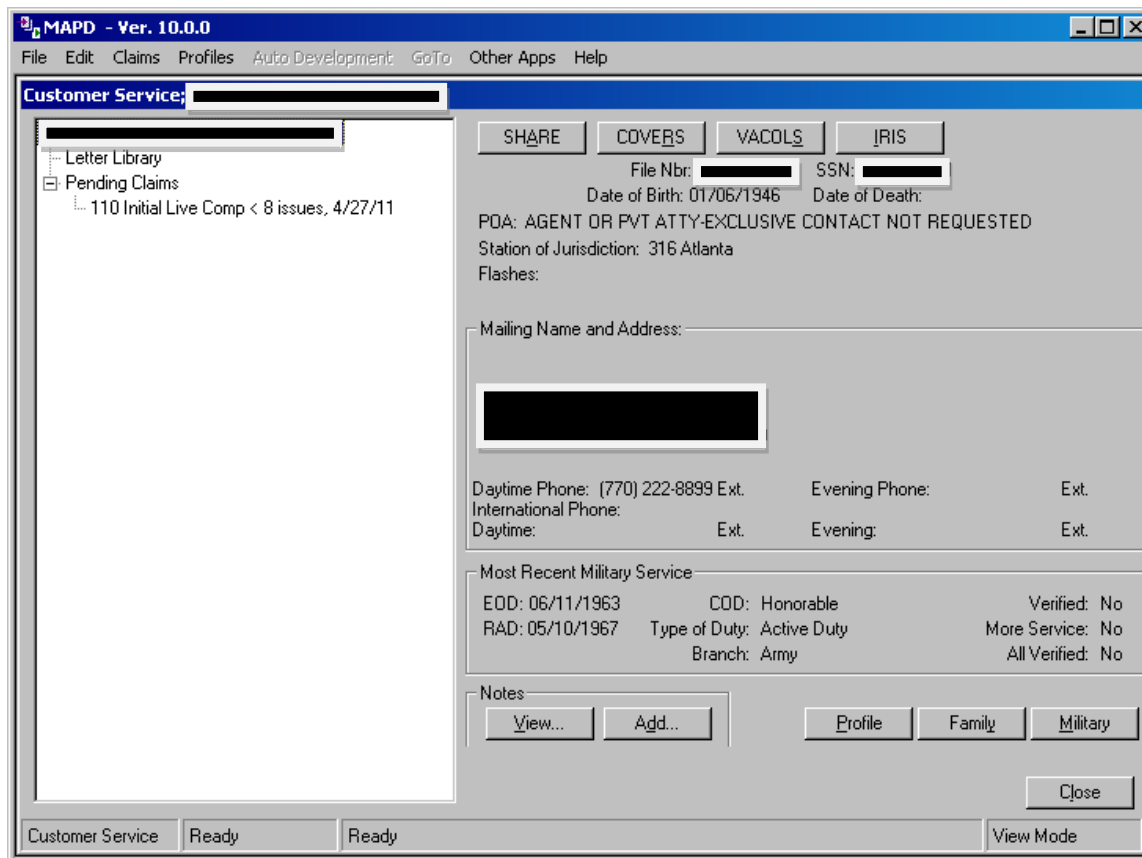


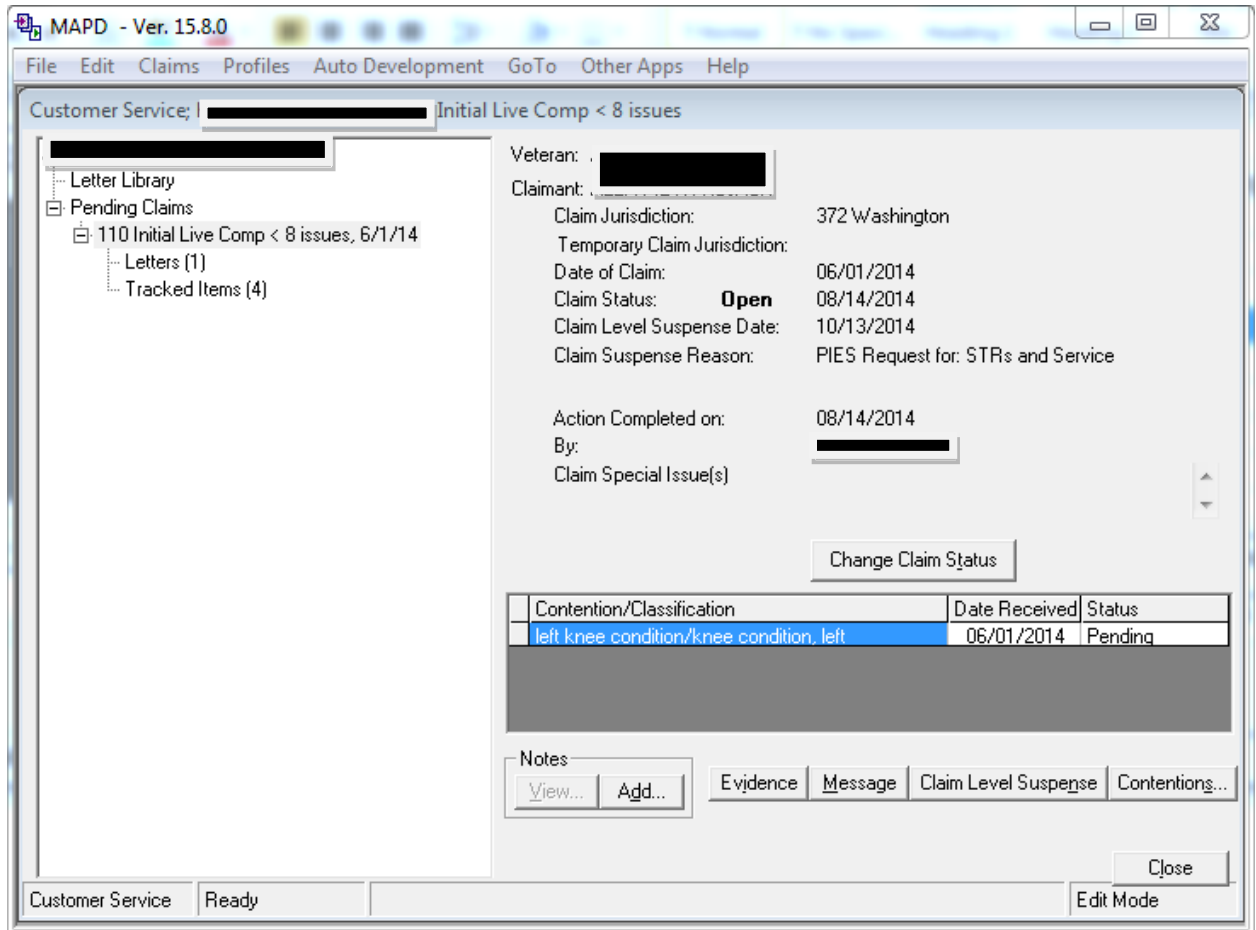
MAP-D DEMO

Trainee Handout

How To enter Contentions into Map D



1. On the left side of the screen locate the veteran name - Put your cursor on the veteran name (it should turn blue when you CLICK)
2. Locate the Notes at the bottom of the screen on the right side, SELECT – View (check to see if any MAPD notes have been added)
3. Locate Pending Claims on the left side – CLICK on the End Product, it should turn blue, , SELECT – View (check to see if any MAPD notes have been added)



4. Locate Evidence on the right side, at the bottom of the screen CLICK –Evidence (drop down box list the most common documents, you can enter other documents)
5. Locate Contention/Classification on the right side at the bottom of the screen CLICK – Contentions
6. Enter the contention (follow the directions below)

Contention. - The condition as stated by the claimant.

Medical - Yes.

Classification. (What is the Body system)

Code Sheet Diagnosis (As needed)

Diagnostic Code (As needed)

Special Issues – (As needed- Agent Orange /PTSD / Gulf War / MST)

Date Received. TAB (system generate date of claim)

Date Completed. (TAB)

Type. A drop down list box: **New**, Increase, Secondary, Reopen

Status. A drop down list box: **Pending**, Deferred, Complete

Notification Date. For letter Date.

