

Vendor Reporting Requirement



The Division of Vocational Rehabilitation requires that all consumer reports be faxed directly to the DVR Scan Unit at 1.888.693.3479.

If you do not have access to a fax

- 1) **Modern PCs:** Most PCs have a fax modem built in.
 - Plug the voice line into the jack on the back of the PC when ready to send a document. ****Turn off auto answer so that you do not have the fax answering incoming calls.**
 - Check with your internet service provider for tech support if you are working with broadband, DSL, cable or other such environments. You may also consult with your IT person for further details.
- 2) **Windows software:** Faxing capability is built in.
 - A program set-up wizard will pop up.
 - It prompts you to enter the phone number you are faxing to.
- 3) **Printers with copier/fax/scanner options:** Allows you to "print" to the fax, i.e., follow the same procedures as though printing a document.
 - Choose fax printing as your printer option.
 - Check equipment instructions to determine set up if your printer has this option.

Reminders:

Include DVR (IRIS) case number on **all** reports.

The IRIS number can be retrieved from purchase orders, case notes or referral information.

If the IRIS number is not available, please include consumer's **full first and last name**.

If you cannot fax using the above options, reports can be mailed to:

CSS Scanning Unit, PO Box 8927, Madison, WI 53708-8927