

# Vendor Application Form for Chiropractic Services

## Frequently asked questions for RFP #047-2025

WorkSafeBC is issuing this FAQ #1 to provide the following answers to questions regarding the Vendor Application Form (VAF) under RFP #047-2025.

1. **Who needs to apply?**

All chiropractors who are interested in providing services for patients with a workplace injury must apply submit a Vendor Application Form (VAF) to be qualified and allowed to provide services under a Services Agreement starting January 1, 2026.

We will accept responses to the VAF from either a clinic employing multiple practitioners or a sole proprietor practitioner.

2. **Should we continue to see WorkSafeBC patients for Chiropractic services while our application is processed, or must we wait for official approval before seeing any new patients starting January 1?**

If a provider applies for a VAF and sees new patients while the contract is being finalized, they can continue treating injured workers. To avoid potential payment issues, please hold off on invoicing the new rates until a new contract is in place. As per the services agreement, providers have up to 90 days from the original date of service to invoice WorkSafeBC.

3. **Whose name should I give for the person applying under section 1.1 Contact information?**

The legal entity name that is filed with BC Registry.

4. **Please explain contract signatory name and contract signatory title under section 1.1 Contact information.**

Contract signatory name is the person authorized to sign contracts on behalf of the company. Examples for Contract signatory title include president, owner, partner, CEO, VP of Operations, etc.

**5. Do all chiropractors working in the clinic need to submit the VAF?**

To provide chiropractic services, either a clinic or practitioner must submit a VAF. A clinic with multiple chiropractors may submit one VAF and use the clinic payee# for invoicing purposes.

Practitioners who are choosing not to be contracted with WorkSafeBC will still be required to submit a Form 8C upon assessing an injured worker as per the *Workers Compensation Act*. Practitioners will not have to submit a VAF to continue to uphold this requirement.

**6. We have a chiropractor who operates through my company (clinic). All billings, including MSP/Teleplan & the former WorkSafeBC program/agreement are done through the clinic payee#. Does the chiropractor need to send in a separate application or can they simply be added to the clinic application.**

The chiropractor would fall under the clinic payee# and would not need to submit a separate application.

**7. What is a trade name?**

It is your operating business name or your “doing business as” (dba) name. Trade names may or may not be registered under the BC Registry.

**8. What is an Assessment Registration under section 1.3 WorkSafeBC coverage?**

This is your WorkSafeBC insurance coverage number. You can find more information at [worksafebc.com/insurance](https://worksafebc.com/insurance).

**9. I am a sole proprietor with no employees. am I required to have Personal Optional Protection (POP) coverage for myself?**

As a sole proprietor with or without employees, you are required to register for POP coverage for yourself. You may find more information on the [Personal insurance coverage provides peace of mind](#) page on worksafebc.com.

**10. What is a Business Registry document?**

All Respondents are required to submit a current copy of the BC Registry Services search of their company to confirm their


- (1) Legal name; and
- (2) Business entity

Note that we are not requesting a copy of your Articles of Incorporation or Certificate of Good standing. You can find more information on the [BC Registries and Digital Services](#) page on gov.bc.ca.

Here's a sample of the document we require for corporations:

		Mailing Address: PO Box 9431 5th Prov Govt Victoria BC V8W 9V3 <a href="http://www.corporateonline.gov.bc.ca">www.corporateonline.gov.bc.ca</a>	Location: 2nd Floor - 940 Blanshard Street Victoria BC 1 877 526-1526
<b>BC Company Summary</b> For <b>COLIN TEST BC COMPANY #1 LIMITED</b>			
Date and Time of Search:	January 07, 2015 12:11 PM Pacific Time		
Currency Date:	December 04, 2014		
<b>ACTIVE</b>			
Incorporation Number:	BC0777477		
Name of Company:	COLIN TEST BC COMPANY #1 LIMITED		
Recognition Date and Time:	Incorporated on December 18, 2006 09:44 AM Pacific Time	In Liquidation:	No
Last Annual Report Filed:	December 18, 2013	Receiver:	No
<b>COMPANY NAME INFORMATION</b>			
Previous Company Name	Date of Company Name Change		
CORPORATE ONLINE TEST BC COMPANY #1 LTD.	March 03, 2012		
CORPORATE ONLINE #2 TEST COMPANY LTD.	March 03, 2012		
0777477 B.C. LTD.	December 22, 2006		

Here's a sample for sole proprietors:

		Mailing Address: PO BOX 9431 5th Prov Govt Victoria BC V8W 9V3 <a href="http://www.bcregistryservices.gov.bc.ca">www.bcregistryservices.gov.bc.ca</a>	Location: 2nd Floor - 940 Blanshard St. Victoria BC 1 877 526-1526
<b>Sole Proprietorship Summary</b> For			
Date and Time of Search:	September 19, 2017 12:51 PM Pacific Daylight Time		
Currency Date:	August 18, 2017		
<b>ACTIVE</b>			
Registration Number:			
Name of Sole Proprietorship:			
Registration Date:			
Business Start Date:			
Nature of Business:			
<b>ADDRESS INFORMATION</b>			
Business Address:	Mailing Address:		
<b>PROPRIETOR INFORMATION</b>			
Individual or Company Name:			
Residential Address:			

## 11. What information do I need to provide for access to personal information under section 4. Freedom of Information and Protection of Privacy Act ("FIPPA")?

Respondents are requested to provide an overview on the access of their client's personal information: who, how, and when it is accessed.

**12. What information do I need to provide for software provider privacy policy under section 4. Freedom of Information and Protection of Privacy Act (“FIPPA”)?**

Respondents are requested to provide an overview of their software provider’s privacy policy on personal information, which is typically available on the software provider’s websites.

**13. We currently submit 8C through the Jane app and were told we now have to submit through the Teleplan portal. I see a place to upload claims, but not payment. Do we still submit payment through the Jane app?**

Following a successful VAF application, you may invoice the 8C through HIBC/Teleplan for initial assessments completed on or after January 1, 2026.

## Questions?

Any further questions related to the VAF **must** be directed to:

**WorkSafeBC Procurement Services**

[procurement@worksafebc.com](mailto:procurement@worksafebc.com)

Respondents shall not contact or ask questions of the WorkSafeBC department for which the contracts being procured, unless so directed elsewhere in this document.