MAPD - Ver. 13.0.0

File Edit Claims Profiles Auto Development Go To Other Apps Help

Contentions; T [REDACTED] 54; New/Reopen

	Contention	Medical	Classification	Code Sheet Diagnosis	Diagnostic Code	Special Issues	Date R
1	skin condition to include	Yes	skin condition	Eczema	7806	Express Claim	05/18
2	bilateral foot fungus	Yes	foot condition, bilateral				05/18
3	ear	Yes	ear condition				05/18
*							

Notes: View... Add... Benefit Claimed: New/Reopen Date of Claim: 05/18/2012

Automatic Development... 3rd Party... Claimant Lit... OK Cancel

Contentions Success Type in a Contention Description. Press Enter to Accept, Press Escape to Cancel.

7. When you enter the contentions, the buttons at the bottom of the screen are not available (grayed –out).

8. After, you enter all contentions – HIT the Escape key (Esc) on your keyboard and the buttons at the bottom of the screen are available.

MAPD - Ver. 13.0.0

File Edit Claims Profiles Auto Development GoTo Other Apps Help

Contentions; [redacted] New/Reopen

	Contention	Medical	Classification	Code Sheet Diagnosis	Diagnostic Code	Special Issues	Date R
1	skin condition to include	Yes	skin condition	Eczema	7806	Express Claim	05/18
2	bilateral foot fungus	Yes	foot condition, bilateral				05/18
3	ear	Yes	ear condition				05/18
*	[dropdown]						

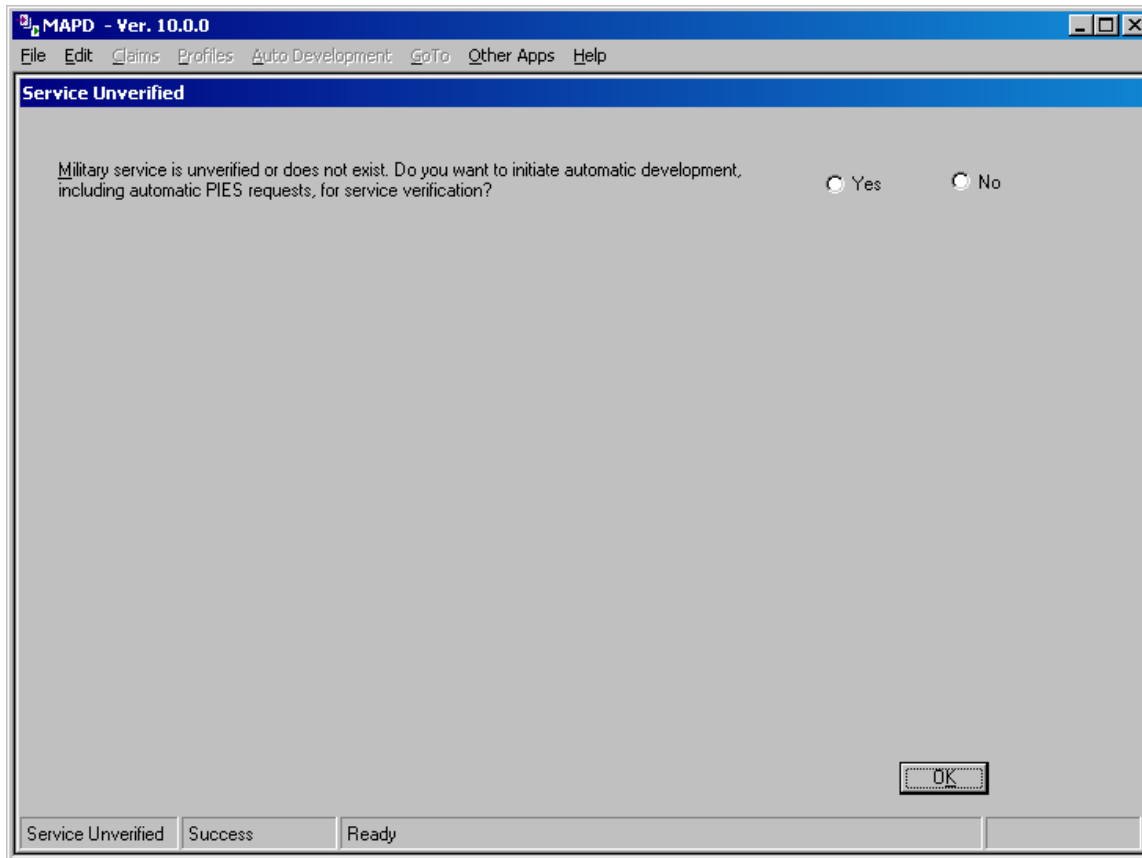
Notes: [View...] [Add...]

