

## Transferring Ownership of a WCB Authorized Physiotherapy Clinic

In the event that a WCB authorized clinic changes ownership, and the new owners wish to continue providing service under the existing WCB contract, the WCB requires the following information.

1. A letter from the present owner(s) stating:
  - Their intent to terminate all business interests in the clinic; and
  - The date this becomes effective.
  
2. A letter from the new owner(s) stating:
  - Their intent to purchase the clinic;
  - The date this becomes effective; and
  - Their intent to continue providing service under the terms and conditions outlined in the existing WCB Contract.
  
3. Documentation of change in ownership that includes:
  - The new legal owner(s) of the clinic;
  - The registered business name under the new owner(s); and
  - The address, telephone, and fax number of the clinic under the new owner(s).
  
4. The name, address and telephone numbers of any additional WCB authorized clinics that are operated by the new owner(s).
  
5. An updated list of all Physiotherapy staff working at the clinic including:
  - A photocopy of their PACA license
  - A brief CV (indicating education and work experience)
  - A copy of their professional liability insurance coverage
  
6. A copy of the new ownership's Comprehensive or Commercial Liability Insurance, in accordance with the Alberta Insurance Act, in an amount no less than TWO MILLION DOLLARS (\$2,000,000.00) per occurrence, and for an aggregate (if more than one occurrence) of no less than TWO MILLION DOLLARS (\$2,000,000.00).

Failure to notify the WCB of changes in ownership may result in termination of the WCB contract.

Information can be faxed, emailed, or mailed as per below:

ATTN: Business Assistant, Health Care Strategy  
Workers' Compensation Board – Alberta  
131 Airport Road, Edmonton, Alberta T5G 0W6  
Tel: (780) 498-3867  
Fax: (780) 498-3998  
**Email: [hcs.physiotherapy@wcb.ab.ca](mailto:hcs.physiotherapy@wcb.ab.ca)**

