

Relocating a WCB Authorized Physical Therapy Clinic

In the event that a WCB authorized clinic is moved to another location, a letter must be addressed to the WCB, at least two weeks prior to the move, with the following information:

1. Details of the move, e.g., new address, phone and fax numbers, date of transfer.
2. Intent to continue providing service under the terms and conditions outlined in the existing WCB contract.

Please attach the following information:

1. A schematic illustration of the floor plan of the new 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
2. An updated list of all therapeutic, diagnostic and exercise equipment.
3. An updated list of all Physical Therapists working at the new location. If a new Physical Therapist is starting at the new location, please provide:
 - A photocopy of their PACA license
 - A brief CV (indicating education and work experience)
 - A copy of their professional liability insurance coverage
4. A copy of the relocated 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.

The change in location will not impact the clinic's WCB status provided the information is forwarded in advance to the WCB; however, failure to notify the WCB of the relocation may result in termination of the WCB contract.

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

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