

## Transfer in Ownership of a WCB Authorized Chiropractic Clinic

In the event that a WCB authorized clinic changes ownership, and the new owners wish to continue providing service under the exiting WCB contract, the WCB requires the following information.

1. A letter from the present owner stating:
  - Their intent to terminate all business interests in the clinic; and
  - The date this becomes effective.
2. A letter from the new owner stating:
  - Their intent to purchase the clinic;
  - The date this becomes effective; and
  - Their intent to continue providing service under the terms and conditions outlined in the existing WCB Contract.
3. Documentation of change in ownership that includes:
  - The new legal owner (s) of the clinic;
  - The registered business name under the new owner (s); and
  - The address, telephone and fax number of the clinic under the new owner (s).
4. The name, address and telephone numbers of any additional WCB authorized clinics that are operated by the new owner (s).
5. An updated list of all Chiropractors working at the clinic including:
  - A photocopy of their current ACAC license
  - A brief CV (indicating education and work experience)
  - A copy of their current professional liability insurance coverage through CCPA or other insurance carrier
6. A copy of the clinic's Comprehensive or Commercial Liability Insurance, in accordance with the Alberta Insurance Act, in an amount not less than TWO MILLION (\$2,000,000.00) DOLLARS per occurrence

Failure to notify the WCB of changes in ownership may result in termination of the WCB contract.

Information can be faxed but the original copies are required. Please forward all information to the address below:

John Rose  
Business Assistant  
Health Care Services  
Workers' Compensation Board - Alberta  
131 Airport Road  
Edmonton, Alberta T5G 0W6  
Tel: (780) 498-3251  
Fax:(780) 498-3998