



GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF RISK MANAGEMENT



Jed Ross
Chief Risk Officer

June 26, 2018

Dear Provider:

The District of Columbia is converting to the Office of Chief Financial Officer's ("OCFO") payment database, SOAR, for the issuance of all future medical bill payments for medical services provided to DC Public Sector Workers' Compensation Program ("PSWCP") recipients. In efforts to ensure prompt payment of medical bills for services provided to PSWCP recipients, we are asking that our providers submit the following items by one of the two methods outlined below, **by no later than July 6, 2018**. If we do not receive the requisite information listed below, providers/vendors will not be approved for payment by the OCFO.

1. District ACH Form (Enclosed for your completion)
2. 2017 W9, **bearing a signature on or after January 1, 2017** (Enclosed for your completion)
3. Copy of a Medical and/or Business License
4. Authorized Business Manager/Controller with Contact Information

Please provide the requested information by one of the two methods below by June 15, 2018:

1. Secure Email Address – ofrm.accountspayable@dc.gov
2. Mailing Address: OCFO – Accounts Payable 441 4th Street NW Suite 890N Washington, DC 20001, ATTN: Chanelle Hendrix

Should you have any questions with regards to this matter, please do not hesitate to contact the DC Office of Risk Management's PSWCP Provider Relations Manager, Aimana ElBahtity, by phone at (202) 727-4034 or by email at aimana.elbahtity@dc.gov. We thank you for your participation in our Program and the excellent services you provide to our workers!

Sincerely,

Jed Ross
Chief Risk Officer

(Enclosures: 2017 W9 and District ACH Form)