**Creating Exam Scheduling Request in VBMS (Part 2)**

**Slide 1**

Welcome to the Compensation Service’s demonstration on Creating Exam Scheduling Request in VBMS.

**Slide 2**

Utilizing the proceeding training materials, VBMS Core User Guide, and available references, claim processors will be able to identify the steps required to create an exam scheduling requests in VBMS, and complete the post-assessment with a minimum of 80% accuracy.

**Slide 3**

You may refer to the listed references for more information on Exam Management feature in VBMS.

You may access a copy of the VBMS Core User Guide from the Compensation Service Intranet Homepage, by selecting the Veteran Benefits Management System (VBMS) on the left-hand side menu, then going to Resources and finally selecting Release Information and User Guides.

**Slide 4**

Before demonstrating how to create an exam scheduling request, I will discuss the Exam Scheduling Request Summary Screen, Details Screen and History Screen.

**Slide 5**

You can navigate to the Exams tab from the Development Plan task bar.

The Exam Scheduling Request Summary table view shows all exam scheduling requests associated with the current claim, including rework requests.

You can click the plus sign [+] next to an exam request to view information about the associated contentions.

You can also click the plus sign [+] next to a contention to show the status of an appointment.

Each exam scheduling request and contention includes an Actions menu that lists the actions available for the request.

The available actions depend on the current status of the request.

I will discuss the View Details and View History selection under the Actions menu in subsequent slides.

**Slide 6**

The Exam Scheduling Request Summary table will also provide a notification icon next to the Scheduling Request Type field:

There will be an **Error Encountered** icon when there is a submission error of a new request, rework request, a modification request, or a request for clarification response.

Claim Processors will have the ability to retry a submission.

An error icon will also appear, if a Contention (associated with an exam request) is deleted from a claim using an application outside of VBMS, there will be an **Information Indicator** when there is an EMS Contention Cancellation or Results Package has been received.

Once an **Information Indicator** is displayed the indicator is permanently associated with the exam scheduling request.

Finally, if there is a **Request for Clarification from EMS** an icon will appear.

**Slide 7**

You can view details about an exam scheduling request or rework request by selecting view details from the Actions menu for the request.

Draft requests do not include this option.

The details view shows a history of the request, including the Claim Processor who most recently modified the request, the exam contractor and system to receive the request, the current status of the request, and a link to the request PDF in the Veteran’s eFolder.

Details are also shown for each contention and appointment related to the request, including if exam results have been accepted; the status, classification, and type of the contention; links to any result documents available and the date they were uploaded to the eFolder; the DBQs selected for each contention; and any medical appointments that have been scheduled.

Modification request or request for clarification details will also be shown in separate sections.

**Slide 8**

To view the exam scheduling request history, select view history from the Actions menu.

Draft requests do not include this option.

You can also view the history by clicking the medical examination status history link from the Details view.

You can customize the exam history view by selecting options from the number of events to view at a time, sort by, and filter by lists.

Exam History shows all sent and received messages. Click the plus sign [+] to expand a message and view the following details:

Direction of the message (Internal, VBMS to EMS, or EMS to VBMS), current request, contention, and medical examination statuses, and appointment information.

Any clarification reasons, modification reasons, or rework reasons, Original Message ID (for outbound messages), and the Number of documents found or missing (for exam results received).

**Slide 9**

Now, I will discuss the tabs that are a part of creating the exam scheduling request, these include the Select Contentions tab, Claim Information tab, and Contention Information tab.

**Slide 10**

After you have reviewed and verified the Veteran’s Profile Screen and the claimed contentions are correctly entered and classified on the Contentions List Screen, you can navigate to the Exam Chevron.

You can review M21-1, Part III, Subpart iii, Chapter 1, Section F for more information on how to identify, verify, classify and associate claimed contentions.

From the Exam Scheduling Request Summary, you will select Create New Request.

**Slide 11**

As actions are completed to create a request, the progress bar beneath the tabs will turn green.

Each time you click a tab your draft is automatically saved, and a confirmation message is shown at the top of the page.

You can also save the information you have entered with the save request button.

Your request will be saved as a draft, and can be edited later with the edit request option from the Actions menu.

Select the check box for each contention you want to include on the request.

Also, you can select the check box at the top of the column to select all contentions.

This screen allows you to review the Contention Name, Classification and Type.

Contentions with a type of increase or RFE must include a service-connected rated issue before you can add them to an exam request.

**INSERT – Already SC Not Associated**

If you did not properly associate the previously rated issue with the contention type of increase or Routine Future Exam, you will be unable to select the contention.