Benefit Claimed: New/Reopen Date of Claim: 05/18/2012

[Automatic Development...] [3rd Party...] [Claimant Ltr...] [OK] [Cancel]

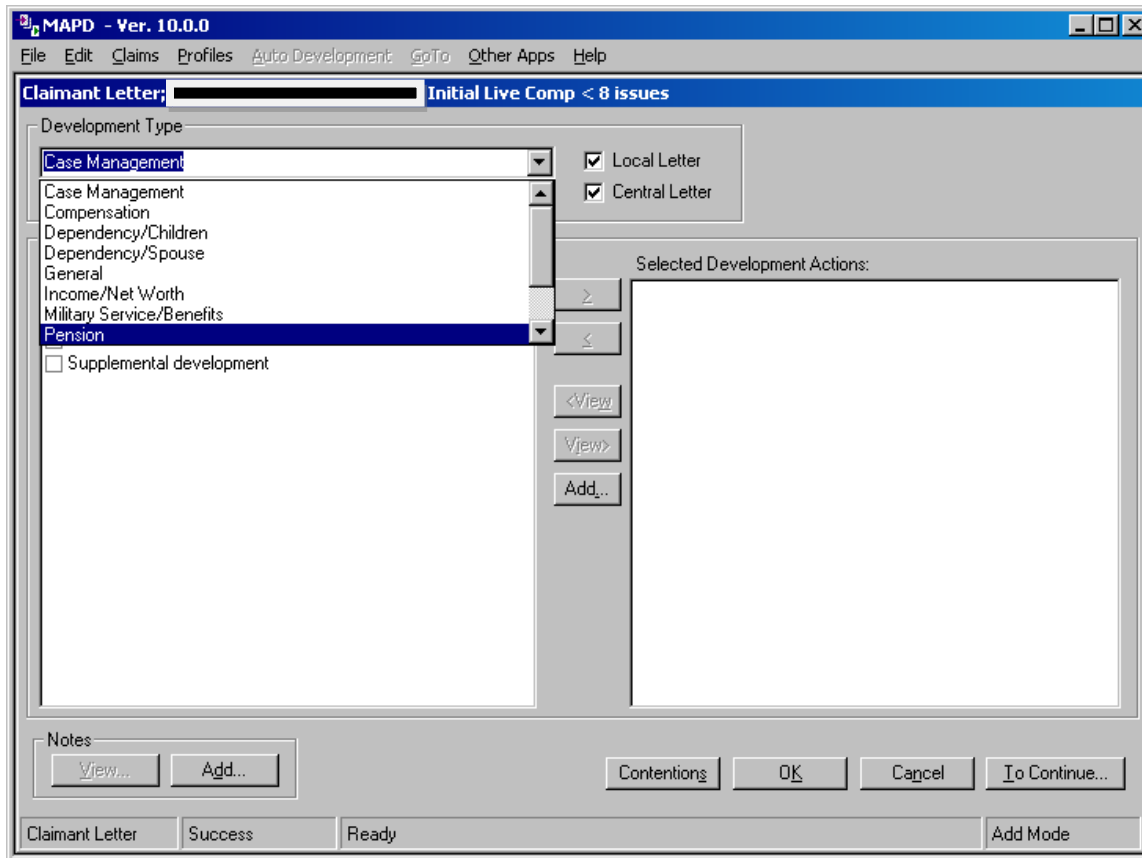
Contentions Success Type in a Contention Description. Press Enter to Accept, Press Escape to Cancel.

