



## ICBC Vendor Number Application Requirements

### Applying to add a practitioner to an existing vendor account

In order to apply to add a practitioner to an existing vendor account, the applicant will require their existing vendor number and an [ICBC Portal PIN](#) to log into ICBC's Health Care Vendor Application System. Applicants may add multiple practitioners to their existing vendor account at once.

Applicants are able to save and return to their application after they add each practitioner. 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, an email confirmation with your ICBC application number will be sent in 2-4 business days to the communications email address listed on your vendor account.

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.

**Invoicing for practitioners that have not been approved to bill under the applicant's vendor account is strictly prohibited.** If the applicant receives approval to invoice for the practitioner that they have requested to add, the approval is only to invoice for approved services provided to an ICBC customer effective the date the application to add the practitioner was approved. ICBC does not permit retroactive invoicing (i.e. invoicing for services performed prior to the date that the application to add the practitioner was approved).

**Please note:** ICBC is currently reconciling all vendor accounts. Vendor Account Reconciliation is an ongoing process that ensures that vendors meet and maintain all of the ICBC Vendor Number Requirements. Vendor Account Reconciliation may be initiated at any time, and may align with any applications to add a practitioner to a vendor account.

### General Vendor Requirements and Business Information

This section outlines the Business Documents and Business Information that must be provided by all businesses (or sole practitioners) applying to add a practitioner to their existing vendor account.

#### **Business Information Required:**

The following is a list of business information that the applicant will enter into in the new Health Care Vendor Application 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 Licence, BCID or BC Services card number of the person that has signing authority for the applicant



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

### 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 current year
- An electronic or scanned copy of the Practitioner's city issued business license valid for 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 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 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 or 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
- An electronic or scanned copy of the practitioner's city issued business license (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 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 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)

### **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)