How to Submit Claims Online: iExpense

As per Article 34.02 of the PARA Agreement, AHS is to reimburse resident physicians for successfully completed courses that have been deemed necessary by their respective program. AHS offers electronic expense processing to improve tracking, follow-up and turn-around times.

You are required to take the 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. You will want to select the “Introduction to iExpense – Self Study” course. Completion of the course will ensure access to iExpense is granted within 3 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. Login 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 2017 ATLS Course
4. For each of the life support courses that you have receipts for, complete a line item within the “Receipt Based Expenses” tab:
   - Start Date = Date on the receipt
   - Receipt Amount = Course fee and materials
   - Expense type = 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”
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: | 6150000 |

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. Also, ensure that you have entered the correct title as specified by iExpense in the subject line of your email.

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