Amendment B: R-3 Rehabilitation Plan Amendment

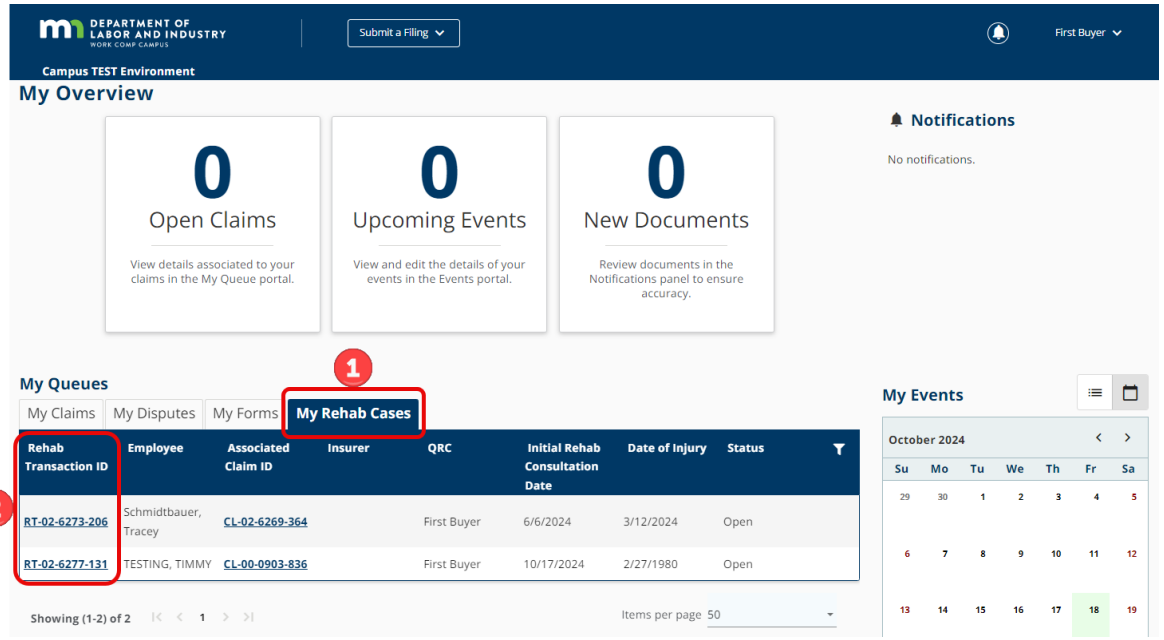
Updated March 11, 2025

Qualified rehabilitation consultants (QRCs) develop an R-3 Rehabilitation Plan Amendment with injured workers. They file it with the Department of Labor and Industry and distribute it to parties to the claim to let them know of any changes to the plan. Multiple R-3s can be filed during the lifetime of a claim.

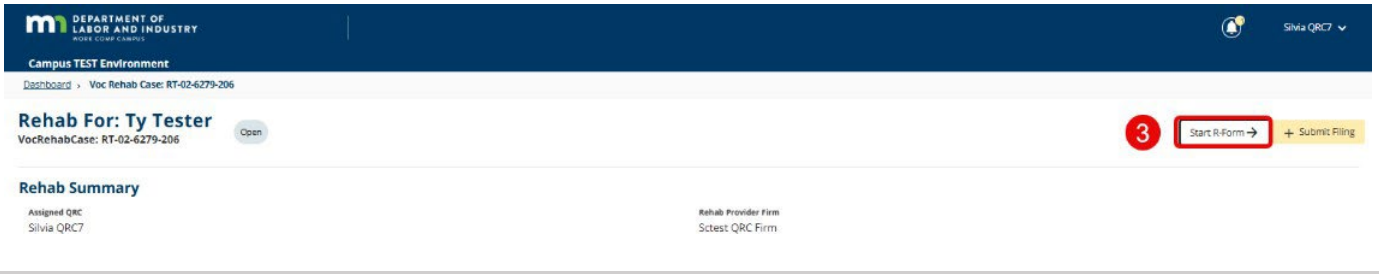
The three types of changes that may be made are:

1. continue as assigned QRC;
2. change of QRC; and
3. withdrawal of QRC.

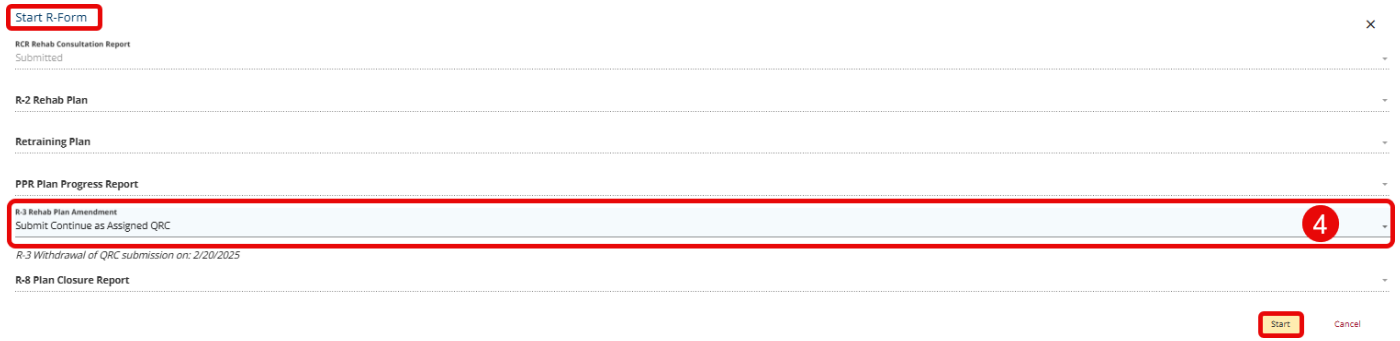
Continue as assigned QRC

Instructions	Visual aids
1. From the dashboard, click on the **My Rehab Cases** tab. 2. Under the **Rehab Transaction ID** column, locate and click on the RT file.	