Non-medical or administrative issue contentions cannot be included in requests.

Red text will appear under the contention identifying why the contention cannot be selected for the exam request.

**FADE OUT – Already SC Not Associated**

**INSERT – Select Contentions with another req**

Also, if a contention (on the same active claim) is associated with a separate *pending* exam request, you cannot add it to a new request.

**FADE OUT – Select Contentions with another req**

**Note:** If the claim type is Pre-Discharge with a Pre-Discharge Type of IDES and the contention does not have a value in the “Referred by DoD Physician” field on the Contentions List tab, then you will not be able to select the contention for examine scheduling request.

Once at least one contention has been selected for inclusion on the scheduling request, the status bar below the Select Contentions tab will turn green and the user can proceed to entering the relevant Claim Information tab.

**Slide 12**

The selections made in the Claim Information tab, will apply to the entire exam scheduling request package.

Select any Veteran priority issues that apply to the request. **INSERT – Claim Info Priority**

Remember, only contract examiners are supported in VBMS Release 14.1, therefore, in later versions of Exam Management the claim level priority issues will assist in determining exam location routing.

Enter an alternate phone number, if needed.

If a Veteran has a temporary address at the time of the claim or exam request, select “yes” for the Preferred Geographic Location, which will allow you to enter a temporary address for the request.

**INSERT – Claim Info PGL**

Select an Era of Service for each period of service listed for the Veteran.

You can select one or more period of war OR Peacetime, but you cannot select period(s) of war and Peacetime.

If the Veteran has designated a POA representative, contact information for the POA will be shown.

You can edit this information as necessary, and you can clear the Specify Address check box if you do not want to include the POA address. **INSERT – Claim Info POA**

If an alternate phone number, preferred geographic location, or POA is used, it is only applicable to the current examination scheduling request, this information will not alter/change the information in the Veteran’s Corporate Record.

**Note**: If the claim is pre-discharge, a Pre-Discharge Scheduling Request section is shown, including the Pre-Discharge Type. If required, select IDES or BDD for the predischarge type.

You can review the VBMS Core User Guide, Chapter 17 for more information regarding exam scheduling request for Pre-Discharge claims.

When all required fields on the Claim Information page are complete, the status bar below the Claim Information tab will turn green.

Proceed to entering the relevant Contention Information tab.

**Slide 13**

For each contention that is selected for an exam scheduling request, you will complete the ‘Contention information’ portion.

The claim processor is required to select at least one DBQ for each contention associated with the scheduling request.

To enter information for a contention, expand the plus sign to the right.

*You can expand and collapse each contention as needed.*

**Slide 14**

If the request includes multiple contentions, the DBQs for All Contentions section is shown first.

You can click the plus sign [+] to expand this section or any contention.

Consider using this selection when a General Medical Examination is needed for an original claim received within a year of discharge or a Separation Health Assessment (SHA) for pre-discharge claims.

You can refer to M21-1, Part III, Subpart iv, Chapter 3, Section A to review when to request a General Medical Examination or M21-1, Part III, Subpart iv, Chapter 3, Section F for Separation Health Assessments.

**Slide 15**

On each contention…

The claim processor has the ability to select the ‘ACE Eligible’ for Acceptable Clinical Evidence examinations or the ‘Veteran Must Report to Exam’ indicator.

However, you cannot select both indicators for one contention.

You can also leave both check boxes unselected.

**Remember,** you canto go to M21-1. Part III, Subpart iv, Chapter 3, Section A to review ACE prohibitions.

The **Employment Impact Assessment Requested** is selected when the contention is part of a claim for Individual Unemployability.

How to create an exam scheduling request for Individual Unemployability claims will be discussed in a separate segment of this training.

Select any **contention level priority issues** that apply to the request. **INSERT – Contention Info Priority**

Remember, only contract examiners are supported in VBMS Release 14.1, therefore, in later versions of Exam Management the contention level priority issues will assist in determining exam location routing.

The **Is Specialty Language Needed**? field is used when a medical opinion or statement from the examiner is necessary. **INSERT – Contention Info Special Lang**

For additional guidance on medical opinions and examination request review M21-1. Part I, Chapter 1, Section C and M21-1, Part III, Subpart iv, Chapter 3, Section A.

You will select the medical opinion type (Direct, Secondary, etc) and then complete the following information for medical opinions. **INSERT – Contention Info MO Section**

Name of In-Service Injury/Event. Be sure to type the name of the in-service injury or event, do not just type the words “in service” or “service”.

