



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 request to become authorized includes the following information:

- The official name, legal owner, address, telephone and fax number and email address of the clinic.
- The name, address and telephone numbers of any additional clinics, operated by the same owner, that are WCB authorized.
- 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.
- A list of all therapeutic, diagnostic and exercise equipment.
- 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.
- 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.
- 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 24 hours to WCB.
 - A follow-up investigation recording the essential facts surrounding the incident.
 - A written copy of the follow up investigation being delivered to WCB within 72 hours of the incident.
- A commitment to using 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 provider will require a PC running Microsoft Internet Explorer 5.5 or higher and a high-speed internet connection. Providers in geographic locations where high-speed internet access is not available will be exempt from this requirement upon providing notification to WCB. Self-registration for electronic injury reporting can be accessed on WCB's website at the following link: <https://www.wcb.ab.ca/resources/for-health-care-and-service-providers/online-services.html>. If you have any questions, please contact eBusiness Support at 780-498-7688 or 1-866-922-9221.

Please note: Electronic reporting will only be activated for submission of reporting by your clinic to WCB upon contract finalization by all parties.

Incomplete submissions will not be considered until all information is received by WCB. If successful, a contract will be forwarded to the provider for signing. **The clinic will not provide services to workers until the contract has been signed by all parties and given final approval.**

Documents can be faxed or emailed but the original copies are required before a contract can be forwarded. Please forward all information to the address below:

Health Care Strategy
Workers' Compensation Board – Alberta
131 Airport Road
Edmonton, Alberta T5G 0W6
Tel: 780-498-3219
Fax: 780-498-3998