

Information Bulletin

June 23, 2023

**Attention: Self-Managed Personal Care (SMPC)
Program Contractors**

**Subjects: Biannual report reminder, new form
template coming, & online submission**

Biannual Progress Report reminder

Thank you to those of you who have already submitted your Self-Managed Personal Care Biannual Progress Report. For those that have yet to do so, please accept this reminder that you are required to complete and submit a progress report using the Self-Managed Personal Care Biannual Progress Report template (83W133).

These reports must be received on or before the last calendar day of each June and December. The report template should be completed in its entirety with as much detail as possible, and is preferred to be received type written.

New report form template

You can find the latest report form template on our website at www.worksafebc.com, or directly at [Self-Managed Personal Care - WorkSafeBC](#). Please note we are currently revising the Self-Managed Personal Care Biannual Report template (83W133) which will be ready and available at the above link for your next submission in December.

Online submission of Biannual Progress Report

We are updating the way in which you can submit the Self-Managed Personal Care Biannual Progress Report. Previously, you have been asked to fax this in by June 30 and December 31 each year to 604.233.9777 or toll free at 1.888.922.8807. Now, online is the quickest and easiest method! After completing the fillable form with your caregiver, visit worksafebc.com/claims-uploader to submit the electronic document to your claim file. Alternatively, you can print the form, complete and/or sign it manually, and upload a photo of it at the URL above.

Please do not hesitate to reach out if you have any questions or concerns.

Contact

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For more information about other health care programs at WorkSafeBC, visit us online at <https://www.worksafebc.com/en/health-care-providers>.