



To: Insurers managing health benefit plans in the state of Oregon who have received claims from a provider on behalf of an enrollee in the previous calendar year

Subject: Updates to the Prompt Pay 440-3431 reporting form for the 2024 data reporting year

The Division of Financial Regulation (DFR) has updated the 440-3431 reporting form for Prompt Payment data for the 2024 data reporting year. In addition to the inclusion of an attestation of accurate information, there are other minor changes to the reporting form. Please carefully review the list of changes detailed below:

- DFR is now requiring an attestation of accurate information to accompany all Prompt Payment reports. This attestation is a list of items highlighting important aspects of valid and accurate data as part of the report submission. By signing the form, the company's representatives attest that those statements have been reviewed before submitting the report to DFR.
- "Insurance Division-2" and the URL to the division's website have been updated to read "Division of Financial Regulation" and dfr.oregon.gov, respectively.
- Removed duplicate "NAIC number" line.
- For steps 1 and 2, added clarification that claims being reported are for health benefit plans only.
- Added clarification on Form 440-3431 that claims should only be reported one time and that credits or adjustments are not to be included.
- Removed details from instructions related to sending report data on a compact disc:
 - Prompt Payment report is no longer required to be submitted on any physical media.
 - Acceptable data formats have changed. ASCII flat files, dBase 3, dBase 4, and rich text (.rtf) files are not accepted. Acceptable data formats now include text (.txt), comma separated values (.csv), and Excel spreadsheet (.xlsx).
- Provided updated instructions on how to submit the Prompt Payment report, including acceptable electronic file formats and how to submit reporting forms and claims population list to DFR through SERFF.
- Changed references of Market Surveillance to the Business Analytics team (DFR.DataTeam@dcbs.oregon.gov).

- The content of the previously separate reporting instructions document has been moved to [a page on the DFR website](#).
 - Updated instructions regarding acceptable electronic file formats.
 - Added clarification to specify that companies should report all claims for which final disposition has been made by the insurer during the immediately preceding calendar year, even if said claims were received before the immediately preceding calendar year.
 - Updated instructions on the acceptable method of submitting Prompt Payment reports.

If you have any questions, contact the Business Analytics team at DFR.DataTeam@dcbs.oregon.gov.