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The Medical Panels Commissioner has created guidelines to help assist those involved with the Medical Panels Program. The Medical Panel General Rules of Procedure may also be helpful.

For more information, contact the Medical Panel Office for Alberta Workers' Compensation at:

**Edmonton / Calgary**  
Standard Life Centre  
#210A, 10405 Jasper Avenue  
Edmonton, AB T5J 4R7

**Reception:** 825-468-4251  
**Toll Free:** 877-787-0622  
**Fax:** 780-424-6352  
**Email:** [mp@gov.ab.ca](mailto:mp@gov.ab.ca)

or, through our web site at [www.medicalpanels.alberta.ca](http://www.medicalpanels.alberta.ca)

Let us know if your address or contact information changes, or if you choose a representative or your representative changes.

## A. What Is a Representative?

A representative may access information about your claim verbally, in writing, and/or in person. They have the authority to make decisions on your behalf, will receive a copy of correspondence sent to you, and receive a copy of your Medical Information Package prepared for your panel.

If you want someone to represent you at the Medical Panels Program, you must ask them to agree to do this. Just because you have authorized someone at the Workers' Compensation Board or Appeals Commission to represent you does not mean they will represent you at the Medical Panels Program.

## B. How to Appoint a Representative

To authorize a representative, you must submit a separate *Notice of Representation* form. The *Notice of Representation* form is valid for two (2) years from when it was signed and dated. This gives the Medical Panels Program authorization to work with your representative.

If you do not have a representative now, you can still choose to have a representative at any point during the Medical Panels process. Just send us the completed *Notice of Representation* form once you have a representative.

You may only have one representative at a time at the Medical Panels Program.

If you want to change or cancel your representative, you must do so in writing.

## C. What is a Medical Professional Advisor?

According to the Medical Panels Regulation, you may select a Medical Professional Advisor to provide input and make representations on your behalf during your medical panel examination. A Medical Professional Advisor is separate from a representative.

A Medical Professional Advisor may be your family physician, a specialist you have seen before, or any other physician familiar with your case. They are reimbursed by the Medical Panels Program for their services.

## D. How to Appoint a Medical Professional Advisor

If you want to have a Medical Professional Advisor attend your panel, please fill out the *Appointment of a Medical Professional Advisor* form. This form will give your Medical Professional Advisor permission to attend your medical panel examination and receive a copy of the Medical Information Package.

If you want a physician to be your Medical Professional Advisor, you must ask them. The Medical Panels Program cannot force a physician to assist you in this role.

We are unable to schedule the Medical Panel date around your Medical Professional Advisor's schedule. It is your responsibility to notify your Medical Professional Advisor of the date and time of your panel. If your Medical Professional Advisor cannot attend in-person, it may be possible for them to attend via video conference.

If they cannot attend the panel in-person or via video conference, they are welcome to make a written submission that the Medical Panel will review.

Please speak to Medical Panels Program staff to arrange either of these alternative ways to participate.