

December 14, 2007

**BULLETIN NO. 1-2007**  
**Effective: January 1, 2008**

TO: Workers' Compensation Insurers, Self-Insured Employers, Attorneys

SUBJECT: Form and Format for **revised** Claim Disposition Agreement Enclosure,  
Effective January 1, 2008

**The purpose of this bulletin is to provide a revised informational enclosure for Claim Disposition Agreements (CDAs) which provides the claimants with information explaining CDAs. This bulletin is effective January 1, 2008 and supercedes the CDA Bulletin dated October 13, 2004, which became effective January 1, 2005.**


Pursuant to OAR 438-009-0022(2), the insurer/self-insured employer is required to provide the claimant with information explaining claim dispositions in a separate enclosure accompanying the proposed claim disposition. The specific form and format for that information is enclosed.

Also, as is required by the aforementioned rule, if the claimant does not read or comprehend English, or is otherwise unable to understand written language, the insurer or self-insured employer shall provide the enclosed information in a language or other manner which ensures the claimant understands the meaning of the disposition. (The enclosure also includes a notice in Spanish notifying the claimant of the importance of the document and, for those claimants who are unrepresented, the telephone number and address of the office of the Ombudsman for Injured Workers.)

This particular enclosure becomes effective January 1, 2008 and applies to all claim disposition agreements filed on and after January 1, 2008 where all the signatures contained in the agreement are dated on and after January 1, 2008.

Also enclosed is a recommended form for proposed CDAs that includes rule-required provisions set forth in ORS 438-009-0022, as well as other information and the claimant's acknowledgment that he/she has had an opportunity to ask questions of his/her attorney or the employer/insurer concerning the consequences of signing the CDA. In addition, a revised postcard announcing approval of the CDA has also been included. (These materials will also be available on WCB's website.)

Any questions about the CDA enclosure or CDA form or about procedures and requirements for processing CDAs under OAR 438-009-0020-0035 should be directed in writing to the CDA Unit, Workers' Compensation Board, 2601 25<sup>th</sup> St. SE Ste. 150, Salem, Oregon 97302-1280, or by calling the CDA Coordinator at (503)934-0116 or 1-877-311-8061 (inside Oregon).

  
Abigail L. Herman, Board Chair  
Workers' Compensation Board

Attachments  
Distribution: IP