



Oregon

Theodore R. Kulongoski, Governor

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BULLETIN NO. 352

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TO: Insurers, self-insured employers, medical service providers, clinics, and other interested parties

SUBJECT: Fee Discount Agreement form and reporting

EFFECTIVE: Jan. 1, 2009

Starting Jan. 1, 2009, medical service providers and clinics may enter into Fee Discount Agreements with insurers and self-insured employers. Insurers and self-insured employers must report agreements online before applying a discount.

This bulletin provides the form and reporting process that insurers and self-insured employers must use before applying discounts to payments under OAR 436-009-0040. Form 3659, "Fee Discount Agreement," is for insurers, self-insured employers, medical service providers, or clinics to use when entering into a Fee Discount Agreement.

Form 3659 must:

- Be used for all Fee Discount Agreements
- Be printed on the medical service provider's or clinic's letterhead
- Be signed, dated, and reported to the Workers' Compensation Division

Fee Discount Agreements may not be amended. A new fee discount agreement must be reported to the division to change the terms between the parties.

Before insurers and self-insured employers can apply fee discounts to medical billings, they must:

- Request a Personal Identification Number (PIN) from the Workers' Compensation Division
- Create an online account with the Workers' Compensation Division
- Report all Fee Discount Agreements to the Workers' Compensation Division online

To request a PIN, go to the Workers' Compensation Division's Web site at <https://www4.cbs.state.or.us/exs/wcd/feedisc/>. Enter the required information, and a PIN will be e-mailed to you. PINs will be e-mailed Monday thru Friday, 8 a.m. to 5 p.m., not including holidays and weekends. It may take up to two business days to process PIN requests.

After receiving the PIN, go to <https://www4.cbs.state.or.us/exs/wcd/feedisc/>, enter the PIN, and select "Create Account." This only needs to be done once.

Go to <https://www4.cbs.state.or.us/exs/wcd/feedisc/> select “Register Agreements” and enter the information on the Web form. Review the information, certify the registration, and retain a copy of the acknowledgement for your records.

For more information on Fee Discount Agreements, visit the Workers’ Compensation Division’s Web site at www.wcd.oregon.gov, click on “Laws and Rules” in the upper right corner, and review the Division 009 rules, specifically OAR 436-009-0018 and 0040.

If you have questions about this bulletin, contact the Medical Section at 503-934-6049 [**new number: 503-947-7606**] or e-mail wcd.medicalquestions@oregon.gov.

/s/ John L. Shilts

John L. Shilts, Administrator
Workers’ Compensation Division

***Note to health care providers:** We now have a link that will take you directly to the division’s health care provider Web page: www.oregonwcdoc.info.*

Distribution: WCD-ID, S0, S4, S7, MC, ML, ME, LY, PD8002 (insurers)

Attachment: Form 440-3659 (12/08) (<http://wcd.oregon.gov/WCDForms/3659.doc>)