3. On the **Rehab Summary** page, click on the **Start R-Form →** button.



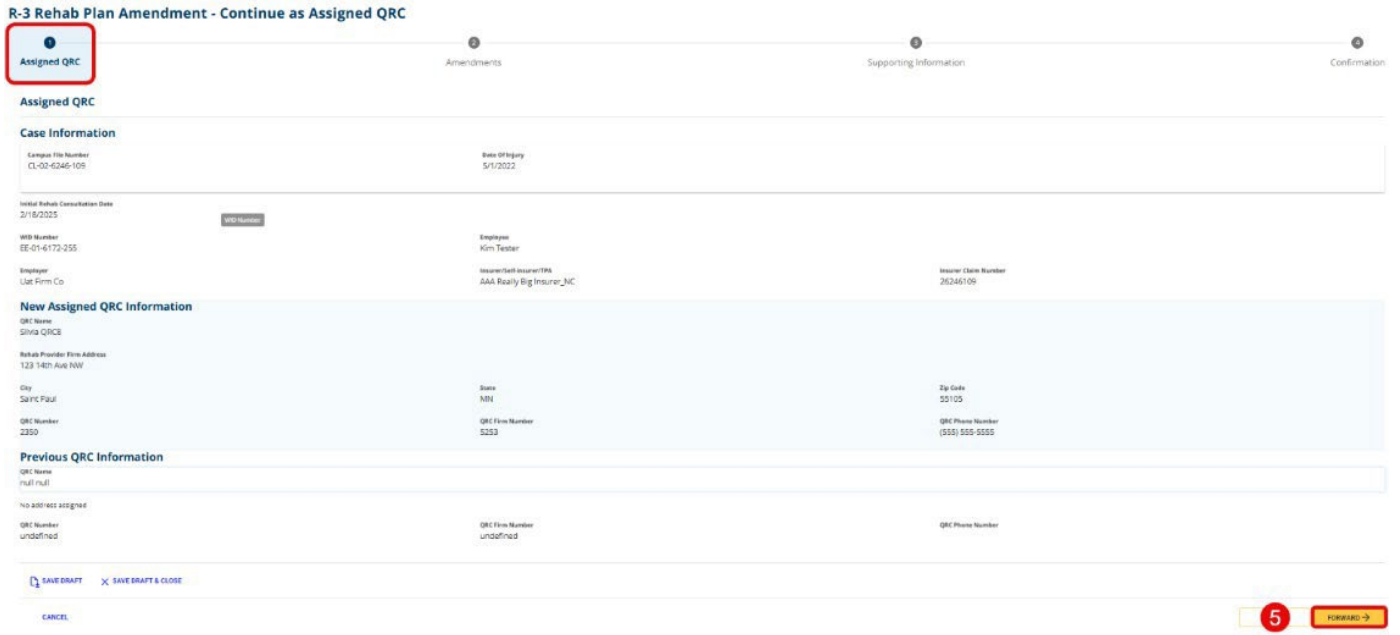
4. From the **Start R-Form** pop-up window, select Submit Continue as Assigned QRC from the **R-3 Rehab Plan Amendment** drop-down menu. Select **Start** to begin the process.



5. Step 1. **Assigned QRC**

   Verify the information is correct and click the **Forward** button.

   Note: The Information may take a few seconds to load onto the page.



6. Step 2. **Amendments**

Proposed Amendment and Rationale

Enter a brief statement.

Services to be Provided

Ensure all fields with an asterisk (*) have information entered. Lines can be removed by clicking the red **Remove** button.

Additional service categories can be added by clicking the **+ Add** button.

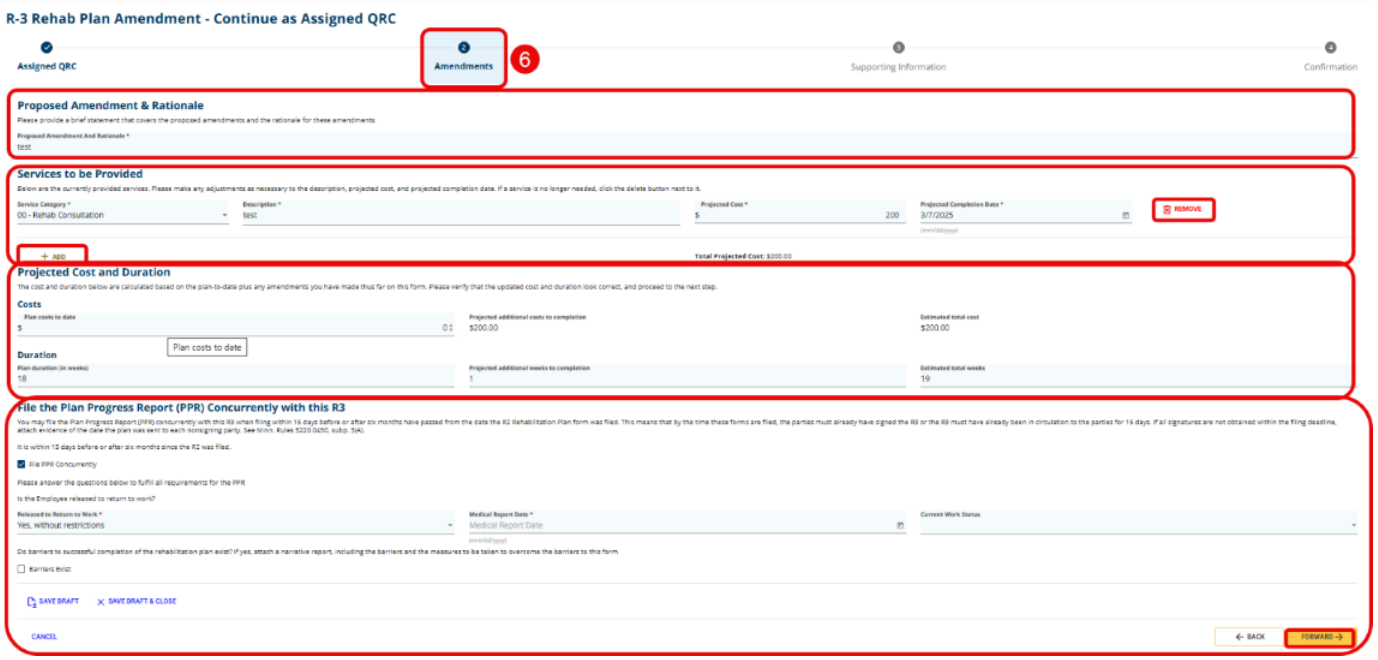
Projected Cost and Duration

Verify the information for accuracy.

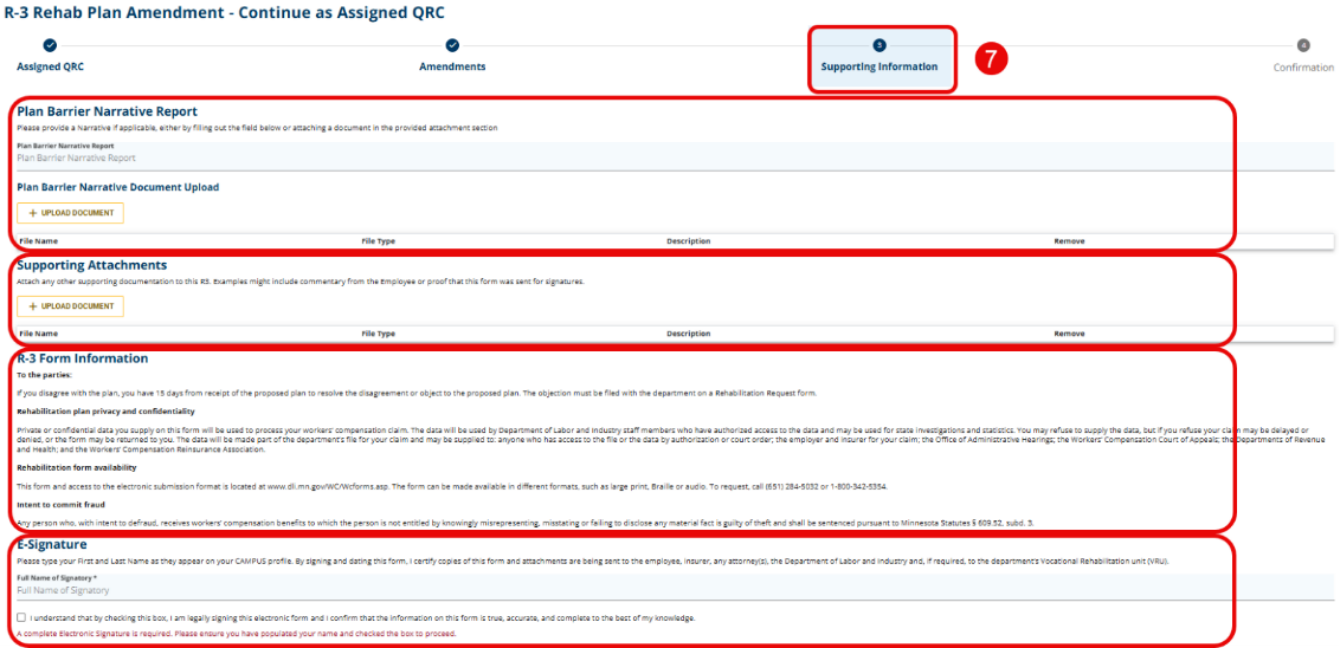
File the Plan Progress Report (PPR)

