

How to Become an Authorized Chiropractic Provider

WCB-Alberta requires specific administrative information before a clinic can become an authorized WCB provider. Please ensure your application includes the following information:

1. The official name, legal owner, address, telephone and fax number, e-mail address of the clinic
2. The name, address and telephone numbers of any additional clinics, operated by the same owner, that are WCB authorized
3. A schematic illustration of the floor plan of the clinic indicating:
 - Approximate room dimensions and square footage
 - Emergency exits
 - Access to the building (stairs, elevator, wheelchair ramp etc)
 - A secure storage area for Worker files
4. A list of all therapeutic, diagnostic and exercise equipment
5. A list of all licensed Chiropractors working at the clinic including:
 - A photocopy of their ACAC license
 - A brief CV (indicating education and work experience)
 - A list of any specialty designations
 - A copy of their professional liability insurance coverage
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
7. A copy of the clinic's written plan for reporting and investigating all illnesses, accidents and incidents involving Workers. The plan must provide for:
 - An emergency evacuation procedure
 - Prompt emergency care, if required
 - A verbal report of any illness, accident or incident involving a worker within twenty-four (24) hours to the WCB
 - A follow-up investigation recording the essential facts surrounding the incident
 - A written copy of the follow up investigation being delivered to the WCB within seventy-two (72 hours) of the incident
8. A commitment to using the WCB's electronic reporting system as a condition of becoming WCB approved. **This is mandatory upon commencement of the agreement.** To meet this requirement, the applicant will require a PC running Microsoft Internet Explorer 5.5 or higher and a high-speed internet connection. Applicants in geographic locations where high-speed internet access is not available will be exempt from this requirement upon providing notification to the WCB. Applications for online reporting can be obtained through the WCB's website Online Services Section at www.wcb.ab.ca or by calling the e-Business support team at 780-498-7688 (in Edmonton), 1-866-922-9221 (in Alberta).

Incomplete applications will not be considered until all information is received by the WCB. If successful, a contract will be forwarded for signing.

The clinic will not provide services to Workers until the contract has been signed and given final approval.

Applications can be faxed but the original copy is required before a contract can be forwarded. 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