

Review Division Submission Form - Introduction

The Review Division has introduced this new form, Review Division Submission form ("Submission form"), to assist applicants in making an effective submission to the Review Division.

This form **must be** completed and attached to any additional submissions you are sending in (if you have any). A letter of submission can be attached instead of completing Section D.

A. Review information

If the Submission Form was sent to you from the Review Division, this information should already be filled in by Review Division staff. Verify that this information is correct. If any pre-filled information is incorrect, contact us immediately.

B. File information received & complete?

You should verify that you have received copies of the records as indicated on the Submission form (these record numbers should be filled in by Review Division staff). After reviewing the records, you should indicate that you have reviewed the disclosed records and find them complete or not. This lets us know whether you have received all the relevant records for your review. After reviewing the copies of the records, determine whether you wish to proceed with your review. If you wish to withdraw your review, please check the box "I have read the records and wish to withdraw my request for review."

C. What is the result you want from this review?

You must state clearly and in as much detail as possible what outcome you would like. If this is the same as what you put on your Request for Review form, check the box to indicate so. Otherwise check the box "I would like..." and provide your detailed explanation in the space provided.

D. Please give your reasons

You should tell us in detail why you believe that the Board decision should be changed. Check as many of the boxes as you feel are applicable and enter an explanation for each one in the area indicated below.

Please be as detailed and as specific as possible. If the space provided is insufficient, please attach your comments on a separate sheet and send them all in together. If you prefer to provide the information we require in Section D by letter, you may do so but please attach the letter or additional information you would like to include to your Submission form by the deadline date (i.e. do not send documents at various times).

The Board Officer does not have complete discretion to pay benefits or make other decisions. The Workers Compensation Act (the *Act*) and the Board's published policies provide direction on what a Board Officer (including a Review Officer) can or can't do. You may find it helpful in preparing your submissions to review the appropriate law and policies. This may help you to explain what you disagree with. These can be found at http://www.worksafefbc.com/publications/publication_index/default.asp or can be accessed at any public library.

E. Signature block

You (or your representative) must sign the Submission form and enter your contact information. This is required as you may be contacted should any questions arise from receipt of your Submission Form.