Check the **File PPR Concurrently** box if appropriate.

Select Yes, without restrictions, Yes with restrictions or No from the drop-down menu.

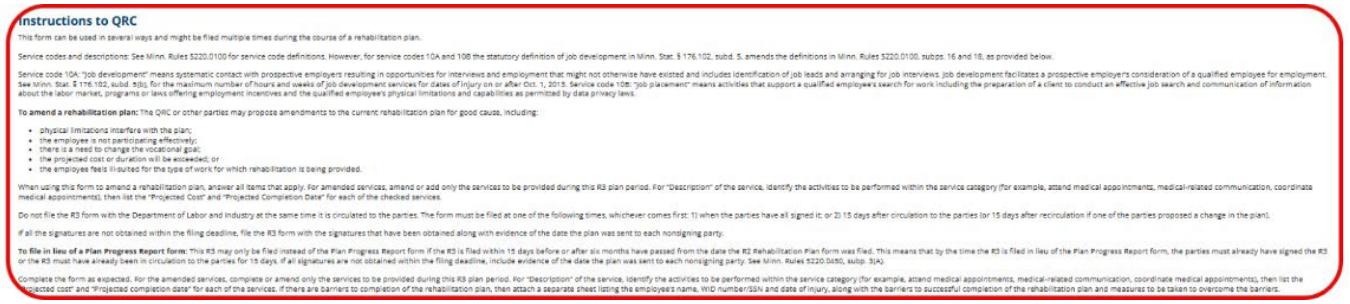


When complete, click the **Forward** button.	

7. Step 3. **Supporting Information** **Plan Barrier Narrative Report** Enter a narrative by typing in the field or upload a document. **Supporting Attachments** Click the **+ Upload Document** button to add additional documentation to the form. **R-3 Form Information** Review the information in the section. **E-Signature** The signature must match the Campus user profile name. Mark the checkbox attesting to the legality of the signature and confirming the accuracy of the document.	

Instructions to QRC

Review the information under the section.



Do you want to distribute this document?

Yes

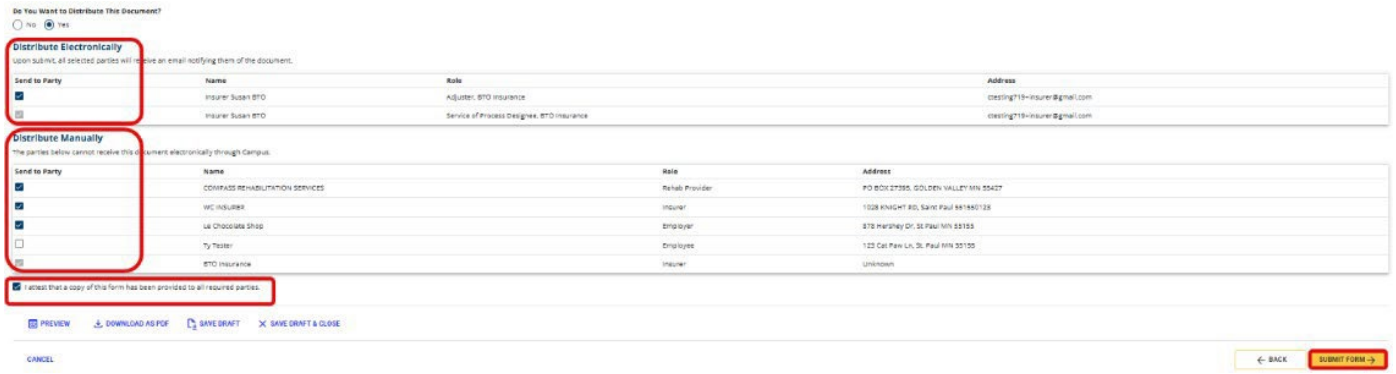
Distribute Electronically

Select the parties to be served electronically via email.

Distribute Manually

Select the parties to be served by mail.

Mark the box attesting the form has been provided to all required parties and click the **Submit Form** button.



No

Click the **Submit Form** button.

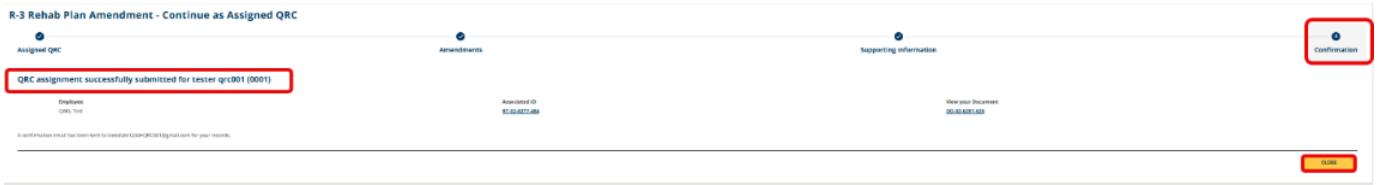
Note: Use the **Save as Draft** option if signatures or additional information is needed. This will allow for the form to save in the **My Forms** tab on the dashboard.

8. Step 4. **Confirmation**

   A successful submission screen will confirm the update.

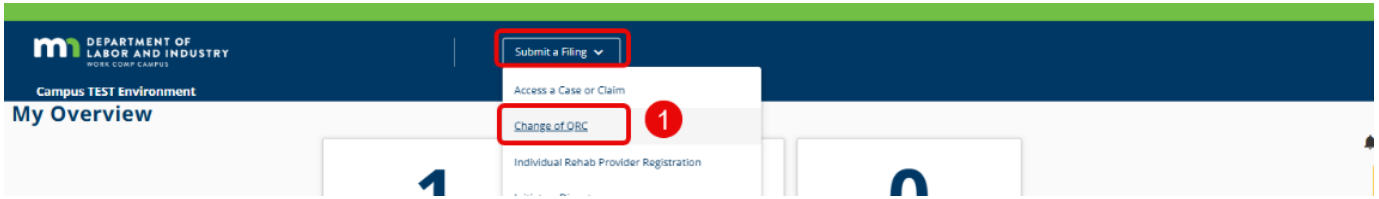
   Links are provided to go to the RT or associated documents.

