

PHYSICIAN SOCIETY MEMBER READINESS CHECKLIST

Facility Engagement Management System (FEMS)

By ensuring that all of the following are completed, you will be able to submit a claim using FEMS and receive payment through electronic fund transfer.

- Decide which **ONE** email account you will use to register for FEMS and VersaPay (third-party payment processor).

Email: _____

- Sign up for VersaPay (refer to the **Register for VersaPay** user guide).

Online: www.versapay.com

- Check email and junk mail for a confirmation email from VersaPay.
- Provide and verify bank account information as directed (will take 1-3 business days).

- Sign up for FEMS (refer to the **Register for FEMS** user guides).

Online: <https://fems.facilityengagement.ca>

Mobile: Search 'Facility Engagement' in your app store

- Click on the **Activate Account** link in an email from no-reply@fems.facilityengagement.ca. You should make sure to check your regular and junk email inboxes for this email.

- Email** your Physician Society Administrator, Engagement Activity Lead, or Physician Society Executive to let them know you have completed your FEMS registration. They will add you as a participant to the necessary Engagement Activities so that you can submit claims.

Congratulations! You are now ready to submit claims and receive payment for your participation in the Facility Engagement Initiative!

Need Help?

604 638 4869

1 800 665 2262

femssupport@doctorsofbc.ca

M-F 9am to 4pm