

How to Submit Claims Online: iExpense

Life Support Courses

AHS reimburses resident physicians for successfully completed courses that have been deemed necessary by their residency program. AHS offers electronic expense processing to improve tracking, follow-up and turn-around times for these claims. See *PARA Article 34.02 Advanced Resuscitation Courses* for more information. Courses eligible for reimbursement are as follows:

- **BLS** – Basic Life Support (prerequisite course)
- **ACLS** – Advanced Cardiac Life Support
- **ATLS** – Advanced Trauma Life Support
- **NRP** – Neonatal Resuscitation Program
- **PALS** – Pediatric Advanced Life Support
- **ALARM** – Advances in Labour Risk and Management
- ***CARE** – Comprehensive Approach to Rural Emergencies (*for Rural Family Medicine Residents Only*)

You are required to complete iExpense training before you can submit a claim electronically. To register for a training session, log into the **MyLearningLink** portal using your AHS network username and password - <http://mylearninglink.albertahealthservices.ca/elearning/bins/index.asp>. Once logged in, click the “Courses & Registration” tab, and type “iExpense” into the search bar. Select the “Introduction to iExpense (without DOAA) – 10001” course (approx.20 minutes long). Completion of the course will ensure access to iExpense is granted within 5 business days.

Monitoring your AHS email is crucial to the iExpense process. Relevant communications including payment confirmation and claim denials will not be directed to external email accounts (ex. UofA email).

Submission Process:

1. Log into iExpense using your Oracle user ID and password. (**Note: this is different from your AHS network account and can only be obtained after completing the mandatory training.**)
<http://insite.albertahealthservices.ca/11122.asp>
2. Once you have logged into iExpense, click “AHS Internet Expenses”.
3. At the top right of the Expenses Home Page, click “Create Expense Report”. Select the Expense Template “PARA”, and provide a title that describes the expense. Then click “Next”.
 - Ex. Feb 2020 ATLS Course
4. For each eligible expense, complete a line item within the “Receipt Based Expenses” tab:

Start Date:	Date on the receipt
Receipt Amount:	Course fee amount
Expense Type:	Select “Courses & Professional Development”
Business Reason:	Title of life support course (ex. ACLS)
Expense Location:	- “AB – Local” if attended in Edmonton - “AB – Other Zones” if attended elsewhere in province OR use the relevant province code - Or enter “International”

NOTE:

- You can claim multiple courses on one iExpense submission as long as they are logged as separate line items.
5. For each expense line, you will need to enter a justification. Click on the “Details” button on the far right of each line and re-enter the title of the life support course (ex. ATLS) in the “Justification” field. Then click “Return”.

6. Once all the expenses have been logged, click “Next”.
7. In order to ensure your claim is charged correctly, populate the Expense Allocation and then click “Next”.

Balancing Unit:	103
Site:	0300
Functional Centre:	71880200001
Account:	61500000

8. From the Summary Page, click the attestation box (top right), review the expenses and click “Submit”. You will be prompted to email your **receipts and course certification** to ahs.expensereceipts@albertahealthservices.ca as attachments. (JPG, PDF, DOC, XLS, or BMP format only please!)
Ensure that you have entered the correct title as specified by iExpense in the subject line of your email.
Note: Claims amounts must be in Canadian currency. If you are claiming a foreign currency, please provide proof of your payment in Canadian dollars (ex. credit card statement).

Missing receipts or certificates will result in claim denial. Resubmission is required in order to reinitiate a denied claim.
9. Your refund will be deposited into the bank account you have registered with ePeople. You can log into iExpense to confirm the status of your claim and if a denial reason is listed. If you do not receive your refund within 3 weeks – please contact ahs.aphelpdesk@ahs.ca.

Remember:

- Travel costs, conferences, unsuccessful courses, cancellation or late fees associated with Advanced Resuscitation Courses are not eligible for reimbursement from AHS.
- Access to AHS systems including iExpense is terminated on the last day of training.

If you have any questions, contact iExpense Support at ahs.aphelpdesk@ahs.ca or call 1-877-595-0007, Option 2

Suggestions?
Please send feedback to EDM.AcademicMedicine@ahs.ca