

# BRRS Web Portal

## Fact Sheet

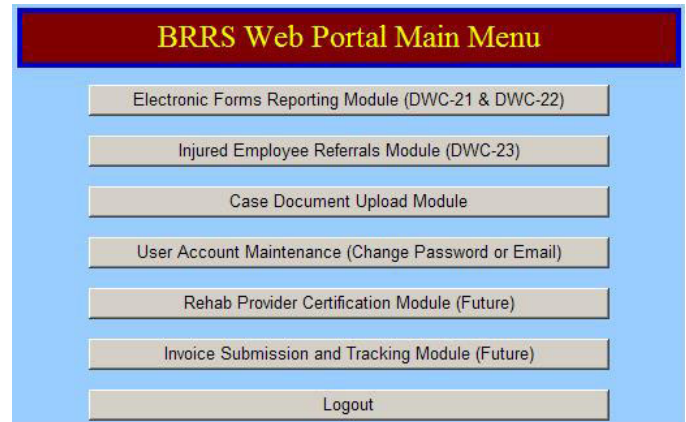
Bureau of Reemployment and Rehabilitation Services

### What is the Bureau of Rehabilitation & Reemployment Services?

The Bureau of Rehabilitation and Reemployment Services (BRRS) is a program within the Division of Vocational Rehabilitation (VR) that provides injured workers with the necessary reemployment services to help them return to suitable gainful employment.

### The BRRS Web Portal

The BRRS Web Portal is a Web site that enables insurance carriers, third party administrators, and Qualified Rehabilitation Providers (QRP's) to electronically submit Forms DWC-21 and DWC-22, refer injured workers with Form DWC-23, and upload injured worker case documents.



## Links to Web Portal Modules

### Electronic Forms Reporting Module

DWC-21 is the Reemployment Services Billing form used by QRP's and insurance carriers to report reemployment services. DWC-22 is the Reemployment Status Review form used by insurance carriers to report whether the injured worker is likely to return to work.

The Electronic Forms Reporting Module enables QRP's to enter data and submit form DWC-21 to the insurance carrier electronically. The insurance carrier will receive an email informing him/her that a form from a QRP is available for processing. The insurance carrier can then enter the necessary data and electronically submit the DWC-21 to the Department of Education (DOE)/BRRS.

The DWC-22 form has similar features; however, only insurance carriers, servicing agents, and third party administrators can use this form. A carrier may create a DWC-22 form and electronically submit it to DOE/BRRS.

The Web site verifies data as it is entered so forms with invalid data are not accepted. The system's design enables carriers to print DWC-21 and DWC-22 forms for paper files, and download or upload them for storage in their office automation systems.

### Injured Employee Referrals Module

The Injured Employee Referrals Module enables various parties (insurance carriers, QRP's, attorneys, etc.) to refer injured workers to BRRS for services. The system automatically generates a Form DWC-23, Request for Screening, and sends an e-mail to the appropriate BRRS office.

### Case Document Upload Module

Registered Web Portal users can upload any case-related document of an injured worker via this module. Such documents may include evaluation reports, medical reports, legal documents, etc.

# Benefits of using the Electronic Web Portal

Insurance carriers and QRP's can:

- Create, file, and maintain DWC-21 and DWC-22 forms that are automatically assigned identification numbers
- File DWC-21 and DWC-22 forms electronically
- Input, review, and edit his/her own DWC-21 and DWC-22 forms
- Access their history of DWC-21 and DWC-22 form submissions
- Avoid the cost of rejected DWC-21 and DWC-22 forms
- Create and submit a DWC-23 form to refer an injured worker to BRRS for services
- Upload case-related documents directly
- Use the Web Portal at NO cost



## Web Portal Privacy

An individual may not view any forms on the Web site unless he/she is authorized to do so. This also pertains to QRP's within a company as well as insurance carriers and third party administrators.

## How Do I Sign Up?

Sign up for access to the BRRS Electronic Web Portal by completing a User Request Form, which is available at: [www.rehabworks.org/brrs](http://www.rehabworks.org/brrs).

The system requirements for using the Web Portal are Windows XP, Vista, or Windows 7, and Internet Explorer version 7.0 or higher. FireFox 3.x and the Google Chrome browser may also be used.

## Contact Us

Contact the BRRS headquarters for more information or visit our Web site at: [www.rehabworks.org/BRRS](http://www.rehabworks.org/BRRS).

## BRRS Headquarters

(850) 245-3470

## BRRS District Offices

### District I

Tallahassee: (850) 245-3489  
Panama City: (850) 747-5675  
Pensacola: (850) 595-5500

### District II

Jacksonville: (904) 359-6101  
Gainesville: (352) 955-2019

### District III

Orlando: (407) 245-0895  
Cocoa: (321) 634-3598  
Daytona Beach: (386) 245-3761

### District IV

Tampa: (813) 930-7546  
Sarasota: (941) 361-6021  
St. Petersburg: (727) 570-3052

### District VI

Ft. Lauderdale: (954) 630-0247  
Ft. Myers: (239) 931-8200  
West Palm Beach: (561) 837-5611

### District VII

Miami: (305) 377-5379