Supporting Specialty Language Information (as needed, also when text from Exam Request Builder – Simplified (ERB-S) is required).

In VBMS Release 14.1 you will use this section to add language from ERB-S for an exam request with a contention related to Military Sexual Trauma.

You will complete the Tabbed Evidence Description, which should be based on evidence that has been identified in the eFolder Documents tab or in Legacy Content Manager.

Please review M21-1.Part III, Subpart iv, Chapter 3, Section A for more information on how to identify evidence in the eFolder.

**Note**: You can add more than one medical opinion type, if necessary.

For example, a medical opinion is needed based on direct service connection and secondary service connection.

To remove a selection, click the delete icon (trash can).

In the Available/Selected DBQs section, suggested DBQs appear at the top of the available DBQs list, and are highlighted yellow.

Suggestions are determined by the contention classification; however you can choose any listed DBQ.

Suggested DBQs vary depending on whether a rated issue exists for a contention, whether the claim is predischarge, and whether the Veteran has a Former POW flash.

You can filter the DBQs shown by typing in the filter box.

Select from the Available DBQs fields (on the left) and advance over to the Selected DBQs field on the right.

When an exam request is needed for a new or reopen contention of posttraumatic stress disorder and PTSD related DBQs is selected, the exam scheduling request will require additional information on the specific stressors that trigger the PTSD.

I will demonstrate this later on in this presentation.

The Special Instructions field is used if you need to add instructions for the clinician, if needed.

In VBMS Release 14.1 you will use this section to add language from ERB-S for an exam request with a contention related to Female Sexual Arousal Disorder (FSAD).

When all required fields on the Contention Information page are complete, the status bar below the Contention Information tab will turn green.

Proceed to entering the Preview tab.

**Slide 16**

You can preview an exam scheduling request after completing the Claim Information tab and at least one contention.

You must complete all contentions and preview the request before you can submit it.

The request is saved, and a PDF preview of the request is shown in a new tab or browser window.

Only the contentions that have all required data completed will appear in the preview.

The initial preview of the scheduling request will list “TBD” as the Destination. **INSERT – Preview Screen Destination TBD**

When the user has previewed the scheduling request, the status bar below the Preview tab will turn green.

If you need to make edits to the exam scheduling request following your preview, you can navigate back through the tabs.

**Slide 17**

You can only edit or delete requests in draft status.

When you edit a draft request, it is locked so that other users cannot edit it at the same time.

From Development Plan task bar, click Exams.

Select Edit Request from the Actions menu next to the request you want to edit.

The Select Contentions tab is shown.

Make changes to Select Contentions, Claim Information and Contention Information tabs, if needed, or to remove the entire request, click delete request.

**Slide 18**

Claim processors are required to complete all required fields on the Claim Information and Contention Information pages and preview the scheduling request in order to submit the scheduling request.

When you select “Submit”, the Exam Destination dialogue box will appear and the Claim Processor is prompted to select a destination for the scheduling request.

One destination will be preselected for the claim processor based on the current active scheduling request destination rule.

If no rule is active, “VHA” will be the only destination available to be selected.

Claim processors can view alternate destinations, exclusions, and overrides by clicking the “Show Alternate Destinations” link.

Each section is populated based on the current active scheduling request destination rule.

If an alternate destination is chosen, the claim processor is required to enter a justification for the selection.

You are required to preview again prior to final submission.

The preview will include the selected destination in the “Destination” field of the preview.

After previewing the claim processor is able to submit the scheduling request.

**Slide 19**

Upon submission of an initial scheduling request, the following actions take place.

The scheduling request document is generated and uploaded to the Veteran’s eFolder with a document type of ‘Exam Request’ and the subject will identify if document is an ‘exam request’, ‘exam rework’, ‘clarification response’, etc.

VBMS will attempt to submit the scheduling request to Data Access Services (DAS) to prepare for communication with the appropriate Exam Management System (for VBMS Release 14.1 this will be a VBA Contract Examiner).

The View History section of the scheduling request will record the status of the submission events, including:

* Scheduling Request Submitted
* Scheduling Request Successfully Delivered or
* Scheduling Request Delivery Failed

I will discuss more on Submission Success, Submission Failures and Completion of All Exams in the next training segment.

**Slide 20**

I will now demonstrate three separate scenarios that will show how to create exam scheduling request as described in the preceding slides.

Remember to review M21-1, Part III, Subpart iii, Chapter 1, Section F for how to identify, verify, classify and associate claimed contentions.

