

# Employer Request for Claim File and Intent for Request for Review or Appeal

This form must be completed by an employer or their representative when requesting a copy of a worker's entire claim file to advance a review before the Dispute Resolution and Decision Review Body (DRDRB) or an appeal before the Appeals Commission.

Please note: WCB will only release a claim file when there is a request for review of a decision before the DRDRB or an appeal before the Appeals Commission in accordance with Section 147(4) of the *Workers' Compensation Act* (WCA).

## I. Claimant Information

Worker's Surname	Worker's First Name	Initial	WCB Claim Number
Employer Name			Employer Account Number

## II. Requestor Information

Requestor: <input type="checkbox"/> Employer <input type="checkbox"/> Employer Representative			
Requestor's Name		Company Name	
Street Address	City/Town	Province	Postal Code
Telephone Number ( )	Fax Number ( )	Email	

## III. Method of Delivery

The claim file will be delivered electronically using WCB's secure file transfer service. This ensures the file is transferred safely and securely. Please provide an email and password (six to eight characters), which we will use to secure and send your file.

Email: \_\_\_\_\_ Password: \_\_\_\_\_

If electronic transfer is not an option, the claim file can be picked up at our Edmonton or Calgary offices.

<p><b>WCB Edmonton</b> 9912 107 St NW Edmonton, AB T5K 1G5</p>	<p><b>WCB Calgary</b> 4311 12 St NE #150, Calgary, AB T2E 4P9</p>
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## IV. Claim Information

Provide the entire claim file for claim number: \_\_\_\_\_  
(Claim Number)

If you would like to request additional files that are associated with this worker's appeal, please list them below. Please note, as part of our verification process, we may verify your access to these files prior to their release.

_____	_____	_____
(Claim Number)	(Claim Number)	(Claim Number)



**V. Purpose of Request**

1. a)  The worker, employer, and/or representative has an active appeal on claim: \_\_\_\_\_  
(claim number)
- b)  The employer or representative is requesting a copy of the claim file to potentially initiate a review before the DRDRB or an appeal before the Appeals Commission. If a review has been completed and it has been more than a year since the decision, you must request a waiver of the time limit from the DRDRB before seeking a copy of the file. **The following two questions must be answered:**
- i. **What is the decision or issue you wish to be reviewed? Please be as specific as possible.**
- ii. **What is the date of WCB's letter explaining the decision made in the one year prior (from the claim owner or DRDB)?**
- If your concerns are not resolved upon the review of the claim file, it is your responsibility to send in a "Request for Review" form (G040) to WCB or appeal to the Appeals Commission.*
2.  The employer/representative is initiating a request for review to the DRDRB or an appeal to the Appeals Commission regarding claims costs charged to their accident experience (**Cost Relief**).
- Include Cost Run

I am authorized by the above noted employer to submit a request for reviews or appeals and obtain claim file materials to facilitate that process. I acknowledge that this information is being requested and provided under the authority of the WCA and shall only be used for the following purposes:

- Advance a review before the DRDRB.
- Appeal before the Appeals Commission in accordance with Section 147(4) of the WCA.

I also acknowledge that:

I may be guilty of an offense or charged an administrative penalty under Sections 152 and 152.1 of the WCA if the information is used for **any** other purpose without the consent of WCB. I may be subject to other provincial and federal privacy law and legislation that places further limits to my use and disclosure of information provided to me by WCB and it is my obligation to ensure compliance.

Date:

Printed name:

Signature: \_\_\_\_\_

**Please submit your completed form to Access to Information  
via email to [ati@wcb.ab.ca](mailto:ati@wcb.ab.ca)**

Completed by Access to  
Information

