

INFORMATION CHECKLIST

The Board Secretary will provide all parties with information regarding their right to file a written brief (argument) and evidence before the hearing, and the filing procedures for this material. The following lists some examples of the type of information that may be included in the written brief:

1. A written chronology of events related to the appeal [the telling of your story]
2. Government Identification i.e. Driver's license and Passport (**Registration Appeals Only**).
3. Proof of residency in Manitoba – 2 pieces (Lease agreement, utility bills, school registration confirmation, letter confirming residency in Manitoba) (**Registration Appeals Only**)
4. Legal status documents set out in chronological order for the applicant and all dependants covered under the appeal (Work permits, Nomination Letters, IRCC letters of extensions, Letter of permanent residency, etc.) (**Registration Appeals Only**)
5. Related medical and physician records and receipts, ideally set out in chronological order.
6. Physician letter(s) of referral for medical services/procedures ideally set out in chronological order. (Insured Benefit Appeals)
7. Correspondence/Reports, ideally set out in chronological order, from:
 - An appellant [the person who the appeal is about]
 - The appellant's representative(s)
 - Manitoba Health
 - Other government agencies/bodies [e.g. Addictions Foundation of Manitoba, Regional Health Authorities]
 - Physicians and other health care professionals
 - Diagnostic test results
 - Facilities in other provinces/out-of-country (Insured Benefit Appeals)
8. A written summary of costs associated with medical services received along with a detailed breakdown of expenses with attached relevant invoices/receipts
9. Additional background information, if applicable to the specific issues involved in the appeal:
 - Articles related to specific medical conditions and/or procedures, services, treatments or research articles on specific medical conditions and/or medical procedures/services/treatments.¹
 - Applicable legislation [e.g. *The Health Services Insurance Act* and associated Regulations]
 - Legal precedents or other case law
 - For case law specific to Manitoba Health Appeal Board, look [here](#).

When submitting articles of any type, you must also provide information of the specific source for where this information was obtained [e.g. the name of the newspaper, internet site, association or support body e.g. Heart & Stroke Foundation, Canadian Mental Health Association, Cancer Manitoba]]. Legal precedents or case law must include information as to the court deciding the issue (i.e. Manitoba Court of Appeal) and the date of the decision.

¹PLEASE NOTE: Information must be relevant to the specific issue(s) under appeal and you should be prepared to advise the Board at the hearing how this information relates to the issue(s).