9. Select - Claimant letter if no 3rd party development required
10. Select – 3rd party if (VSR need to Request an Exam, PIES, DPRIS, Private treatment records, VAMC outpatient treatment records, Military Hospital, Service Treatment records from Service Department/Reserve/National Guard)



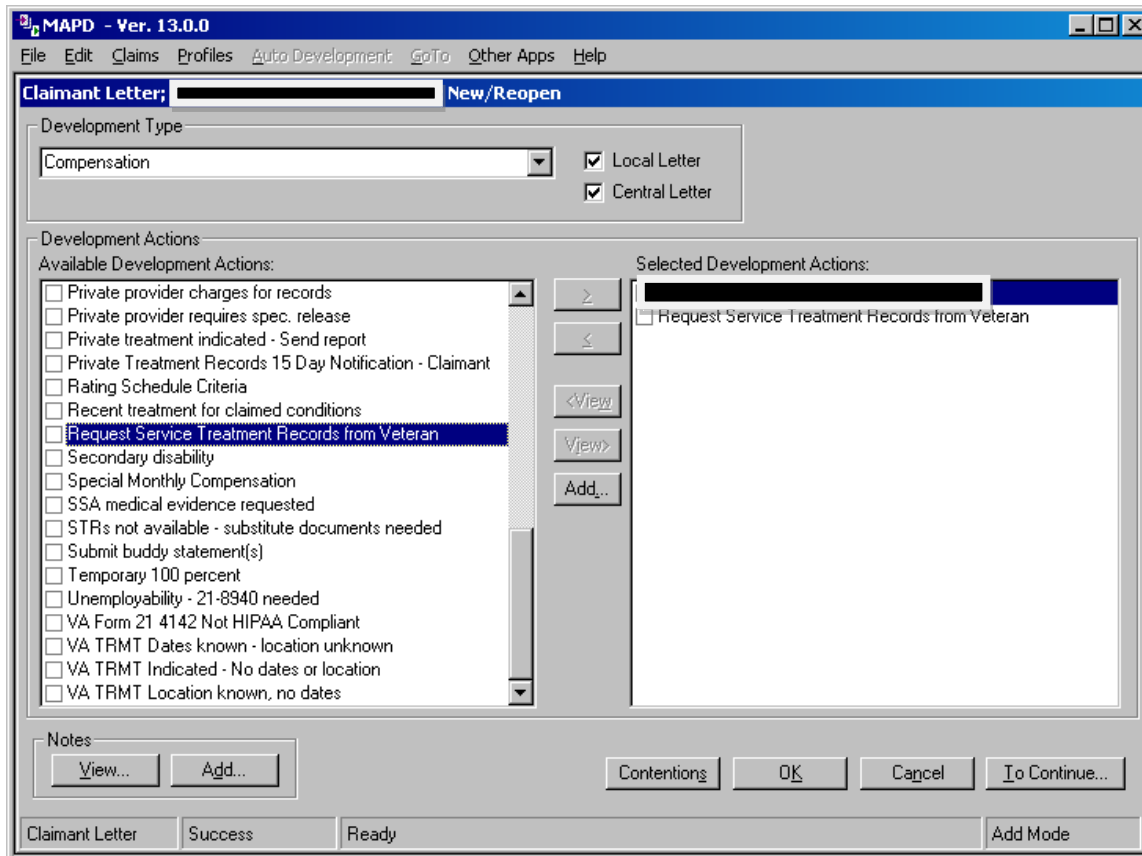
9. If you see the screen below – SELECT – NO – CLICK – OK (the screen below starts AUTOMATIC DEVELOPMENT).

