



Transferring ownership of a WCB authorized chiropractic 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, WCB requires the following information:

- A letter from the present owner stating:
 - Their intent to terminate all business interests in the clinic; and
 - The date this becomes effective.
- A letter from the new owner 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.
- 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).
- The name, address and telephone numbers of any additional WCB authorized clinics that are operated by the new owner(s).
- An updated list of all chiropractors working at the clinic including:
 - A photocopy of their current ACAC license.
 - A brief CV (indicating education and work experience).
 - A copy of their current professional liability insurance coverage through CCPA or other insurance carrier.
- A copy of the clinic's comprehensive or commercial liability Insurance. In accordance with the Alberta Insurance Act, in an amount no less than **two million (\$2,000,000.00) dollars** per occurrence.

Failure to notify 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.chiro@wcb.ab.ca