   Select the close button to end the process.



Change of QRC

1. Select the **Change of QRC** option from the drop-down menu under **Submit Filing**.



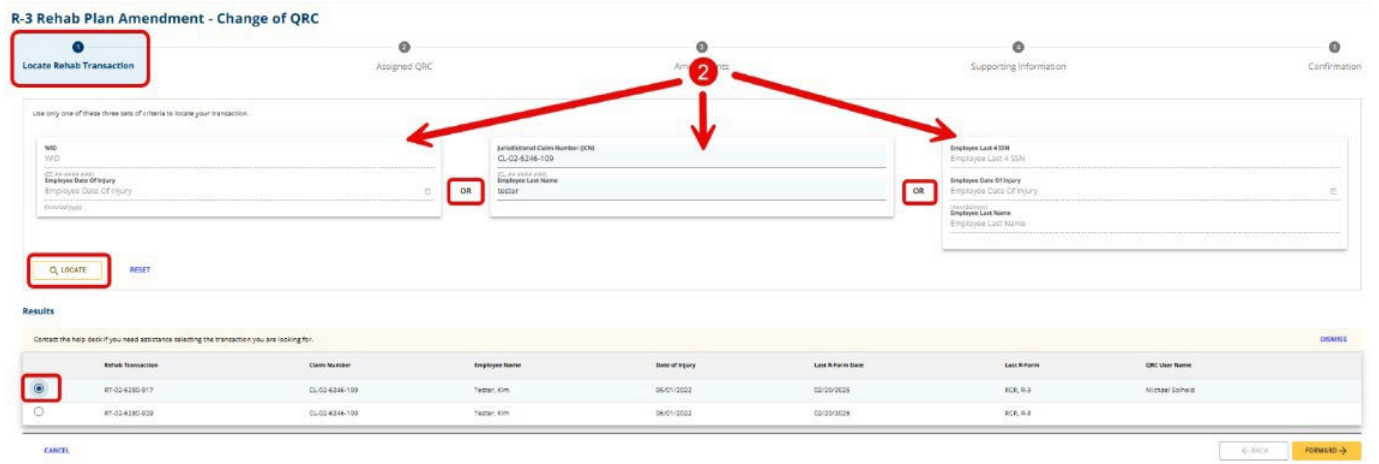
2. **Locate the Rehab Transaction**

   Enter the search criteria for the Rehab Transaction (RT) based on the information available.

   Click **Locate**.

   If more than one is listed, call the Workers' Compensation Help Desk at 651-284-5005 and they will assist you with identifying the correct RT.

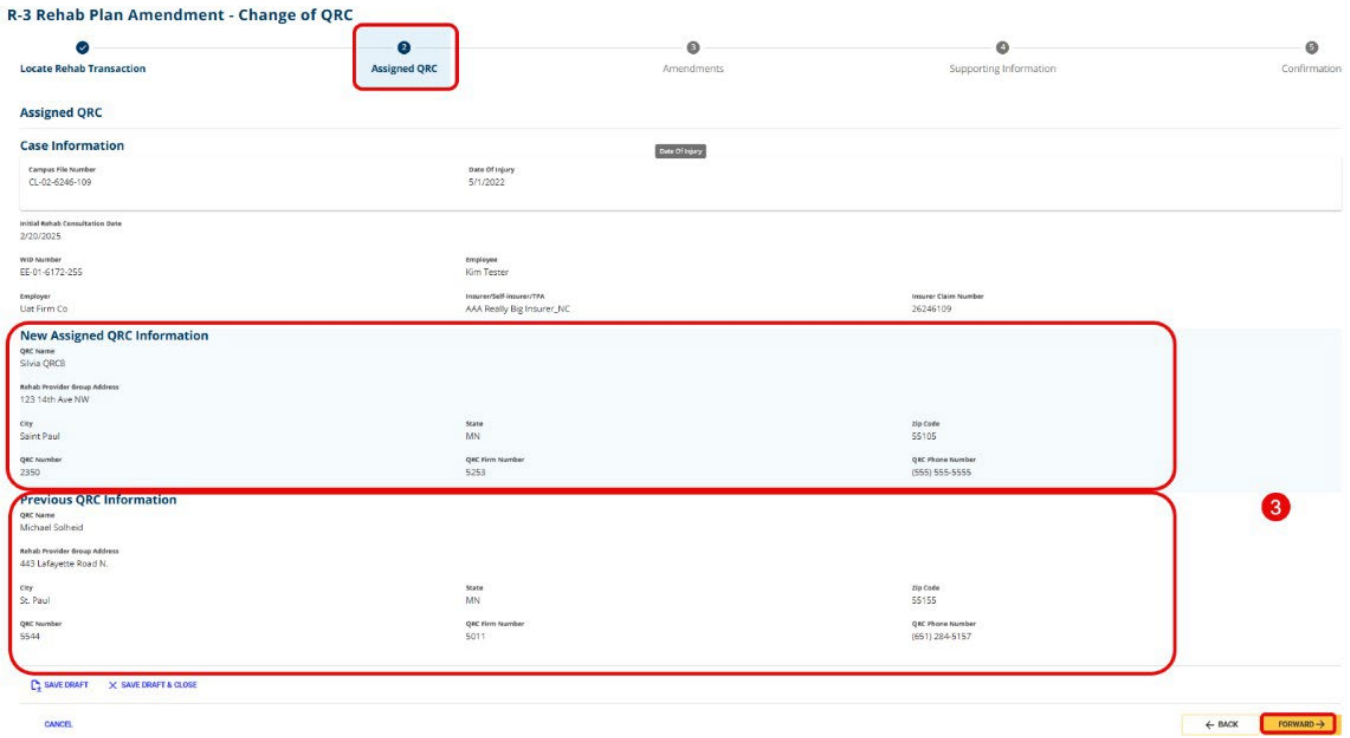
   Click **Forward** to continue.



3. Step 2. **Assigned QRC**

Verify the populated information. Click the **Forward** button to continue.

Note: The information may take a few seconds to load onto the page.



