



# ICBC Vendor Number Application Requirements

## Applying for a new vendor number

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:

- Acupuncturists
- Chiropractors
- Counselors
- Kinesiologists
- Massage therapists
- Nurses
- Occupational therapists
- Physiotherapists
- Psychologists
- Vocational Consultants

A vendor number is required to invoice ICBC directly for approved services. This process must be followed to ensure suppliers have a valid vendor number for direct billing purposes.

In order to apply for a new vendor number, the applicant will be required to submit their Business Information, Business Documents and Practitioner Specific Requirements as outlined below. Applicants may apply for multiple practitioners at once in the application.

ICBC's Health Care Vendor Application (HCVA) system will require the applicant to input business information into each of the noted fields. In addition to the required business information, there may be additional documents the applicant is required to provide.

Applicants are able to save and return to their application during various stages of the information input and document uploading process. However, once the application has been submitted for review, the applicant will not be able to make any changes to the application. 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 not be considered. If ICBC receives an incomplete or inaccurate application, the applicant will be notified that their application has been rejected. In order to minimize the likelihood of submitting an incomplete or inaccurate application, please review all of the application requirements carefully.

## General Vendor Requirements and Business Information

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

### **Business Information Required:**

Applicants are required to input the following business information into the HCVA



system:

- First and last name of the person that has signing authority for the applicant (business owner or director) including if the applicant is a corporation
- The BC Driver's License, BCID or BC Services card number of the applicant or, if the applicant is a corporation, the person that has signing authority for the applicant
- Confirmation of Business Type (Sole Proprietor, General Partnership, Corporation)
- Legal Business Name (if the legal business name has been registered with BC Registry, please provide the registration number)
- Registered Doing Business As (DBA) Name (if applicable, please provide the BC Registry number)
  - **Note:** Only DBAs registered with BC Registry Services will be added to the vendor account.
- GST/PST number (if applicable)
- WorkSafeBC registration number (excluding sole proprietors who do not employ any other employees)
- Business contact information (including business physical/mailing address, phone, and communication email)
- Bank Name, address, and direct deposit information

### **Business Documents Required:**

Applicants are required to upload the following business documents to the HCVA system:

- **City Issued Business License**
  - The business license is required to be in the legal business name of the applicant as set out in Business Information and valid for the current year
    - **Note:** If the applicant has 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** including account name and number of a **void cheque**.

**Note:** Additional information or documents may be requested in order to process your vendor number application.

### **Practitioner Specific Requirements**

In addition to the Business Information and Business Documents, applicants are required to provide the following information and documentation for **each practitioner** they wish to add to the vendor account number.

**Note:** Only practitioners that have been approved for direct billing through the applicant's account are authorized to direct bill ICBC. **Invoicing for practitioners that have not been approved to bill under the applicant's vendor account is strictly prohibited.**



### Acupuncturists

- Practitioner's legal first and last name
- 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 [College of Traditional Chinese Medicine Practitioners and Acupuncturists](#), including registration number (e.g. copy of membership card or certificate) valid for the current year
- An electronic or scanned copy of certificate of insurance evidencing at least the minimum amount of professional liability insurance required by the [College of Traditional Chinese Medicine Practitioners and Acupuncturists](#) valid for the current year
- An electronic or scanned copy of the Practitioner's city issued business license valid for the current year (if the practitioner is a subcontractor or independent contractor)

### Chiropractors

- Practitioner's legal first and last name
- 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 [College of Chiropractors of BC](#), including chiropractor ID (e.g. membership certificate) valid for the current year
- An electronic or scanned copy of certificate of insurance evidencing at least the minimum amount of professional liability insurance required by the [College of Chiropractors of BC](#) valid for the current year
- An electronic or scanned copy of the Practitioner's city issued business license valid for the current year (if the practitioner is a subcontractor or independent contractor)

### Counsellors

- Practitioner's legal first and last name
- 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 and valid for the current year with any one of the following associations (e.g. membership card):
  - [Association of Cooperative Counselling Therapists of Canada](#),
  - [BC Association of Clinical Counsellors](#),
  - [BC College of Social Workers](#),
  - [Canadian Counselling and Psychotherapy Association](#), or
  - [Canadian Professional Counsellors Association](#)
- An electronic or scanned copy of master's degree or doctorate degree in psychology, psychiatry, social work, clinical or counselling psychology
  - Ensure the documentation provided clearly identifies the study stream. Additional documentation may be required if the study stream is not clearly indicated.
  - **Note:** An International Credential Evaluation or equivalent may be required for degrees obtained outside of Canada.



