

An employer can request access to the assessment/classification file by contacting WCB Employer Services at 902-368-5680.

Relevant forms and information about WCB services are available at www.wcb.pe.ca or at the WCB office.

Is there a charge for a copy of the file?

There is no charge for the first copy of the file, including any updates. There may be a charge for additional copies.

Where can the Workers Compensation Act and Workers Compensation Board policies be found?

The *Workers Compensation Act* and WCB Policies are available to download from the WCB website at www.wcb.pe.ca. Printed copies of the *Act* are available at Island Information Service located at 11 Kent Street, Charlottetown.

What is the process for submitting new evidence?

New evidence should be sent to the original decision maker for review and response.

Can an internal reconsideration decision be appealed?

An internal reconsideration decision can be appealed to the Workers Compensation Appeal Tribunal (WCAT) within thirty (30) days of the internal reconsideration decision.

WCAT forms are available at www.gov.pe.ca/wcat. For more information, please contact WCAT at 902-894-0278 or fax to 902-620-3477.



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For more information, please contact:

Workers Compensation Board
14 Weymouth Street,
PO Box 757, Charlottetown, PE C1A 7L7
Tel: 1-800-237-5049 (toll free in Atlantic Canada)
902-368-5680
Fax: 902-368-6359
Website: www.wcb.pe.ca



Guide to Internal Reconsideration

Guide to internal reconsideration

This brochure provides guidelines on the Workers Compensation Board (WCB) internal reconsideration process. Please refer to the Workers Compensation Act and WCB policy, Internal Reconsideration (POL-48) at www.wcb.pe.ca for additional information.

What is internal reconsideration?

Internal reconsideration is an internal review (or *appeal*) process used when a person with a direct interest disagrees with a decision of the WCB.

Is there a time limit?

A request for internal reconsideration by a person with a direct interest must be made within 90 days from the date of notification of the decision.

How can an internal reconsideration be requested?

To request an internal reconsideration, submit a Request for Internal Reconsideration (IR-01) form. Be sure to clearly identify contact information and the reasons why you disagree with the decision.

The form can be found on the WCB website at www.wcb.pe.ca, and at the WCB office, the Office of the Worker Advisor or the Office of the Employer Advisor.

Will submissions be accepted after the reconsideration has been filed?

Materials and submissions, arguments, or reasons must be submitted in writing with the request.

Can someone else be a representative?

A person with a direct interest can be represented by the Worker Advisor, Employer Advisor, a union representative, a relative, a friend, or a lawyer. Internal reconsideration assistance is available at:

Office of the Worker Advisor
161 St. Peter's Rd, P.O. Box 2000
Charlottetown, P.E.I. C1A 7N8
Tel: (902) 368-6460
Toll Free: 1-800-658-1806
Fax: (902) 368-6576

Office of the Employer Advisor
40 B Burns Avenue P.O. Box 2000
Charlottetown, P.E.I. C1A 7N8
Tel: (902) 368-6132
Fax: (902) 368-4382

If a representative signs the request for internal reconsideration, all future correspondence will be sent to the representative only.

Will costs associated with the internal reconsideration process be paid?

A Worker Advisor or Employer Advisor is available to assist with the internal reconsideration process at no cost.

The WCB is not able to compensate for costs associated with the internal reconsideration process, such as lost wages, travel expenses, legal fees or other expenses.

Can a worker or employer request a copy of the file?

A worker can obtain a copy of their claim file by submitting a Worker's Request for Release of File (Form A).

A worker's employer at the time of the accident may request a copy of relevant information in the worker's file, when there is a bona fides issue in dispute, by completing an Employer's Request for Release of File (Form D).