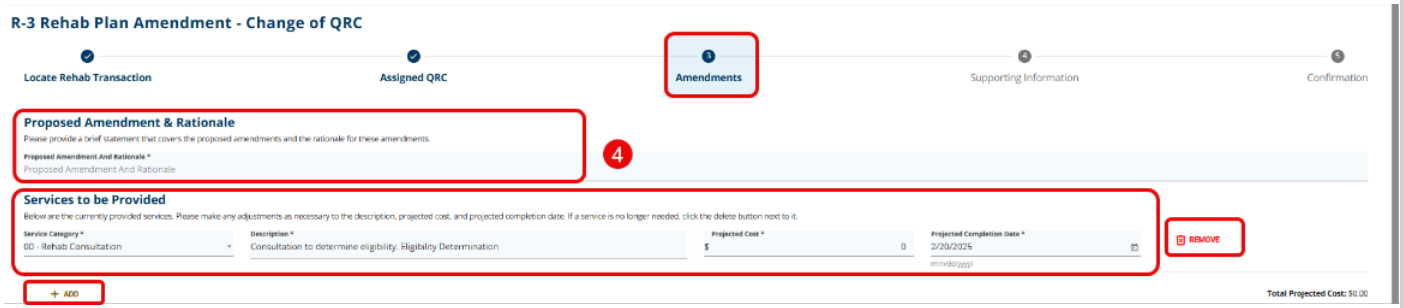
4. Step 3. **Amendments**

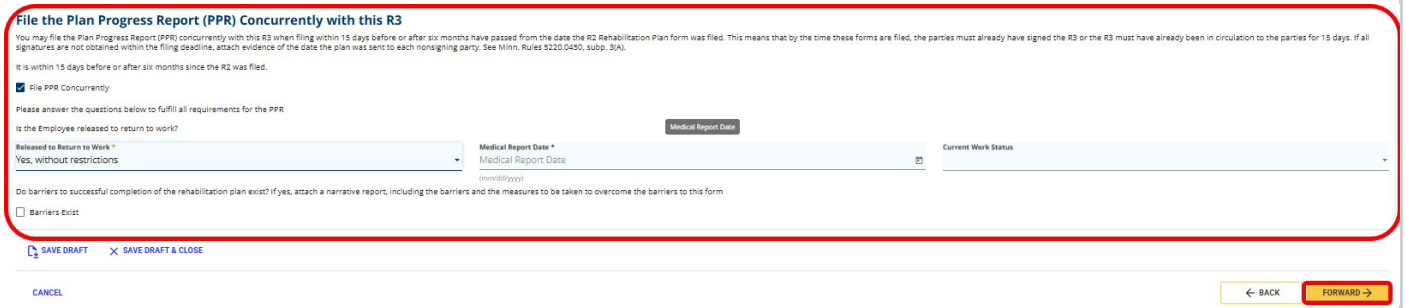
Proposed Amendment and Rationale

Enter a brief statement that covers the proposed amendments and rationale.

Services Provided

Note: Ensure all fields with an asterisk (*) have information entered.



Lines can also be removed by clicking the red **Remove** button. Additional service categories can be added by clicking the **+ Add** button. Verify the **Projected Cost and Duration** information for accuracy.	
File the Plan Progress Report (PPR) Check the **File PPR Concurrently** box if appropriate. From the drop-down menu, select: Yes, without restrictions; Yes, with restrictions; or No. When complete, click the **Forward** button.	

5. Step 4. **Supporting Information**

Plan Barrier Narrative Report

Provide a narrative in the field or by uploading a document.

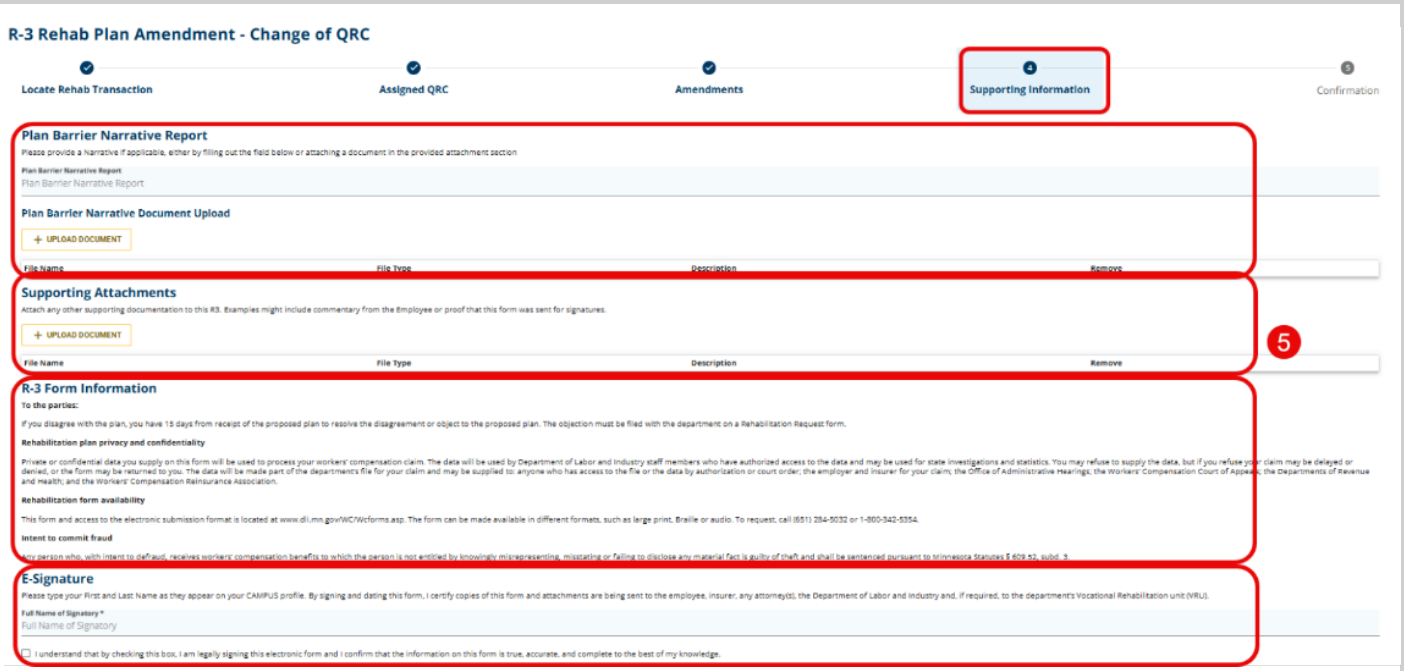
Note: A plan barrier narrative report must be entered to submit the form.

Supporting Attachments

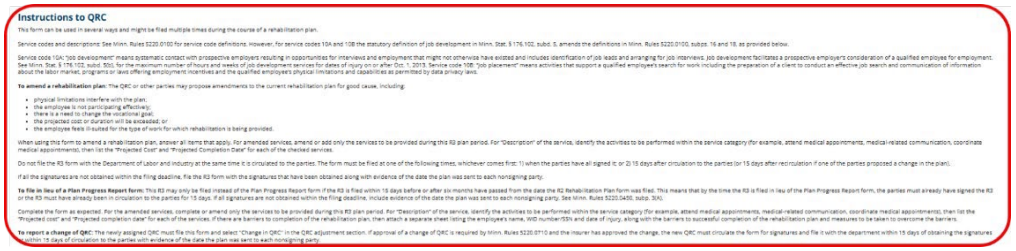
Click the **+ Upload Document** button to add documentation.
Review the information in the **R-3 Form Information** section.

E-Signature
The signature must match the Campus user profile name.

Mark the checkbox attesting to the legality of the signature and confirming the accuracy of the document.



Review the information under the **Instructions to QRC** section.