- An electronic or scanned copy of certificate of insurance evidencing at least: (i) \$1 million in professional liability insurance; or (ii) the amount of professional liability insurance required by the applicable professional association, whichever is greater valid for the current year
- An electronic or scanned copy of the practitioner's city issued business license valid for the current year (if the practitioner is a subcontractor or independent contractor)

### **Kinesiologists**

- Practitioner's legal first and last name
- 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 and valid for the current year with any one of the following associations:
  - [Athletic Therapists Association of BC](#)
  - [BC Association of Kinesiologists](#),
- An electronic or scanned copy of certificate of insurance evidencing at least: (i) \$1 million in professional liability insurance; or (ii) the amount of professional liability insurance required by the applicable professional association, whichever is greater valid for the current year
- An electronic or scanned copy of the practitioner's city issued business license valid for the current year (if the practitioner is a subcontractor or independent contractor)

### **Massage therapists**

- Practitioner's legal first and last name
- 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 [College of Massage Therapists of BC](#), including registration number (e.g. membership card) and valid for the current year
- An electronic or scanned copy of certificate of insurance evidencing at least the minimum amount of professional liability insurance required by the [College of Massage Therapists of BC](#) valid for the current year
- An electronic or scanned copy of the practitioner's city issued business license valid for the current year (if the practitioner is a subcontractor or independent contractor)

### **Nurses**

- Practitioner's legal first and last name
- 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
- An electronic or scanned copy of 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



- An electronic or scanned copy of the practitioner's city issued business license valid for the current year (if the practitioner is a subcontractor or independent contractor)

### **Occupational therapists**

- Practitioner's legal first and last name
- 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 [College of Occupational Therapists of BC](#) or equivalent provincial authority (for non-BC Occupational Therapists) (e.g. membership card) valid for the current year
- An electronic or scanned copy of certificate of insurance evidencing at least \$5,000,000 in professional liability insurance valid for the current year
- A completed [Occupational Therapist Participation Agreement](#)
- An electronic or scanned copy of the practitioner's city issued business license valid for the current year (if the practitioner is a subcontractor or independent contractor)

### **Physiotherapists**

- Practitioner's legal first and last name
- 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 [College of Physical Therapists of BC](#), including registration number (e.g. membership card) and valid for the current year
  - **Note:** Interim registrants may apply to be added to an existing vendor number as they may direct-bill ICBC for services while under supervision
  - Interim registrants who wish to be added to an existing vendor number must provide all the documents outlined in this section.
- An electronic or scanned copy of certificate of insurance evidencing at least the minimum amount of professional liability insurance required by the [College of Physical Therapists of BC](#) valid for the current year
- An electronic or scanned copy of the practitioner's city issued business license valid for the current year (if the practitioner is a subcontractor or independent contractor)

### **Psychologists**

- Practitioner's legal first and last name
- 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 [College of Psychologists of BC](#), including registration number valid for the current year
- An electronic or scanned copy of certificate of insurance evidencing at least the minimum amount of professional liability insurance required by the [College of Psychologists of BC](#) valid for the current year
- An electronic or scanned copy of the practitioner's city issued business license valid for the current year (if the practitioner is a subcontractor or independent contractor)



independent contractor)

### **Vocational Consultants**

- Practitioner's legal first and last name
- 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
- An electronic or scanned copy of certificate of insurance evidencing at least \$1,000,000 or higher professional liability insurance valid for the current year
- An electronic or scanned copy of the practitioner's city issued business license valid for the current year (if the practitioner is a subcontractor or independent contractor)