



Process

To be eligible to work with WSBC you must be in good standing with BCCNM. No formal contract or application is required to provide services to WorkSafeBC.

1. Setting up as a WSBC Provider

First step: Obtain a Payee Number

- Contact [WorkSafeBC Procurement Services](#) to request a payee number.
- This number is required before you can submit invoices or receive payment

2. Confirming a Worker's Claim

Always confirm that the worker's claim has been accepted before providing treatment or submitting invoices.

Use the View Claim Status tool through the [WSBC Online Portal](#) to verify claim approval.

3. WSBC Online Portal – Invoicing & Documentation

You will use the WSBC Online Portal to:

- Submit invoices and required forms
- Save draft invoices
- Upload supporting documents (e.g., Form 11NP or Form 8NP)
- Receive confirmation of invoice receipt
- Track invoice status and payments
- Check claim status prior to invoicing

4. How to Submit an Invoice

- I. Log in to the WSBC online portal.
- II. Scroll to "My Provider Services."
- III. Select "Create and Submit Invoice."
Enter: Patient's claim number and Patient's last name
- IV. Select "Search."
The system will confirm whether the claim is approved.
- V. If the claim shows "Approved":
Proceed with invoice creation
Upload the required Form 11NP or 8NP when prompted
- VI. Submit the invoice.

5. Nurse Practitioner Fee Schedule

[Refer to the official WSBC Nurse Practitioner Fee Schedule for billing rates](#)

Payments

WSBC services are third-party billings and must not be claimed as contract hours.

Payment options:

- Cheque mailed to the address provided when setting up your account, or
- Direct deposit via Electronic Funds Transfer (EFT)

References

<https://www.worksafebc.com/en/health-care-providers/provider-types/nurse-practitioners>

<https://www.worksafebc.com/en/resources/health-care-providers/guides/nurse-practitioner-fee-schedule?lang=en>