10. **DO NOT SELECT AUTOMATIC DEVELOPMENT**



9. Locate – Development Type on the left side, use the drop down menu
Select –COMPENSATION

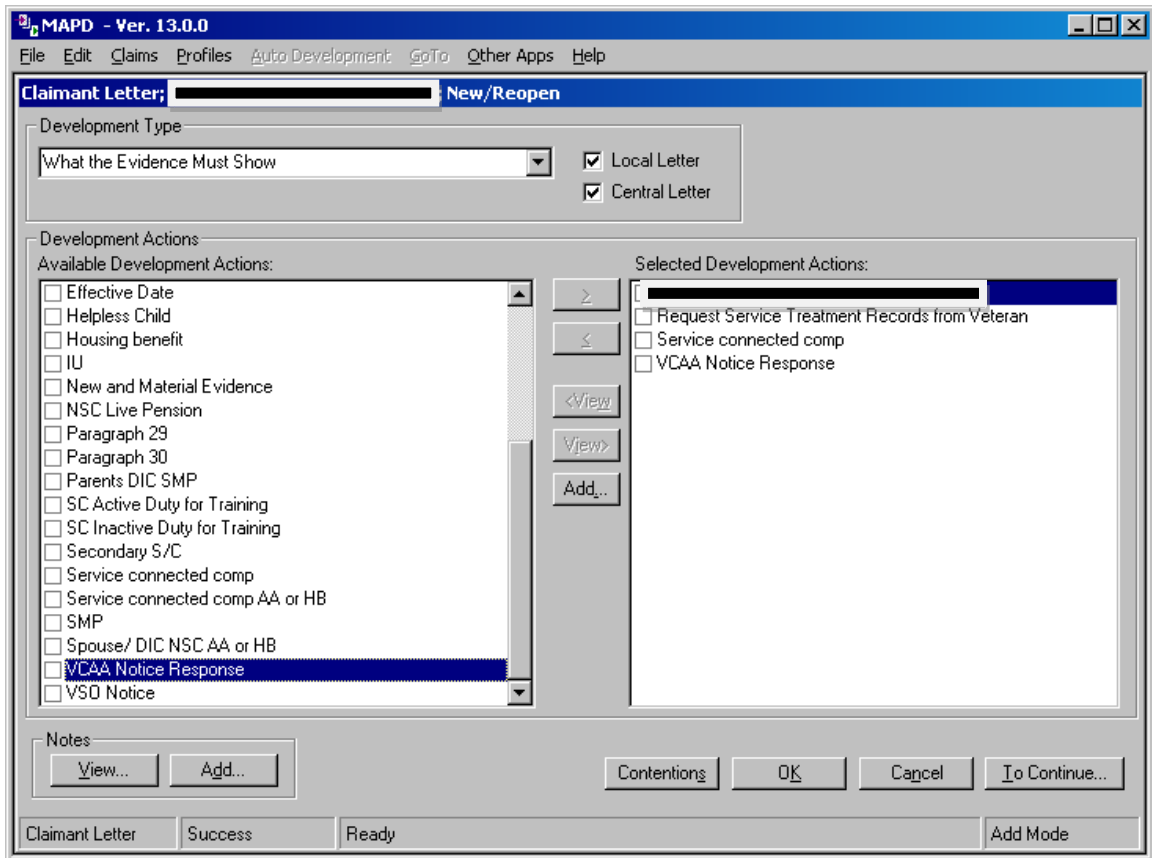
10. When the veteran file a claim for the first time (common paragraphs to be used under
Compensation)



