

**INTRODUCTION TO RVSR MEDICAL ELECTRONIC PERFORMANCE
SUPPORT SYSTEM (EPSS) & BODY SYSTEM**

INSTRUCTOR LESSON PLAN

TIME REQUIRED: 2.0 HOURS

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LESSON DESCRIPTION

The information below provides the instructor with an overview of the lesson and the materials that are required to effectively present this instruction.

TMS # 4193612

PREREQUISITES None

TARGET AUDIENCE The target audience for Introduction to Medical Electronic Performance Support System (EPSS) & the Body System is for RVSR Entry Level

Although this lesson is targeted to teach the RVSR entry employee, it may be taught to other VA personnel as mandatory or refresher type training.

TIME REQUIRED 2.0 hours

**MATERIALS/
TRAINING AIDS** Lesson materials:

- Medical Electronic Performance Support System (EPSS) & the Body System PowerPoint Presentation
- Medical Electronic Performance Support System (EPSS) & the Body System Trainee Handouts
- Compensation Service Intranet
- MEPSS Website

TRAINING AREA/TOOLS The following are required to ensure the trainees are able to meet the lesson objectives:

- Classroom or private area suitable for participatory discussions
- Seating, writing materials, and writing surfaces for trainee note taking and participation
- Handouts, which include a practical exercise
- Large writing surface (easel pad, chalkboard, dry erase board, overhead projector, etc.) with appropriate writing materials
- Computer with PowerPoint software to present the lesson material

Trainees require access to the following tools:

- VA TMS to complete the assessment
- Compensation Pension Knowledge Management (CPKM) Portal

- MEPSS Website

PRE-PLANNING

- Become familiar with all training materials by reading the Instructor Lesson Plan while simultaneously reviewing the corresponding PowerPoint slides. This will provide you the opportunity to see the connection between the Lesson Plan and the slides, which will allow for a more structured presentation during the training session.
- Become familiar with the content of the trainee handouts and their association to the Lesson Plan.
- Practice is the best guarantee of providing a quality presentation. At a minimum, do a complete walkthrough of the presentation to practice coordination between this Lesson Plan, the trainee handouts, and the PowerPoint slides and ensure your timing is on track with the length of the lesson.
- Ensure that there are copies of all handouts before the training session.
- When required, reserve the training room.
- Arrange for equipment such as flip charts, an overhead projector, and any other equipment (as needed).
- Talk to people in your office who are most familiar with this topic to collect experiences that you can include as examples in the lesson.
- This lesson plan belongs to you. Feel free to highlight headings, key phrases, or other information to help the instruction flow smoothly. Feel free to add any notes or information that you need in the margins.

TRAINING DAY

- Arrive as early as possible to ensure access to the facility and computers.
- Become familiar with the location of restrooms and other facilities that the trainees will require.
- Test the computer and projector to ensure they are working properly.
- Before class begins, open the PowerPoint presentation to the first slide. This will help to ensure the presentation is functioning properly.
- Make sure that a whiteboard or flip chart and the associated markers are available.
- Provide a sign in sheet and at the conclusion of the session, ensure that all trainees sign in.

INTRODUCTION TO RVSR MEDICAL ELECTRONIC PERFORMANCE SUPPORT SYSTEM (EPSS) & BODY SYSTEM

INSTRUCTOR INTRODUCTION

Complete the following:

- Introduce yourself
- Orient learners to the facilities
- Ensure that all learners have the required handouts

TIME REQUIRED

.25 hours

PURPOSE OF LESSON

Explain the following:

This lesson is intended to introduce trainees to the function of the body system. This lesson will contain discussions and exercises that will allow you to gain a better understanding of:

- How to access and use the Medical EPSS tool and other medical resources
- An overview of the functioning of the body system

LESSON OBJECTIVES

Discuss the following:

Slide 2

Handout Page 2

In order to accomplish the purpose of this lesson, the RVSR will be required to accomplish the following lesson objectives.

The RVSR will be able to:

- Identify how to access MEPSS
- Identify how to access the Help Menu
- Determine how to access the menu tabs at the top of the MEPSS
- Determine how to utilize the Search function box on the main menu
- Identify other reference tools to use when performing their job
- Locate elements within the EPSS in a practical activity

Explain the following:

Each learning objective is covered in the associated topic. At the conclusion of the lesson, the learning objectives will be reviewed.

