



Oregon

Theodore R. Kulongoski, Governor

Department of Consumer and Business Services

Workers' Compensation Division

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December 13, 2005

To: Workers' compensation insurers and self-insured employers

Subject: Insurer contact for department payment and collection activities

This notice is to provide you information regarding upcoming changes to the administrative rules that will require your company to designate a primary contact for department payment and collection inquiries.

Effective January 1, 2006, every insurer authorized to issue workers' compensation coverage to employers, and every self-insured employer that applies to keep claims records and process claims outside of Oregon, **must provide the director contact information for a designated person or position within the company who will assure payment of penalties and resolution of collections issues resulting from orders issued by the director.**

You may view the new rules on WCD's Web site at

http://www.wcd.oregon.gov/policy/rules/docconv_12426/50_05075.pdf.

The Workers' Compensation Division (WCD) and other department program and collections staff will call upon your company's designated payment and collections contact to resolve issues concerning unpaid and delinquent obligations due the department. Therefore, you must ensure that your designated contact is able to respond to these types of inquiries. Additionally, please ensure that your company's employees, along with personnel from any service companies you may use, have knowledge of your designated payment and collections contact.

Insurers: your company must provide WCD your primary payment and collections contact no later than Monday, **January 16, 2006**. Please provide contact information to our Insurer Registration Program staff: Susan Goode, (503) 947-7603, susan.m.goode@state.or.us; or, Barbara Seethoff, (503) 947-7781, barbara.seethoff@state.or.us. You may also fax your contact information to (503) 947-7725, attention: Insurer Registration.

Self-insured employers: you must provide your payment and collections contact with any application to keep claims records and process claims outside of Oregon. For questions regarding the application, please contact Jody Howatt, self-insurance specialist, (503) 947-7699, jody.c.howatt@state.or.us.

For questions regarding the payment and collections contact requirements, please contact Sally Coen, Manager, Field Audit Unit, (503) 947-7687, sally.c.coen@state.or.us.

John Shilts, Administrator
Workers' Compensation Division
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