Be advised, this training is being conducted in a demonstration environment and using mock claim numbers and data.

In addition, the instruction is focused on the steps and inputs required to complete an exam scheduling request, disregard claim data discrepancies, such as dates of service, due to the mock claim environment.

**Slide 21**

In Scenario 1, the Veteran has filed an original claim for service connection within a year of discharge for hearing loss and tinnitus due to hazardous noise exposure, left knee strain and posttraumatic stress disorder (PTSD).

The Veteran has also listed symptoms of insomnia, anxiety and depression related to the PTSD.

Watch as I go through the steps of this exam scheduling request…

**Scenario 1 Demonstration**

The **Contentions List** per M21-1, Part III, Subpart iii, Chapter 1, Section F has already been built for the claim.

Navigate to the **Exams** chevron.

Next go to the **Create New Request** button.

**Select Contentions** that require an examination.

For the claimed symptoms related to PTSD contention, of anxiety, depression and insomnia, you will not select this for an exam scheduling request.

You will advise the examiner in the exam scheduling request for PTSD that the Veteran has claimed these symptoms in the **Special Instructions** field.

In contrast, though hearing loss and tinnitus have the same DBQ type, you will select each contention to be included in the exam scheduling request.

As an exam result document may satisfy (be associated to) one or more contentions.

After selecting the contentions for the exam scheduling request, navigate to the **Claim Information** tab.

For this scenario, there are no priority issues, no alternate phone number, no preferred geographic location or power of attorney changes needed.

I will select the **Era of Service** and navigate to the **Contention Information** tab.

For each of these contentions, I will not make a selection for **ACE Eligible** or **Veteran Must Report to Exam**.

There are no contention priority issues for the claimed contentions in this Scenario.

Finally, these contentions are not a part of claim for individual unemployability, so I will not select the **Employment Impact Assessment Requested** selection.

Since this is a claim for original service connection received within one year of discharge, you may expand the **DBQs for All Contentions** and select the DBQ General Medical Compensation.

I will complete the **Contention Information** for hearing loss and then tinnitus.

For hearing loss and tinnitus claims you will select the **Audio Special Language based on MOS-Related Hazardous Noise**, if the claim is based on exposure to hazardous noise, in the **Is Specialty Language Needed**? field.

Additional fields will populate for **Military Branch** (Air Force), **Military Rank** (Enlisted), and then **Military Occupation** **Specialty (MOS)** (Aircraft Fuel Systems).

You will then select the **Document Type**, **Document Repository** where the examiner can locate the evidence to support hazardous noise exposure claim.

You can specify the **Location in** **Document**, if needed.

You can add **additional MOS**, if applicable.

If you need to include another medical opinion, you can select **Is Additional Specialty Language Needed?**.

You can add additional **Tabbed Evidence**, if necessary.

Navigate to the Available DBQs, which the suggested DBQ(s) based on contention classification will be highlighted in yellow.

Advanced the selection to the Selected DBQs field on the right.

If you need to add special instructions you may do so.

You will complete the same steps for the claim of tinnitus if due to hazardous noise exposure.

…Completing steps for tinnitus…

For the contention of PTSD, select the appropriate specialty language needed. In this scenario, I will select direct service connection.

Enter the specific in-service injury or event. (motor vehicle accident)

Add any supporting specialty language information, if needed. If additional medical opinions are required, select the “Is additional specialty language needed”.

Otherwise, navigate to the Tabbed Evidence Description and complete this section for the examiner. (Service treatment records, pg 49, motor vehicle accident (Tab C))

Navigate to the Available DBQs, which the suggested DBQ(s) based on contention classification will be highlighted in yellow.

Advanced the selection to the Selected DBQs field on the right.

For new and reopen contentions for PTSD when the DBQ of PTSD is selected, these are the two additional fields that are generated.

Does the examiner need to confirm the stressor cause of PTSD for this contention, selecting ‘Yes’ will add the following language to the exam scheduling request:

*The Veteran has claimed PTSD due to a specific stressful event. Confirmation is required to establish if a relationship exists between the claimed stressor and any mental health diagnosis.*

In the next field provide the description of the claimed stressor(s). Next go to the Special Instructions field.

In the Special Instructions field for the PTSD, advised the examiner of the following:

*The Veteran has claimed symptoms of insomnia, anxiety and depression related to claim for PTSD.*

For the contention of left knee strain, select the appropriate specialty language needed. In this scenario, I will select direct service connection.

