

INFORMATION CHECKLIST

When an appeal hearing is scheduled before the Manitoba Health Appeal Board, its Administrator 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. Chronology of events related to the appeal [the telling of your story]
2. Related medical and physician records
3. Physician letter(s) of referral for medical services/procedures
4. Correspondence/Reports (if applicable) 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
5. Invoices and/or summary of costs associated with medical services received along with a detailed breakdown of expenses
6. 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

¹PLEASE NOTE: This type of 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).

When submitting articles of any type, you must also provide information as to the specific source 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 (ie. Manitoba Court of Appeal) and the date of the decision.