



# Oregon

Theodore R. Kulongoski, Governor

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Workers' Compensation Division  
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## BULLETIN NO. 352 Dec. 18, 2008

**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](http://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@state.or.us](mailto:wcd.medicalquestions@state.or.us).

/s/ John L. Shilts

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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](http://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/policy/bulletins/3659.doc>)