



Oregon

Tina Kotek, Governor



Workers'
Compensation
Division

Department of Consumer
and Business Services

BULLETIN NO. 352 (Revised)

June 2, 2025

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

SUBJECT: Fee Discount Agreement form and reporting

This bulletin provides the form and reporting process that insurers and self-insured employers must use before applying discounts to payments under Oregon Administrative Rule (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. The division is updating this bulletin to provide updated division contact information and to make other minor non-substantive changes. No changes were made to Form 3659. This bulletin replaces Bulletin 352 issued Dec. 18, 2008.

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

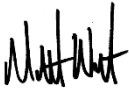
To request a PIN, go to the Workers’ Compensation Division’s website at <https://www4.cbs.state.or.us/exs/wcd/feedisc/>. Enter the required information, and a PIN will be emailed to you. PINs will be emailed Monday thru Friday, 8 a.m. to 5 p.m., not including holidays and weekends. It may take up to 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 website at www.wcd.oregon.gov, click on “Laws and Rules, and review the Division 009 rules, specifically OAR 436-009-0018 and 0040.

If you have questions about this bulletin, contact the Medical Resolution Team at 503-947-7606 or email wcd.medicalquestions@dcbs.oregon.gov.



Matt West, 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 webpage:* www.oregonwcdoc.info.

Distribution: WCD-LY, GovDelivery electronic mailing lists

Attachment: [Form 3659](#) (12/08)