

## MASES Reimbursement Policy and Schedule

Registration for an account on FEMS (Facility Engagement Management System) is required for reimbursement, as it is both a Doctors of BC policy and the most effective and efficient way to ensure your payment in a timely manner. To register, visit [fems.facilityengagement.ca](https://fems.facilityengagement.ca).

Please be aware that as per Doctors of BC policy, all claims for sessional time must be completed by the requesting physician personally, from their own FEMS account. Therefore, all physicians making sessional claims must have a FEMS account, regardless of the expected frequency of claims.

### **HOW CAN I REGISTER?**

You can register via a computer/tablet or via the app on a mobile device (the app is available by searching 'Facility Engagement' in your app store). Registration will involve specifying your MSP practitioner number, setting a password, providing baseline user profile information, and specifying preferences and consent. Resources and step guides on the registration process and VersaPay can be found on <http://www.facilityengagement.ca/>

If this is your first time making a FEMS account, or if you have not done so already, please email Nina Payne at [npayne@bcchr.ca](mailto:npayne@bcchr.ca) to be added as a participant to the appropriate Engagement Activity so that claims/expenses can be made. If you are a co-investigator, please include the name of/CC your project lead in the email.

### **WHAT ARE THE PAYMENT METHODS?**

When submitting a claim/expense via FEMS, you may select an option for direct deposit into your chosen bank account through VersaPay, a third party payment processor that will be linked to your account. This method does not have any deadlines for request submissions. Alternatively, if you do not register for VersaPay you will receive payment via cheque which will be subject to a payment schedule.

### **HOW OFTEN ARE CHEQUES DISTRIBUTED?**

Cheques will be issued **twice a month**. If you would like to receive a cheque for reimbursement, requests must be submitted through your FEMS account by **5 PM on the 1<sup>st</sup> and 3<sup>rd</sup> Monday** of the month. The cheques will then be produced and distributed by the following Monday. If your request is submitted after the deadline, it will be included in the following distribution period.

### **HOW CAN I REQUEST A REIMBURSEMENT?**

**Please note:** that **only physicians** may apply for a FEMS account, and as such any reimbursements requested through FEMS will only be paid to the account holder making the request, regardless of payment method.

*Sessional claims/expenses:* to receive payment for time at your sessional rate, and any additional accumulated expenses during that time, simply sign into FEMS and click "Submit a

Claim". From there you may enter your hours, and/or attach any receipts for expenses. If you only have an expense to be reimbursed, click "submit an expense".

*Supplier\*\* claim:* If you require reimbursement for a payment made to a 3<sup>rd</sup> party, or a cheque for a non-physician member of your team, you must visit <http://www.msacw.ca/finance> and complete the online form. We require the name of the requesting physician, as well as details of the supplier (the person to whom the reimbursement will be issued). On this form you will also be required to upload the relevant receipts/invoices. If you are uploading multiple receipts, please ensure that they are separated according to the following expense categories: airfare, communications, conference fees and expenses, consulting, hotel, meals, meeting expenses, parking, taxi, vehicle mileage, and other. Each receipt category must have its own PDF file; however, more than one receipt may be scanned on the same file (i.e. airfare.pdf or meals.pdf). Please ensure that you upload PDF documents only.

\*\* A supplier qualifies as any person other than yourself that requires a reimbursement. Here are a few examples for clarification. If you are unsure if your situation qualifies, please contact Nina Payne at [npayne@bcchr.ca](mailto:npayne@bcchr.ca) for help.

Ex 1. You have ordered catering for an event, and would like MASES to issue a cheque directly to the company.

Ex 2. You have a NON-PHYSICIAN (such as a student, or research coordinator) on your team that requires payment for time, or expenses incurred.

Ex 3. The cheque is to be made out to a general hospital account.

If you have any questions or concerns, please don't hesitate to contact us at [engagement@msacw.ca](mailto:engagement@msacw.ca)

### **WHAT CAN'T I GET REIMBURSED FOR?**

The following are examples of items that cannot be claimed for reimbursement. Be aware that this is not a complete list, and is subject to change. If you are unsure about your specific claim, please contact us for confirmation.

- Clinical equipment or tools used by clinicians or health authority employees that involves direct or indirect patient care, or patient information/data
- Clinical service
- Donations
- Project infrastructure
- Alcohol

Please note, if purchases are to be made for electronic devices, please be reminded that those devices are considered the property of MASES, and must therefore be returned after their use. This reimbursement policy is subject to change, and this may not be the most up to date version. For the most recently updated policy, please visit <http://www.msacw.ca/>

MASES Cheque Reimbursement Schedule

<b>Cheque Request cut-off for 2018 Tuesdays at 12 PM on:</b>	<b>Cheque distribution by:</b>
September 17 <sup>th</sup>	September 24 <sup>th</sup>
October 1 <sup>st</sup>	October 8 <sup>th</sup>
October 15 <sup>th</sup>	October 22 <sup>nd</sup>
November 5 <sup>th</sup>	November 12 <sup>th</sup>
November 12 <sup>th</sup>	November 19 <sup>th</sup>
November 19 <sup>th</sup>	November 26 <sup>th</sup>
December 3 <sup>rd</sup>	December 10 <sup>th</sup>
November 6 <sup>th</sup>	November 13 <sup>th</sup>
December 17 <sup>th</sup>	December 20 <sup>th</sup>
January 7 <sup>th</sup>	January 14 <sup>th</sup>
January 21 <sup>st</sup>	January 28 <sup>th</sup>