

# Questioning a WCB-Alberta decision

WCB-Alberta strives to make decisions that are fair and it is important to us that you understand all of the decisions affecting your account. If you would like to have a decision reviewed, please follow our collaborative review process.

## The collaborative review process

### 1. Contact the person who made the decision

- They will explain all of the considerations that went into making the decision.
- If you have any additional information that may change the decision, we will always consider it.

If you still have concerns after completing this step, then continue with the review process.

### 2. Request a review

Complete this online form or you can request a paper version by calling toll-free at 1-866-922-9221. Once WCB receives your request, a supervisor will work with you towards a possible resolution. This collaboration usually resolves most issues, but if you still have concerns, WCB will forward your request to the Dispute Resolution and Decision Review Body (DRDRB). You must submit a request for review within one year from the date of the original decision.

If your request for review is related to a decision that is beyond 12 months, you can submit a request for a deadline extension to DRDRB.

You have three options:

1. If you have not submitted a request for review, you need to complete an online [request for review](#), which will automatically populate to include the information needed for an extension.
2. If you cannot access the online form to submit a request for review, you can access the [G040 PDF form](#). You will also need to download and complete a [DRBEXT extension form](#) and submit this as well. Please send the completed forms to [drdrb@wcb.ab.ca](mailto:drdrb@wcb.ab.ca).
3. If you have already submitted a request for review in any version other than the online form, you will also need to download and complete a [DRBEXT extension form](#). Please send the completed forms to [drdrb@wcb.ab.ca](mailto:drdrb@wcb.ab.ca).

You can use this form to provide your reason(s) for requesting an extension of the 12-month time period. An extension of the time period may be granted when DRDRB considers there is a justifiable reason for the delay. Each case will be judged on its own merit, taking into consideration the reason for delay such as:

- You were unaware of the decision due to a lack of proper notice from WCB and you took reasonable and timely steps to file the request for review once you became aware of the decision.
- You relied on someone else that you trusted to file the request for review on your behalf, and once you became aware that the person had failed to file the request for review, you took reasonable and timely steps to file the request for review.
- You were unable to request a review due to diagnosed mental or physical incapacity or you were prevented from doing so because of some other valid reason.

Additional information that pertains to your request for review along with documentation to support your reason for the delay should be sent by email to [drdrb@wcb.ab.ca](mailto:drdrb@wcb.ab.ca). To prevent delays with the review process, we encourage you to send this information within two business days of submitting your form. Please include your claim number along with your first and last name in the body of your email for identification and tracking purposes.

In considering whether to grant the extension or not, DRDRB will consider your reason for the delay and the overall fairness of granting an extension. In cases where an extension is granted, the DRDRB may outline conditions, such as the setting of deadlines for certain actions to be done.

You can request a paper version by calling our Claims Contact Centre toll-free at 1-866-922-9221.

For additional information regarding deadline extensions, please refer to the [Request for review: Deadline extension fact sheet](#).

### 3. Contact the Dispute Resolution and Decision Review Body (DRDRB)

Before reviewing your file, a review specialist will contact you to:

- Ensure they understand your specific issues and concerns.
- Determine your understanding of the decision.

DRDRB will ensure you have a clear opportunity to outline your issue before the specialist makes an assessment on your case. The review specialist will ask you to determine the best approach to resolve your issue. For example, a telephone conference/meeting may be recommended for more complicated cases that require an in-depth discussion of the decision with the parties involved. After that point, the specialist will review your file and mail a written decision to you once the review has been completed.

### Appealing a DRDRB decision

If you are not satisfied with the results of our review process, you may appeal the DRDRB decision to the Appeals Commission. If the DRDRB decision is dated on or after April 1, 2021, you have one year to submit your appeal to the Appeals Commission. If it is dated from September 1, 2018 up to and including March 31, 2021, you have two years to submit your appeal (based on legislation in place at the time of the decision).

Contact the Appeals Commission at:

**Appeals Commission**  
**Standard Life Centre**  
**#1100, 10405 Jasper Ave.**  
**Edmonton AB T5J 3N4**  
**[www.appealscommission.ab.ca](http://www.appealscommission.ab.ca)**

### Review and appeals seminar

We offer employers a seminar to help understand and participate effectively in the appeals process. The seminar covers claims appeals and premium-related appeals, and is designed to provide an overview of the appeals process. For dates and locations call 780-498-4694 in Edmonton or 1-866-498-4964 within Alberta.

### Role of the Advisor Officer

If you decide to pursue an appeal after your review, the [Advisor Office](#) provides independent advice, assistance and advocacy services for eligible employers.