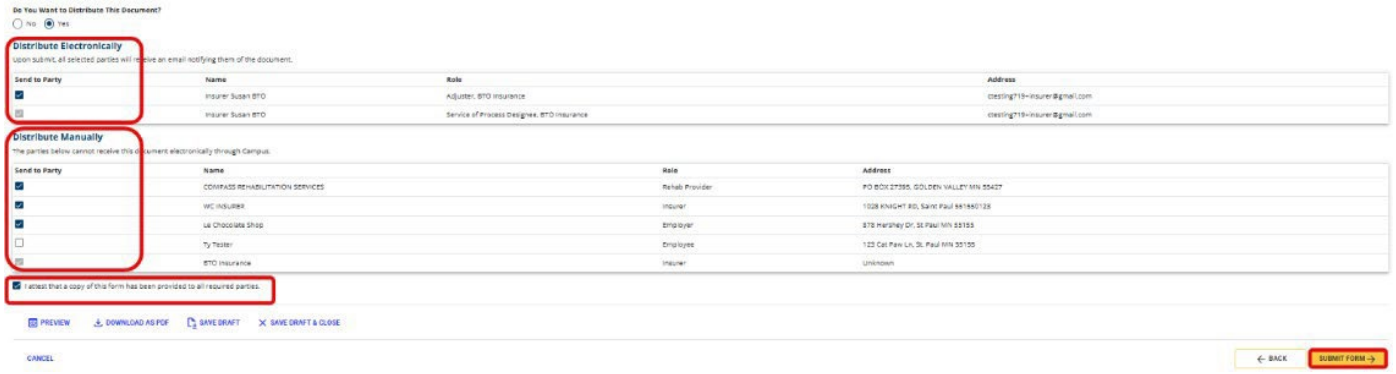
Do you want to distribute this document?

Yes

Distribute Electronically
Select the parties to be served electronically via email.

Distribute Manually
Select the parties to be served by mail.

Mark the box attesting the form has been provided to all required parties and click the yellow **Submit Form** button.



Note: Use the **Save as Draft** option if signatures or additional information is needed. This will allow for the form to save in the **My Forms** tab on the dashboard.

No

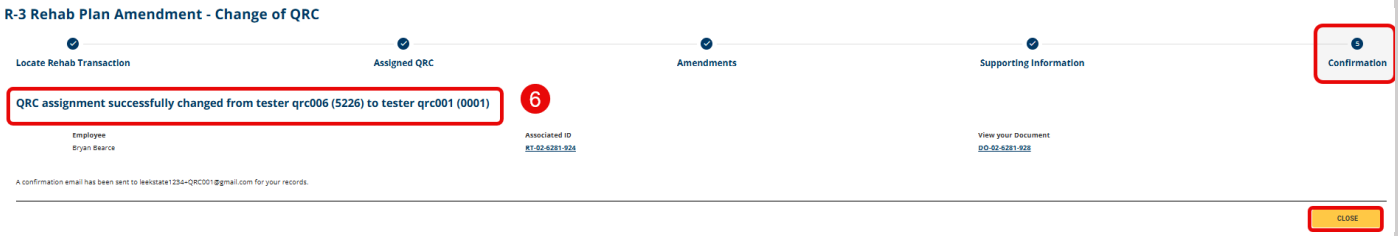
Click the **Submit Form** button.

6. Step 4. **Confirmation**

The confirmation screen will confirm the QRC has been changed from one QRC to another. A successful submission screen will confirm the update.

Links are provided to go to the or associated documents.

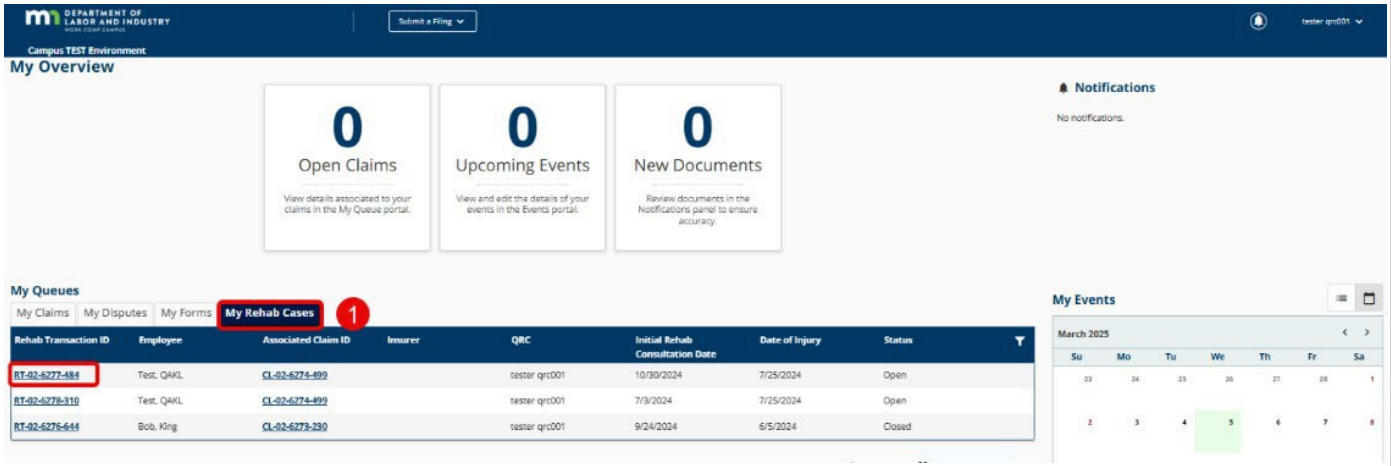
Select the **Close** button to end the process.



