Prepare the Decision Notice Knowledge Check

PMC VSR Advanced Core Course

Phase 5: Stages of a Claim
Part 4: Prepare Decision Notice

Welcome to the Prepare the Decision Notice Knowledge Check

Your objective is to prepare a decision notice letter using the Personal Computer Generated Letter (PCGL) system based on simulated case documents and VBMS-A screens in academy mode.

Prepare the Decision Notice Knowledge Check Overview

- You are encouraged to use your notes, trainee guide, references, and job aids to prepare your decision notice letter.

- Once you have completed the decision notice letter, you will receive individualized feedback from your assigned instructor at the end of the knowledge check.

- Upon completion of this knowledge check, you should feel confident in your knowledge to prepare a decision notice via PCGL.

- Instructions:
  - Access the following job aids:
    - **Processing a Grant of Benefits**
    - **Processing a Denial of Benefits**
    - **PCGL User Guide**
    - **RFW Manual**
    - Local templates
    - Local auto text
  - Access the trainee guide for manual references

- Instructions:
  - Access the Catherine Abel claim (TRA-57-6817) located in VBMS and the corresponding screens in VBMS-A.
  - Access the PCGL system.
  - Prepare the decision notice letter using PCGL.
  - Submit completed decision notice letter via email to your assigned instructor for evaluation and feedback.
- Time Allowed: 30 min.