



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 (business owner or director)
- Confirmation of Business Type (Sole Proprietor, General Partnership, Corporation)
- 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 (required)
 - **Note:** Only registered Legal Business Names/DBAs will be considered for a vendor account. If the business is incorporated outside of BC, you are required to provide the BC Statement of Registration (as an Extraprovincial Company) and a government-issued document that lists all current owners and directors.
- GST number (if applicable)
- WorkSafeBC registration number (excluding sole proprietors who do not employ any other employees or contractors)
- Business contact information (including business physical/mailling address, phone, and communication email)
 - **Note:** Clinic sharing locations are permitted as the location address for a vendor account, however office share/co-work space addresses are not permitted.
- 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 and business address 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 the name on the account and the account number or 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 Complimentary Health Professionals of BC](#), 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 Complimentary Health Professionals 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)

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 certificate of registration (active and practicing) in good standing with the [College of Complimentary Health Professionals of BC](#), including chiropractor ID (e.g. certificate of registration) 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 Complimentary Health Professionals 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 Complementary Health Professionals of BC](#), including registration number (e.g. registration 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 Complementary Health Professionals 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 Health and Care Professionals 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 Health and Care Professionals of BC](#) including registration number (e.g. registration 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 Health and Care Professionals 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 Health and Care Professionals 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 Health and Care Professionals 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)

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)