Enter the specific in-service injury or event. (motor vehicle accident)

Add any supporting specialty language information, if needed. If additional medical opinions are required, select the “Is additional specialty language needed”.

Otherwise, navigate to the Tabbed Evidence Description and complete this section for the examiner. (Service treatment records, pg 49, motor vehicle accident (Tab C))

Navigate to the Available DBQs, which the suggested DBQ(s) based on contention classification will be highlighted in yellow.

Advanced the selection to the Selected DBQs field on the right.

Complete the Special Instructions field, if applicable.

Notice as you complete the required input for each contention the checkmarks to the right will turn green.

Review your Claim and Contention Information inputs and then select Preview to preview the request.

Once you have reviewed your exam scheduling request, select **Submit Request**.

You will then see the Exam Destination dialogue box and you will select a destination for the scheduling request.

You will then be asked to preview your document once more, when you have determined the exam scheduling request is ready, you may hit **Submit**.

We will now look at Scenario 2.

**Slide 22**

In Scenario 2, the Veteran has filed a claim (outside of a year from discharge) for an increase for the service connected diabetes mellitus, type II with erectile dysfunction.

The Veteran has claimed complications related to the diabetes mellitus, type ii of left lower extremity peripheral neuropathy and right lower extremity peripheral neuropathy.

A review of the record shows an examination is needed.

Watch as I go through the steps of this exam request…

**Scenario 2 Demonstration**

For Scenario 2, the Contention List per M21-1, Part III, Subpart iii, Chapter 1, Section F has already been built for the claim.

Navigate to the **Exams** chevron.

Next go to the **Create New Request** button.

**Select Contentions** that require an examination.

Per M21-1, Part III, Subpart iv, Chapter 4, Section M when a claim for increase in diabetes mellitus, type II, with or without complications requires an examination, claim processors will order the Diabetes Mellitus DBQ.

Complications that are claimed or shown by the evidence of record will be listed in the **Remarks** or **Special Instructions** section to notify the examiner.

Therefore, in this scenario, in the **Select Contentions** screen you will select the contention for the diabetes mellitus, type II only.

For the claimed complications related to the diabetes mellitus, type II contention, of left lower extremity peripheral neuropathy and right lower extremity peripheral neuropathy, you will not select these for the exam scheduling request.

You will advise the examiner in the exam scheduling request for diabetes mellitus, type II that the Veteran has claimed these symptoms in the Special Instructions field.

After selecting the contentions for the exam scheduling request, navigate to the **Claim Information** tab.

For this scenario, there are no priority issues, no alternate phone number, no preferred geographic location or power of attorney changes needed.

I will select the **Era of Service** and navigate to the **Contention Information** tab.

For these contentions, I will not make a selection for **ACE Eligible** or **Veteran Must Report to Exam**.

There are no contention priority issues for the claimed contentions.

Finally, these contentions are not a part of claim for individual unemployability, so I will not select the **Employment Impact Assessment Requested** selection.

I will complete the **Contention Information** for the diabetes mellitus, type II and the claimed complications.

Since the contention is based on a claim for increase the **Is Specialty Language Needed**? field does not populate.

Also, remember the secondary and nonservice connected (NSC) aggravation medical opinions are already embedded within the Diabetes Mellitus DBQ.

Navigate to the **Available DBQs**, which the suggested DBQ(s) based on contention classification will be highlighted in yellow.

Advanced the selection to the **Selected DBQs** field on the right.

In the **Special Instructions** field for the DM II, advised the examiner of the following:

*The Veteran has claimed DM II complications of left lower extremity peripheral neuropathy and right lower extremity peripheral neuropathy.*

Review your **Claim and Contention Information** inputs and then select **Preview** to preview the request.

Once you have reviewed your exam scheduling request, select **Submit Request**.

You will then see the Exam Destination dialogue box and select a destination for the scheduling request.

You will preview your document, once more and when you have determined the exam scheduling request is ready, you may hit **Submit**.

We will now look at Scenario 3.

**Slide 23**

In Scenario 3, the Veteran has filed a claim (outside of a year from discharge) for an increase of the service connected right knee degenerative joint disease, left knee degenerative joint disease secondary to the right knee, and special monthly compensation Aid & Attendance for service connected heart condition (which is currently evaluated at 100% disabling).

No VA Form 21-2680 was received with claim.

A review of the record shows an examination is needed.