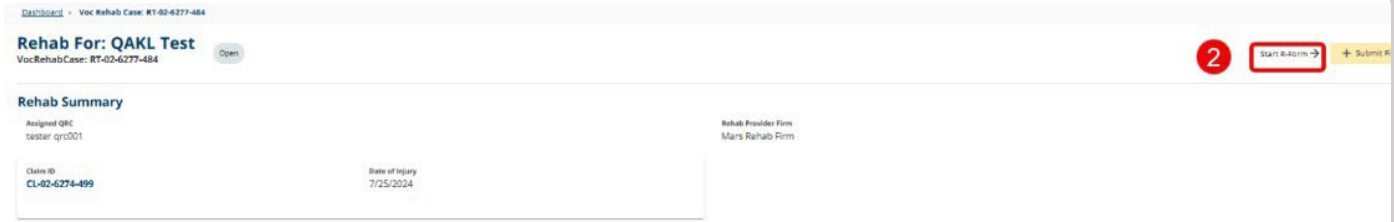
Filing a Withdrawal of QRC

1. From the dashboard:

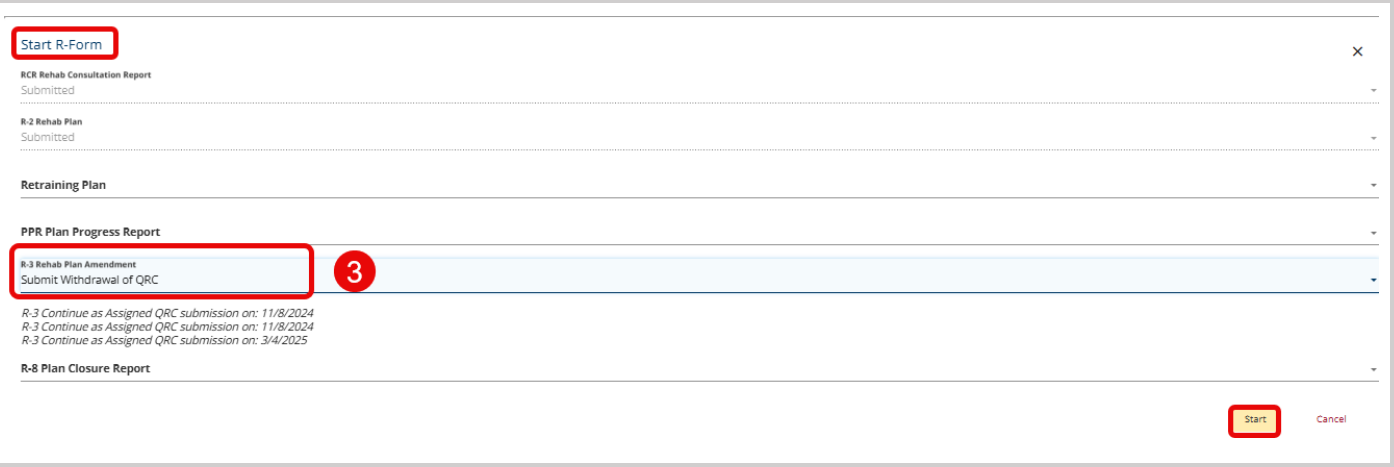
   Under the **Rehab Transaction ID** column, locate and click on the RT for the employee's case you wish to withdraw.

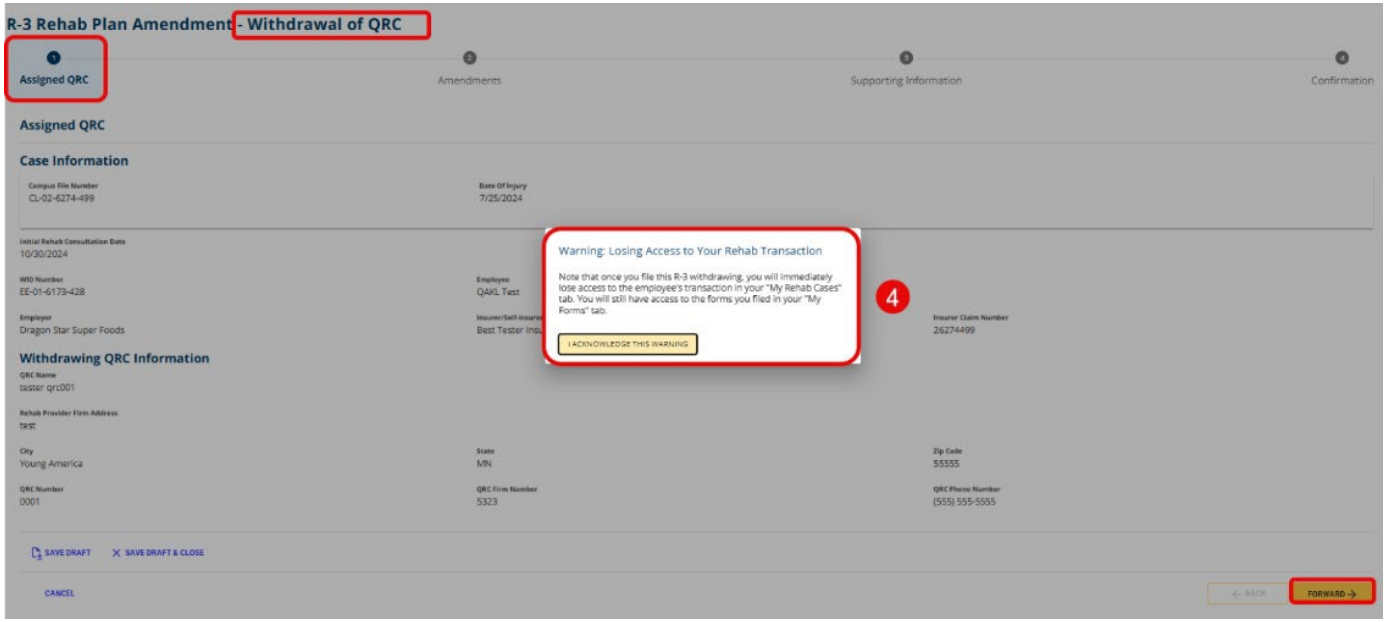
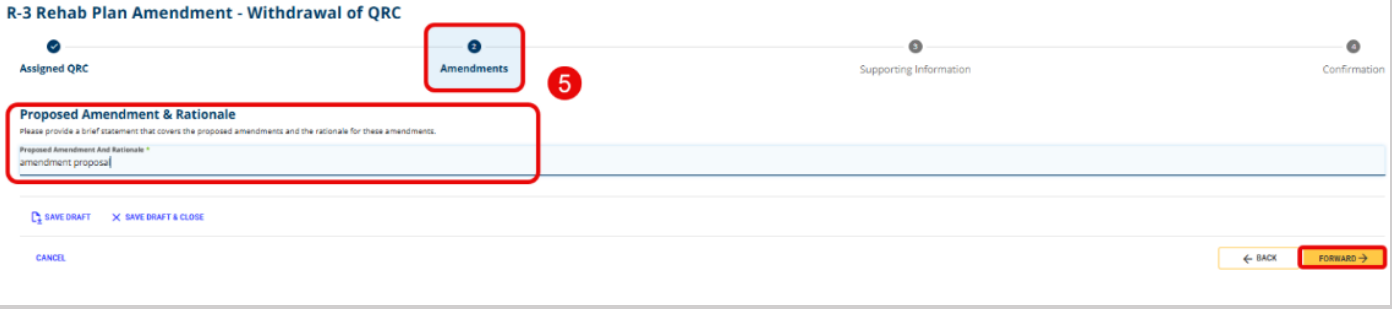


2. On the **Rehab Summary** page, click on the **Start R-Form→** button.



3. From the Start R-Form pop-up window, select **Submit Withdrawal of QRC** from the R-3 Rehab Plan Amendment drop-down menu. Select **Start** to begin the process.



4. Step 1. **Assigned QRC** Before continuing, read the **Warning**. When a withdrawal is submitted, access to the employee's rehab transaction is immediately stopped. After the warning is acknowledged, verify the information and click **Forward** to continue.	
5. Step 2. **Amendments** Enter the **Proposed Amendment & Rationale** and click **Forward**.	

6. Step 3. **Supporting Information**

Plan Barrier Narrative Report

Provide a narrative by typing in the field or uploading a narrative document.

Supporting Attachments

Examples of documents include a commentary from the employee or proof this form was sent for signature.