MOTIVATION

Discuss with the trainees how an understanding of the functioning of the body systems will ensure a proper evaluation of the Veteran's disabilities. Also, emphasize how independent research of medical terminology, medical conditions, and common complications of diseases will allow the trainee to gain proficiency and accuracy in evaluating claims, ordering examinations, and ensuring claims are ready for a decision.

REFERENCES

Explain where these references are located in the workplace.

Slide 3

- [Compensation Service Intranet Home Page](#)
- [Rating Job Aids](#)
- <http://epss.vba.va.gov/mepss>

Handout Page 3

TOPIC 1: WHAT IS THE MEDICAL EPSS

INTRODUCTION

This topic will explain what the Medical EPSS tool is and how it can help RVSRs develop claims

TIME REQUIRED

.75 hours

OBJECTIVES/ TEACHING POINTS

Topic objectives:

- How to access MEPSS
- How to access the Help Menu
- How to access the menu tabs at the top of the MEPSS
- How to utilize the Search function box on the main menu
other reference tools to use when performing their job
- Locate elements within the EPSS in a practical activity

The following topic teaching points support the topic objectives:

- Identify how to access MEPSS
- Identify how to access the Help Menu
- Determine how to access the menu tabs at the top of the MEPSS
- Determine how to utilize the Search function box on the main menu
- Identify other reference tools to use when performing their job
- Locate elements within the EPSS in a practical activity

What is the Medical EPSS

Instructor Note: Use Slides 9- 19 only if no intranet connection is available.

Slide 4-19

Clarify that the focus of this lesson is not just to show trainees how to use the Medical EPSS tool but to allow them to use the tool to gain a better understanding of the body system and to gain proficiency in using this research tool to maximize claims processing time.

Handout Page 4

Access Medical EPSS from the Rating Job Aids site and demonstrate the tools available, specifically highlighting the “search” and “tool” features

of this site. Give a brief demonstration of how to use these tools to research information found in medical records. Depending on the knowledge level of the trainees, you may want to ask one of the to demonstrate the tool. Emphasize how to access the tutorials and how the highlighted and underlined words are links to other information. Ask a trainee to provide a term, condition, or abbreviation to search for. Search for medical terminology you have selected using these various sources.

Demonstrate the other medical references available on the Rating Job Aids page. Emphasize how simply searching on the medical term or abbreviation using common internet search engines may be sufficient to find the necessary information.

Under Rating Job Aids, Medical References –

- C&P Disability Exam Worksheet
- Medical Abbreviations
- MedicineNet.com

The C&P Medical EPSS provides tutorial information related to medical terminology and issues, and numerous graphics to illustrate various medical definitions and concepts. Medical EPSS provides a general tutorial on each body system in the Rating Schedule. There is information regarding the function of the body system and common conditions. The system has excellent visual aids to supplement the material. The system has endless links to obtain more information on specific diseases, body parts, and medical terms.

WARNING: Medical EPSS should not be used as a diagnostic tool for yourself or your loved ones. Please leave that to the medical professionals.

The tool can be accessed at <http://epss.vba.va.gov/mepss/>. You can also find it on the Rating Job Aids webpage.

PRACTICAL EXERCISES

TIME REQUIRED 0.75 hours

EXERCISE Have the trainees complete the practical exercises: Medical scavenger hunt and scavenger hunt located in the hand-out. Review the answers with the trainees Ask if there are any questions about the information presented in the exercise, and then proceed to the Review.

LESSON REVIEW, ASSESSMENT, AND WRAP-UP

INTRODUCTION <i>Discuss the following:</i>	<p>The RVSR Medical Electronic Performance Support System (EPSS) & Body System lesson is complete.</p> <p>Review each lesson objective and ask the trainees for any questions or comments.</p>
TIME REQUIRED	.25 hours
LESSON OBJECTIVES	<p>You have completed the RVSR Medical Electronic Performance Support System (EPSS) & Body System lesson.</p> <p>The trainee should be able to:</p> <ul style="list-style-type: none">• Identify how to access MEPSS• Identify how to access the Help Menu• Determine how to access the menu tabs at the top of the MEPSS• Determine how to utilize the Search function box on the main menu• Identify other reference tools to use when performing their job• Locate elements within the EPSS in a practical activity
ASSESSMENT	<p>Remind the trainees to complete the on-line assessment in TMS to receive credit for completion of the course.</p> <p>The assessment will allow the participants to demonstrate their understanding of the information presented in this lesson.</p>