15. Locate – Development Type on the left side, use the drop down menu
 Select –What the Evidence Must Show

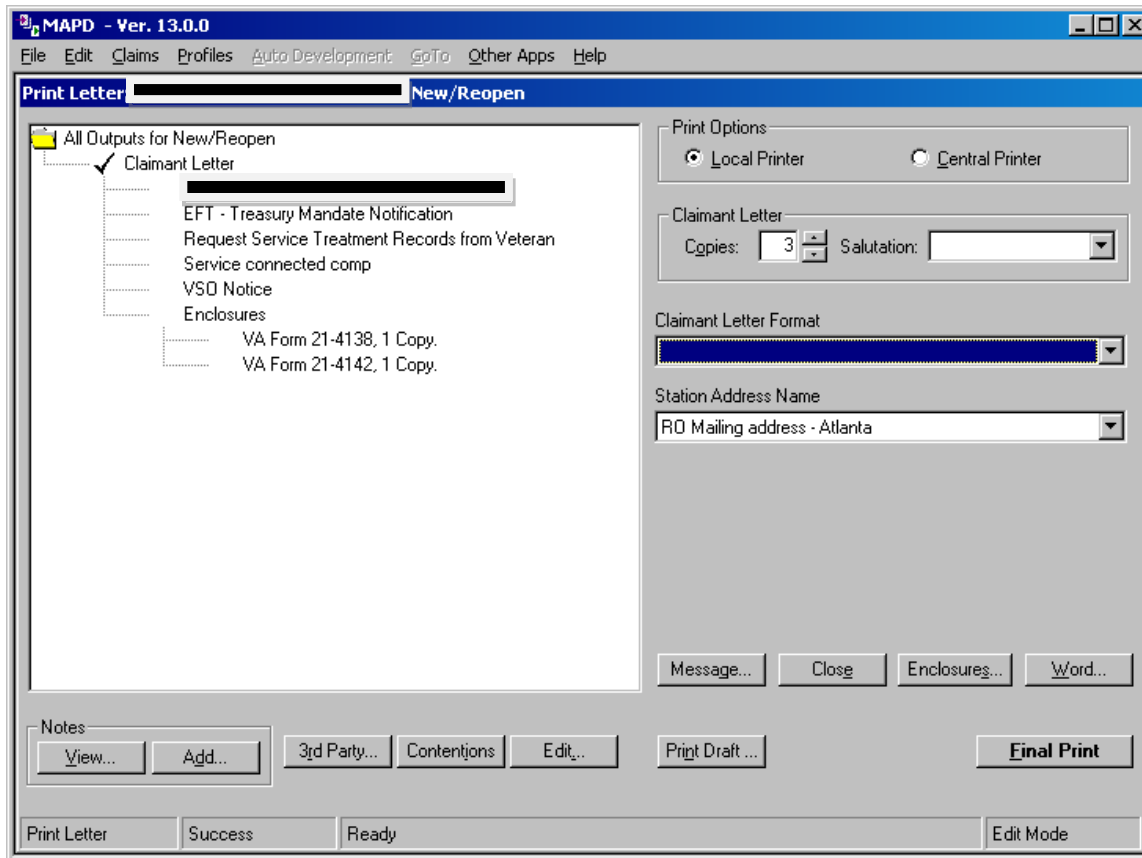
Per FL 13-06

ALWAYS Select these three WTEMS
 Service Connected Compensation
 Secondary Service Connection
 Claim for Increase



11. Go to the bottom of the screen on the right side and **CLICK – TO Continue**

12. Below is a sample of what your Tree View should look like



13. Go to the bottom of the right side and **CLICK** – Word to view your document, you can edit your letter in word at this time.
14. If you need to **ADD** or Remove MAPD Paragraphs, go to the bottom of the screen on the left side- **CLICK** – EDIT
15. If you need to edit your contention, go to the bottom of the screen on the left side – **CLICK** - Contention
16. If you need to **ADD** 3rd party development, go to the bottom of the screen on the left side – **CLICK** – 3rd Party
17. Follow the Guidelines in the SharePoint Job Aid that will tell you how to upload documents into your personal folders.

REVIEW QUESTIONS

1. Name the MAPD Buttons?
2. Name the information that you will find under Claimant Information?
3. What is the definition of MAPD?
4. What information can you view once you are in the customer service screen?
5. How long do you have the ability to editor remove a note?
6. Name the different date fields that you find under tracked Items?
7. What letters do you find in the letter library?
8. Describe the procedure to return a letter to development.
9. Describe the procedure to Add or edit a tracked item.
10. What are the 3 types of notes that you can add in MAPD?
11. What do you do when the provider you are searching for is not in the database?
12. What three What The Evidence Must Show selections are required for 5103 letters per 13-06?
13. What does Fast Letter 13-06 say needs to be done to the individual claimed contentions listed in the Map D letter?