

# HOW TO USE THE MANUAL

## OVERVIEW:

The *Alberta WCB Policies & Information Manual* contains the current versions of policies approved by the Board of Directors. It also includes the Principles, Statement of Rights, and helpful information such as the Alberta Permanent Clinical Impairment Guide.

### 1. *How can I find the information I need?*

There are three main tools to help you find the information you're looking for:

- The **Table of Contents** gives an overview of all documents in the manual. It includes the chapter, document number, document name and, for Part II of each policy, a list of the policy applications.
- The **Index** is another way of finding information. It is a complete alphabetical listing by subject.
- **Search** with key words, using the Search function on the top right of the screen. The Search function in the Policy Manual pages will give you results from the manual. The Search function from any other WCB page will give you results from the entire WCB website, including the manual.

### 2. *How is the manual organized?*

The policies, general information documents, and appendices are divided into sections:

- **General Policies** that are common to both claimant and employer services
- **Claimant & Health Care Services Policies**
- **Employer Services Policies**
- **General Information** documents that are not policy statements
- **Appendices**
- **Stand-alone documents** including the Principles of Alberta Workers' Compensation, Statement of Rights, Glossary, Archive Notes, Document History, and Index

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3. *How is information arranged in the individual policies?*

Generally, each policy has two parts:

- **Part I** contains a high-level policy statement and interpretation of key words and phrases
- **Part II** contains one or more applications that use a question and answer format to address specific details of the policy application; policies may also have addenda at the end of Part II, usually listing dollar amounts that change from time to time

Both parts form the complete policy approved by the Board of Directors and are binding on decision-makers.

4. *What if I want to see an older version of a policy?*

When a policy is revised, WCB publishes the current policy in the manual, and archives the previous policy issue.

Archived policies from 1997 forward are available. For information on how to view them or how to get copies of policies before 1997, see **Archive Notes**.

You can also check **Recent Changes** where you'll find the most recent policy transmittal notice with a list of the revised policies and a brief description of what changed. Previous policy transmittals are archived there as well.