



ICBC Vendor Number Application Information for Nurses (LPN and RN) and Vocational Rehabilitation Consultants

The following vendor number application process applies to businesses located in British Columbia offering services provided by one or more of the following service providers:

- Nurses (LPN and RN)
- Vocational Rehabilitation Consultants

Important! If you are one of following services providers, please see your discipline specific program guides on our [Health services](#) page for application requirements and ensure you submit your application through the [Health Care Vendor Application system](#).

- Acupuncturists
- Chiropractors
- Counselors
- Kinesiologists
- Registered massage therapists
- Occupational therapists
- Physiotherapists
- Psychologists

Applying for a new vendor number

In order to apply for a new vendor number for direct billing, you will be required to follow the application process and submit the information outlined below. You may apply for multiple practitioners at once in the application.

ICBC's Health Care Vendor Application (HCVA) system will require you to input business information into each of the noted fields. In addition to the required business information, we may request additional information.

You are able to save and return to an incomplete application, however, once your application has been submitted for review, you will not be able to update it. Upon successful submission of an application, you will receive an email confirmation with your ICBC application number in 2-4 business days.





Applications that are incomplete or contain inaccurate information will be rejected.

General Vendor Requirements

This section outlines the Business Information and Business Documents that must be provided by applicants applying for a new ICBC vendor account number.

Business Information Required:

- BC Driver's License, BCID or BC Services card number of the person that has signing authority for the applicant (business owner or director)
- Legal Business Name as registered with BC Registry and the BC Registry number (required)
- Doing Business As (DBA) Name as registered with BC Registry and the BC Registry number (optional)
- GST number (if applicable)
- WorkSafeBC registration number (excluding sole proprietors who do not employ any other employees or contractors)
- Business contact information
- Bank and direct deposit information

Business Documents Required:

You will need to upload the following business documents to the HCVA system:

- **City Issued Business License**
Note: If you have employees, subcontractors or independent contractors that are not covered through the applicant's city issued business license, the employee, subcontractor or independent contractor will be required to provide a copy of their own business license
- **Commercial General Liability Insurance** (certificate of insurance evidencing minimum \$2,000,000 per claim in coverage) valid for the current year
 - The policy is required to be in the name of the applicant and must identify the corresponding business location



- A copy of your **bank issued direct deposit form** or a **void cheque**.

Practitioner Specific Requirements

In addition to the information above, you will need to provide the following for each practitioner you wish to add to the vendor account.

For Nurses (LPNs and RNS)

- Practitioner's BC Driver's Licence number, BCID number or BC Services card number
- An electronic or scanned copy of the practitioner's
 - full registration (active and practicing) in good standing with the [BC College of Nurses and Midwives](#) or equivalent provincial authority, including registration number valid for the current year
 - certificate of insurance evidencing at least the minimum amount of professional liability insurance required by the [BC College of Nurses and Midwives](#) valid for the current year
 - city issued business license valid for the current year (if the practitioner is a subcontractor or independent contractor)

For Vocational Rehabilitation Consultants

- Practitioner's BC Driver's Licence number, BCID number or BC Services card number
- An electronic or scanned copy of the practitioner's:
 - full registration (active and practicing) in good standing with [College of Vocational Rehabilitation Professionals](#), including registration number and valid for the current year
 - certificate of insurance evidencing at least \$1,000,000 or higher professional liability insurance valid for the current year
 - city issued business license valid for the current year (if the practitioner is a subcontractor or independent contractor)



Updating an existing vendor number

In order to update an existing vendor number, you will need to complete and submit the below forms, as appropriate. These forms must be submitted to biproviderapp@icbc.com.

- [Health service vendor account/change \(CL174G\)](#)
- [Authorization for direct bank deposit \(ACG364\)](#)

Disclaimer

Health care providers and businesses must continue to meet the applicable vendor requirements, including business licensure, insurance, and applicable registrations, on an ongoing basis in order to retain their vendor number. Health care providers are responsible for informing ICBC of material changes to their vendor information including, but not limited to, changes to their business name/ownership, location, services, and a practitioner's practice status.

ICBC reserves the right, at its sole discretion, to withdraw, suspend or deny a vendor number, or to refuse direct billing for specific treatment providers. ICBC may take such action in circumstances that include, but are not limited to:

- Violation of ICBC's [Code of Ethics](#).
- Aggressive, inappropriate, and/or abusive behaviour or communication towards ICBC employees.
- A health care provider is or becomes subject to practice restrictions, limits or conditions.
- A regulatory body or professional association:
 - Commences or has conducted a misconduct investigation.
 - Reprimands or disciplines a health care provider.
- A health care provider or the business that employs them fails to advise ICBC of a material change in their practice status, including but not limited to a change in registration or membership status with the relevant regulatory body or professional association.