Watch as I go through the steps of this exam scheduling request…

**Scenario 3 Demonstration**

The **Contention List** per M21-1, Part III, Subpart iii, Chapter 1, Section F has already been built for the claim of right knee degenerative joint disease, left knee degenerative joint disease secondary to the right, and special monthly compensation Aid & Attendance for service connected heart condition (currently evaluated at 100% disabling).

Review, M21-1, Part III, Subpart iv, Chapter 3 on how to identify and classify the contention of special monthly compensation Aid and Attendance.

Navigate to the **Exams** chevron…

Next go to the **Create New Request** button…

In the **Select Contentions** tab, select the contentions that require an examination.

In this scenario, you can use the Select All option, since all contentions need to be included on the exam scheduling request.

Notice for the contention of aid and attendance, the classification is Special Monthly Compensation – Aid and Attendance/Housebound.

After selecting the contentions for the exam scheduling request, navigate to the **Claim Information** tab.

For this scenario, there are no claim level priority issues, no alternate phone number, no preferred geographic location or power of attorney changes needed.

I will select the **Era of Service** and navigate to the **Contention Information** tab.

Since this is a claim for an increase of the right knee degenerative joint disease, left knee degenerative joint disease secondary to the right, and special monthly compensation Aid & Attendance for service connected heart condition (currently evaluated at 100% disabling), and the claim has been received more than one year outside of discharge, I will disregard the **DBQs for All Contentions** section.

You can review M21-1, Part III, Subpart iv, Chapter 3, Section A to review when to request a General Medical Examination.

For these contentions, I will not make a selection for **ACE Eligible** or **Veteran Must Report to Exam**.

There are no contention level priority issues for the claimed contentions.

Finally, these contentions are not a part of claim for individual unemployability, so I will not select the **Employment Impact Assessment Requested** selection.

I will complete the **Contention Information** for the right knee arthritis (increase).

Since the contention is based on a claim for increase the **Is Specialty Language Needed**? field does not populate.

Navigate to the **Available DBQs**, which the suggested DBQ(s) based on contention classification will be highlighted in yellow.

Advanced the selection to the **Selected DBQs** field on the right.

Complete the **Special Instructions** field, if applicable.

I will complete the **Contention Information** for the left knee arthritis secondary to right knee.

For the left knee contention, select the appropriate specialty language needed.

In this scenario, I will select secondary service connection.

Select the appropriate primary service connected condition based on the Veteran’s claim.

You can select from the already **Service Connected Disabilities** list or actively claimed **Contention Names** list, if the primary condition is not yet service connected.

Add any supporting **specialty language information**, if needed.

If additional medical opinions are required, select the “**Is additional specialty language needed**”

Otherwise, navigate to the **Tabbed Evidence Description** and complete this section for the examiner. (private treatment records, Dr. Callie Torres, pg 2, diagnosis of left knee degenerative joint disease (Tab D))

Navigate to the **Available DBQs**, which the suggested DBQ(s) based on contention classification will be highlighted in yellow.

Advanced the selection to the **Selected DBQs** field on the right.

Complete the **Special Instruction** field, if applicable.

I will complete the **Contention Information** for the contention of Aid and Attendance.

For the contention of special monthly compensation Aid and Attendance, select the appropriate specialty language needed.

In this scenario, I will select Aid and Attendance.

In the **Name of Disabilities** field, enter the appropriate service connected condition identified by the Veteran that contributes to the need for aid and attendance.

In this scenario I will enter ‘arteriosclerotic heart disease’.

Add any supporting **specialty language information**, if needed.

If additional medical opinions are required, select the “**Is additional specialty language needed**”.

Otherwise, navigate to the **Tabbed Evidence Description** and complete this section for the examiner. (VAMC treatment records, Dr. Preston Burke, pg 14 to 18 (Tab B))

Navigate to the **Available DBQs**, which the suggested DBQ(s) based on contention classification will be highlighted in yellow.

Advanced the selection to the **Selected DBQs** field on the right.

Complete the **Special Instruction** field, if applicable.

Notice as you complete the required input for each contention the checkmarks to the right will turn green.

Review your **Claim and Contention Information** inputs and then select **Preview** to preview the request.

Once you have reviewed your exam scheduling request, select **Submit Request**.

You will then see the **Exam Destination** dialogue box and select a destination for the exam scheduling request.

You will this be asked to preview your document, once more and when you have determine the exam scheduling request is ready, you may hit **Submit**.

**Slide 24**

This concludes the Compensation Service’s demonstration on Creating Exam Scheduling Request in VBMS.

If you have further questions regarding Exam Management in VBMS you may contact the following corporate email addresses.