MY	Feb 08, 2019	Dr. Shenkier	Cheque - 219	2	\$315.58			\$315.58	
15	PRK45GVX											\$8,917.50
16	PRK45GVX	58546	5Y3LW6	Dec 19, 2018	Metaphase Health Research Consulting Inc.	Cheque - 135			\$8,917.50		\$8,917.50	
17	PRKEY5NK											\$140.39
18	PRKEY5NK	58599	54W9WW	Dec 19, 2018	Sodexo Catering	Cheque - 101			\$56.43		\$56.43	
19	PRKEY5NK	58600	X82Z26	Dec 19, 2018	Sodexo Catering	Cheque - 101			\$83.96		\$83.96	



**FACILITY
ENGAGEMENT**
An SSC Initiative



Understanding FEMS Transactions

EVENT DATE	BUSINESS EVENT	BE NUMBER	REFERENCE NUMBER	CLAIM NUMBER	PHYSICIAN SOCIETY/MSA	ACCOUNT	DEPT	ACCOUNT NAME	DEBIT AMOUNT	CREDIT AMOUNT
BE-017063: Funds Transfer - Receipt from DoBC										
01/04/2018	Funds Transfer - Receipt from DoBC	BE-017063	9190 PMTRX		Children's and Women's Hospitals Medical and Allied Staff Engagement Society	10101	0000	Cash	\$125,000.00	
01/04/2018	Funds Transfer - Receipt from DoBC	BE-017063	9190 PMTRX		Children's and Women's	20500	0000	Deferred DoBC funding		\$125,000.00

CASH

DATE	BUSINESS EVENT	ACCOUNT	DEPT	ACCOUNT NAME	DEBIT	CREDIT
Claim Approved						
10/10/2018	Claim Approved	41202	2000	Member time (physician and allied healthcare)	\$946.74	
10/10/2018	Claim Approved	10125	0000	Cheque Clearing		\$946.74
10/10/2018	Claim Approved	20500		Deferred DoBC funding	\$946.74	
10/10/2018	Claim Approved	30500	2000	Ministry funding		\$946.74
Claim Paid						
10/16/2018	Claim Paid	10125	0000	Cheque Clearing	\$946.74	
10/16/2018	Claim Paid	10101	0000	Cash		\$946.74
Totals:					\$2,840.22	\$2,840.22

CHEQUE Clearing

CHEQUE Clearing

CASH

Contact FEMS Support



femssupport@doctorsofbc.ca



604-638-4869 or 1-800-665-2262



www.fems.facilityengagement.ca