

Medical Officers with multiple contracts

To submit an iExpense claim as a Medical Officer with multiple contracts, please consider the following.

1. [How Oracle is configured for MOs with multiple contracts](#)
2. [How to complete the MOPDRS Multi Contract Claim Form](#)
3. [How to submit the MOPDRS Multi Contract Claim Form on Oracle iExpense](#)

How Oracle is configured for MOs with multiple contracts

As a Medical Officer (MO) with multiple contracts across SA Health, iExpense provides you with one account and the amalgamation of your combined entitlements across sites and enterprise agreements (EAs). This means when applying for professional development reimbursement (PDR) you will have a single login *User Name* (your HAD ID), regardless of the number of contracts you have with SA Health.

Your PD balance is held with your **primary** LHN/agency, which is determined by which contract has the following attributes by comparison with the other contract/s:

1. **Greatest FTE;**
2. If FTE is equal, then the **position you have been in the longest** (not necessarily the agency/LHN you have been with the longest) is your primary;
3. If 1 & 2 are equal, it is the contract with the **lowest employee number**.

Oracle iExpense, by design, does not allow for approval by multiple direct line managers (DLMs), however MOs with multiple contracts/DLMs are to obtain approval from their non-primary DLM(s) by using the [MOPDRS Multi Contract Claim Form \(DOCX 852KB\)](#) and attaching it to the claim to inform the primary DLM (who will review the claim for approval on Oracle).

This enables the review by your other DLM(s) of your PDR claim and when uploaded into iExpense, this provides your primary DLM visibility of your non-primary DLM(s) approval. When you submit a claim for approval, your non-primary DLM will receive an 'FYI' notification via email – this is for their information only and no action is required by your non-primary DLM to progress the claim.

If you are seeking reimbursement for professional development entitlements, in accordance with all applicable EAs in regard to your current contracts held, reference should be made to the relevant EA and the relevant SA Health policies which can be viewed on the [Medical Officer Professional Development intranet page](#).

For employees who have an Oracle account set up for one employee number but then obtain (or had previously held) a different employee number for a separate contract, an [SAH MOPD AP Creation/Maintenance Form](#) must be completed and returned for each SA Health Medical Officer contract regardless of whether it is the primary employee number or not. Ensuring there is an Oracle account for each existing employee number allows Oracle to draw all of the necessary contract data from the CHRIS21 system and therefore allocate the correct PD balance. Failure to obtain an Oracle record for each employee number could result in an insufficient Oracle balance, unaligned with the appropriate entitlements.



How to complete the Multi Contract MOPDR Form

If you have more than one contract, you will also have more than one Direct Line Manager. The MOPDRS Multi Contract Claim Form enables discussion with your other DLM(s) surrounding your professional development and reimbursements.

Once you and your other DLM(s) have completed this form, uploading it to iExpense enables visibility by the MO's primary DLM of that verification.

- > Complete section **A.1** – Primary Contract and Employee Details
- > Complete section **A.2** – Second Contract Details
- > Complete section **A.3** – Third Contract Details (if applicable)
- > Complete section **B** – Details of Current Expense Claim
- > Complete section **D** – Verification by Direct Line Manager (identified in **A.2**)
- > Complete section **E** – Verification by Direct Line Manager (identified in **A.3**) (if applicable)

How to submit the Multi Contract MOPDR Form on Oracle iExpense

Please Note: once you have uploaded this form (into Oracle iExpense) and submitted your claim electronically to your primary LHN DLM, your primary LHN DLM will review this form. If approved your claim will progress to your PD Officer, for a final check of documentation and if complete will progress your claim to SSSA for payment. It is the responsibility of the MO to ensure that all information provided is true and correct to the best of their knowledge.

- > Please refer to our web page sahealth.sa.gov.au/reimburse for user instructions on how to submit a claim
- > Complete each of the steps to progress the creation of the expense report
- > On the first expense line, complete the date, receipt amount, expense type and justification of the item you wish to claim for
- > Click on 'details' icon in far right of expense line

The screenshot displays the Oracle iExpense 'Create Expense Report' interface for 'Cash and Other Expenses'. The interface includes a navigation bar with 'Save', 'Cancel', 'Back', 'Step 2 of 4', 'Next', and 'Currency Conversion Rate' buttons. Below the navigation bar, there are instructions and a table for entering expense lines. The table has the following columns: Select, Line, Date, Receipt Amount, Expense Type, Justification, Reimbursable Amount (AUD), and Details. The first row of the table is highlighted, and red arrows point to the input fields for Date, Receipt Amount, Expense Type, Justification, and the Details icon in the far right of the first row. The 'Total' at the bottom right of the table is 0.00.

Select	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (AUD)	Details
<input type="checkbox"/>	1						
<input type="checkbox"/>	2						
<input type="checkbox"/>	3						
<input type="checkbox"/>	4						
<input type="checkbox"/>	5						
<input type="checkbox"/>	6						
<input type="checkbox"/>	7						
<input type="checkbox"/>	8						
<input type="checkbox"/>	9						
<input type="checkbox"/>	10						

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- > Under 'attachments' select 'Add'

The screenshot shows a web form titled 'Cash and Other Expenses: Details for Line 1'. It has tabs for 'General Information', 'Cash and Other Expenses', 'Expense Allocations', and 'Review'. The 'Cash and Other Expenses' tab is active. The form contains several input fields: 'Expense Type' (dropdown), 'Start Date' (calendar icon), 'Daily Rate', 'Number Of Days' (input), 'Receipt Amount', 'Receipt Currency' (dropdown), 'Exchange Rate', and 'Reimbursable Amount'. On the right side, there are 'Justification', 'Expense Location', 'Merchant Name', and 'Attachments' fields. The 'Attachments' field currently shows 'None' and an 'Add...' button, which is circled in red. At the top right, there are buttons for 'Itemize', 'Duplicate', 'New', 'Remove', and 'Return'. At the bottom right, there are buttons for 'Itemize', 'Duplicate', 'New', 'Remove', and 'Return'.

- > Complete title and description fields and change category field to *MO Multi Contract Reimbursement Form*
- > Select 'browse' and select the file of your multi contract form, refer below for visual

The screenshot shows two sections of a form. The top section is 'Attachment Summary Information' and the bottom section is 'Define Attachment'. In the 'Attachment Summary Information' section, there are fields for 'Title', 'Description', and 'Category'. The 'Category' dropdown is set to 'Mo Multi Contract Reimbursement Form'. In the 'Define Attachment' section, there are radio buttons for 'File', 'URL', and 'Text'. The 'File' radio button is selected. To the right of the 'File' radio button is a 'Browse...' button. Red arrows point to the 'Title', 'Description', 'Category', and 'Browse...' fields.

- > Select 'Apply' to add the approved form to your claim
- > Follow the same method of attaching both your invoice and receipt for the item you are claiming before submitting into iExpense

For more information

Medical Officer Professional Development
Reimbursement System (MOPDRS)
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sahealth.sa.gov.au/reimburseme

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