



**Oregon**

Tina Kotek, Governor



Workers'  
Compensation  
Division

Department of Consumer  
and Business Services

**BULLETIN NO. 316 (Revised)**  
**Dec. 17, 2024**

**TO:** Insurers and self-insured employers

**SUBJECT:** Claims processing administrative cost factor

**EFFECTIVE:** Jan. 1, 2025

**This revised bulletin notifies insurers and self-insured employers of the 2025 claims processing administrative cost factor. The Workers' Compensation Division (division) applies this factor to approved reimbursements for supplemental disability benefits and certain claim costs. Additionally, this factor is used in the calculation of self-insured employer security deposits. The factor is calculated under Oregon Administrative Rule (OAR) 436-050-0180. This bulletin replaces Bulletin 316 issued Dec. 15, 2023.**

**The claims processing administrative cost factor for calendar year 2025 is 18.66 percent.**

**Self-insured employer security deposit calculation**

When determining the amount of security deposit a self-insured employer is required to maintain, the claims processing administrative cost factor is applied against their unpaid losses. (See OAR 436-050-0180.)

**Supplemental disability benefits quarterly reimbursement**

If an insurer or self-insured employer pays supplemental disability benefits, the division will reimburse its costs from the Workers' Benefit Fund. (See OAR 436-060-0500 and Bulletin 325.)

**Preferred worker claim costs quarterly reimbursement**

The division will reimburse an insurer or self-insured employer's claim costs if a preferred worker has a new injury or occupational disease while employed under premium exemption. (See OAR 436-110-0330 and Bulletin 189.)

The division calculates and adds the claims processing administrative cost factor to approved reimbursements. Insurers and self-insured employers **may not add** the factor to their quarterly reimbursement requests. The factor applied is based on the date the insurer or self-insured employer paid the cost. An insurer's or self-insured employer's administrative costs will vary by claim. The factor is intended to cover overall administrative costs for representative claims filed.

<b>Factors, 2020 through 2025:</b>	<u>2025</u>	<u>18.66%</u>
	<u>2024</u>	<u>18.61%</u>
	<u>2023</u>	<u>17.82%</u>
	<u>2022</u>	<u>17.54%</u>
	<u>2021</u>	<u>21.27%</u>
	<u>2020</u>	<u>24.31%</u>

If you have questions about this bulletin, contact Jason Cupp, Self-insurance, Registration, and Reimbursements manager at 503-947-7751, or by email at [jason.t.cupp@dcbs.oregon.gov](mailto:jason.t.cupp@dcbs.oregon.gov).



---

Matt West, Interim Administrator  
Workers' Compensation Division

Distribution: WCD-LY, GovDelivery electronic mailing lists