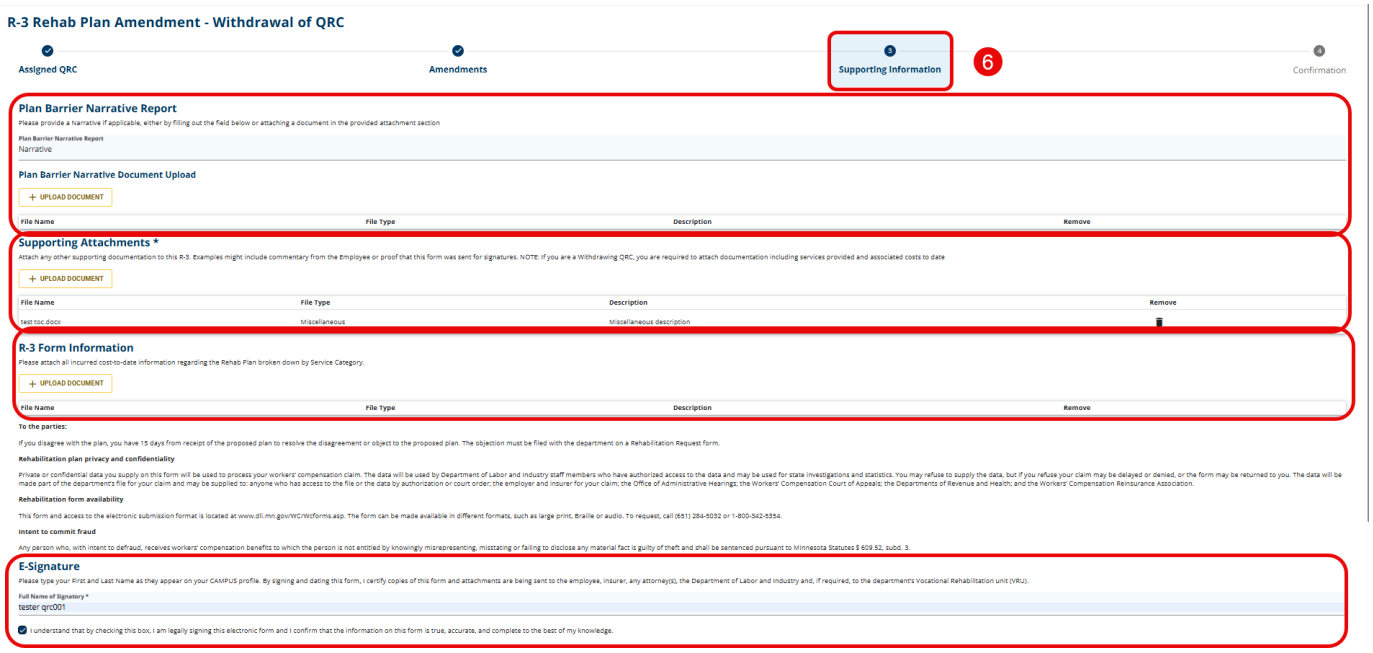
R-3 Form Information

Add all incurred costs-to-date information for the rehabilitation plan.

E-Signature

The signature must match the Campus user profile name.

Mark the checkbox attesting to the legality of the signature and confirming the accuracy of the document.



Review the information under the **Instructions to QRC** section.

Note: If you are a withdrawing QRC, you are **required** to attach documentation including services provided and associated costs to date.

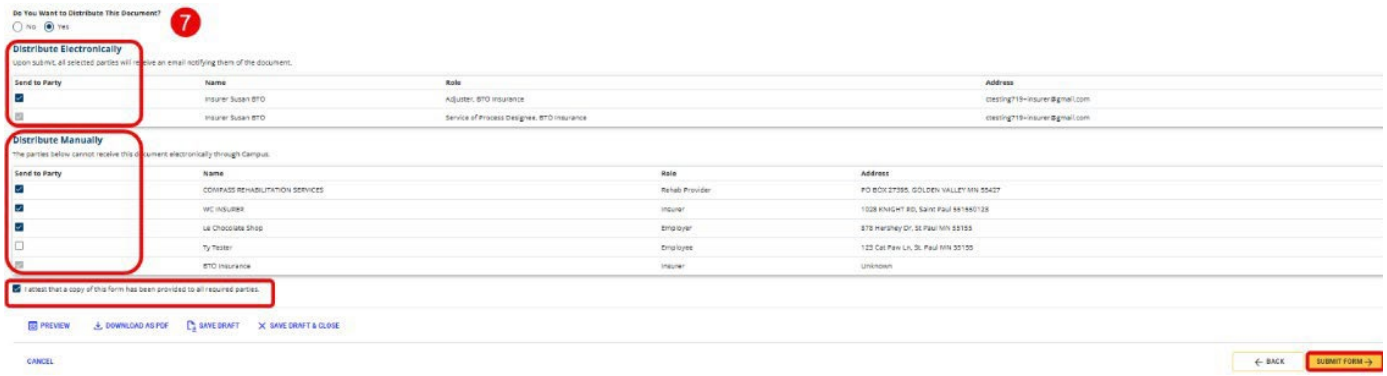
7. Do you want to distribute this document?

Yes

Under the **Send to Party** column, select the parties to be served electronically via email.

Under the **Distribute Manually** section, the parties that cannot receive the document electronically will be listed. Select the parties to be served by mail.

Mark the box attesting the form has been provided to all required parties and click the **Submit Form** button.



Note: Use the **Save as Draft** option if signatures or additional information is needed. This will allow for the form to save in the **My Forms** tab on the dashboard.

No

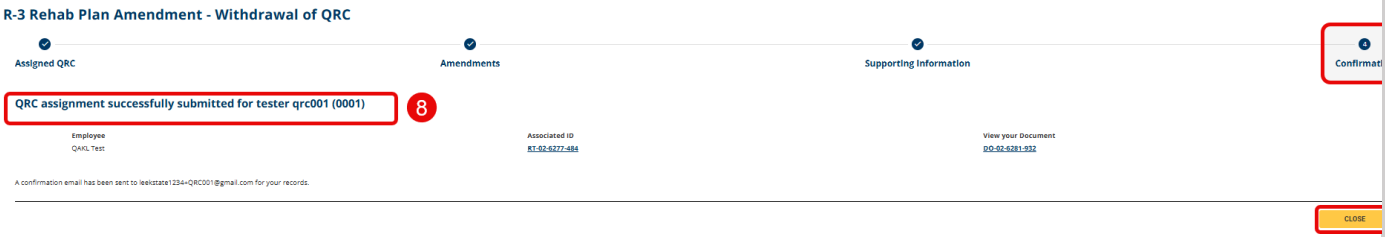
Click the **Submit Form** button.

8. Step 4. **Confirmation**

The confirmation screen will confirm the QRC has been withdrawn. A successful submission screen will confirm the update.

Select the **Close** button to end the process.

Note: Upon submission, this RT is routed to VRU for review and services, if appropriate.



9. At the dashboard, notice the employee's RT has been removed.

In this example, there was only one RT. Because the QRC has withdrawn, the **My Rehab Cases** tab is no longer visible. If the QRC is assigned to other rehabilitation transactions, they will continue to display under the **My Rehab Cases** tab.