

EXAM MANAGEMENT SYSTEM JOB AID

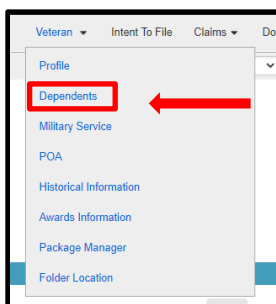
Dependency - Exam Scheduling Request (ESR) Job Aid

Prior to submitting an ESR in the Exam Management System for a dependent, the user must ensure that the dependent (spouse/child) is correctly identified within VBMS as a dependent. The user must also ensure that a contention is correctly identified in the contention development tab. It is essential that the user has the correct options identified in the applicable drop downs as this directly affects the ability to order an exam.

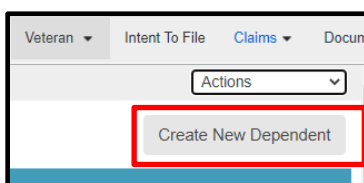
Note: Any section marked with a red asterisk is a required field and must be filled out to move to the next step.

TOPIC 1: Adding Dependents

Step 1: Navigate to the dependents screen from the Veteran drop down menu.



Step 2: Click Create New Dependent Button



Step 3: Input all required fields as identified by the “*:*”

A screenshot of the 'Add Dependent' form. The form contains several fields, some of which are marked with a red asterisk to indicate they are required. The required fields are: First Name, Relationship Type, Birth Date, and Last Name. These fields are highlighted with red boxes. Other fields include Middle Name, Begin Date, Mobile Phone - Ext, Email Address, End Date, Gender, Death Date, Address Type, Address 1, Address 2, Address 3, City, State, Zip, and Country.

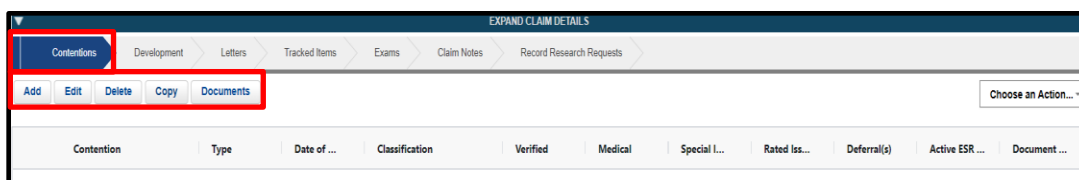
EXAM MANAGEMENT SYSTEM JOB AID

Step 4: Verify the correct dependent type from the drop-down menu (Spouse, Child, or Parent)

Note: If the dependent has a different address or phone number than the Veteran, this information must be added in this section for the information to be correctly generated in the ESR.

TOPIC 2: Adding Dependent Contentions

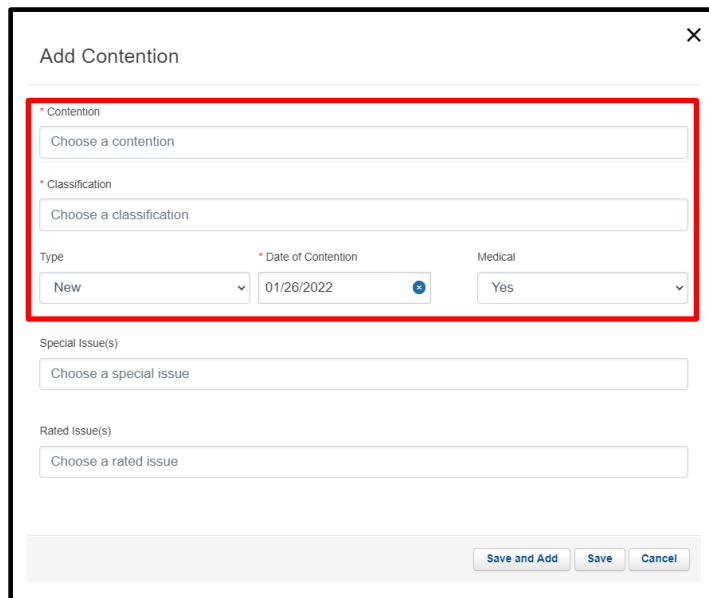
Step 1: Click the Add Button on the Contentions Screen



Step 2: Add contention and select corresponding contention classification (helpless child, spina bifida*, Aid & Attendance Spouse)

Step 3: Verify date of contention

Step 4: Verify the correct type of contention from drop down menu

A screenshot of the 'Add Contention' form. The form is titled 'Add Contention' and has a close button (X) in the top right corner. The form contains several fields: 'Contention' (a dropdown menu with 'Choose a contention'), 'Classification' (a dropdown menu with 'Choose a classification'), 'Type' (a dropdown menu with 'New'), 'Date of Contention' (a date field with '01/26/2022' and a calendar icon), and 'Medical' (a dropdown menu with 'Yes'). Below these fields are sections for 'Special Issue(s)' and 'Rated Issue(s)', each with a dropdown menu and the text 'Choose a special issue' and 'Choose a rated issue' respectively. At the bottom of the form are three buttons: 'Save and Add', 'Save', and 'Cancel'. A red box highlights the 'Contention', 'Classification', 'Type', 'Date of Contention', and 'Medical' fields.

EXAM MANAGEMENT SYSTEM JOB AID

* Contention:

* Classification:

* Date of Contention: 05/05/2019

Verified: Yes

Type:

Medical:

Special Issue:

Note: You are required to select the correct contention classification from the drop-down menu, for EMS to suggest to the appropriate DBQ for the examination. The contention type must also be correct to ensure the appropriate standard language is added to the ESR.

Topic 3 Creating Exam Scheduling Request (ESR) for a Dependent.

Step 1: Click the exam chevron. Then, select “Create New Request”.

020 - Helpless child

Exam Scheduling Request Summary

Scheduling Request Type	Status	Date Submitted	Date Last Updated	VHA/Vendor	Locked	Actions
Showing 0 of 0						
There are no exam requests to display.						

Items Per Page: 10

Create New Request

Step 2: Select the box for the appropriate contention(s). Once the dependent contention is selected, a drop-down box will appear. Select the dependent that requires an examination.

The Claim Information button will turn green, and you must click it to proceed. If the system does not allow you to select a contention, there is an error in the way the information or attributes under the contention tab was entered.

The user must go back to the contention and revise accordingly:

EXAM MANAGEMENT SYSTEM JOB AID

The image displays three screenshots of the Exam Management System interface, illustrating the process of selecting contentions and examinees. Each screenshot shows a table of contentions with columns for Contention Name, Classification, and Type. A red arrow points to the selected contention in each case.

Screenshot 1: Shows the 'Select Contentions' screen. The 'helpless child' contention is selected. The 'Examinee Selection' dropdown menu is open, showing three options: 600987322 - BATTEIGER, JANE; 600987322 - BATTEIGER, JANE; and 600987331 - BATTEIGER, JOHN.

Screenshot 2: Shows the 'Select Contentions' screen. The 'aid and attendance' contention is selected. The 'Examinee Selection' dropdown menu is open, showing one option: 600987329 - BATTEIGER, LISA.

Screenshot 3: Shows the 'Select Contentions' screen. The 'spina bifida' contention is selected. The 'Examinee Selection' dropdown menu is open, showing three options: Veteran; 600987322 - BATTEIGER, JANE; and 600987331 - BATTEIGER, JOHN.

Note: All other contentions on the claim are unavailable for selection. The dependent ESR must be ordered independently.

Step 3: Verify Dependent's address (provided in topic 1). If an alternate address is needed or the Dependent has temporarily relocated, use the Preferred Geographic Location selection, to enter the temporary address.

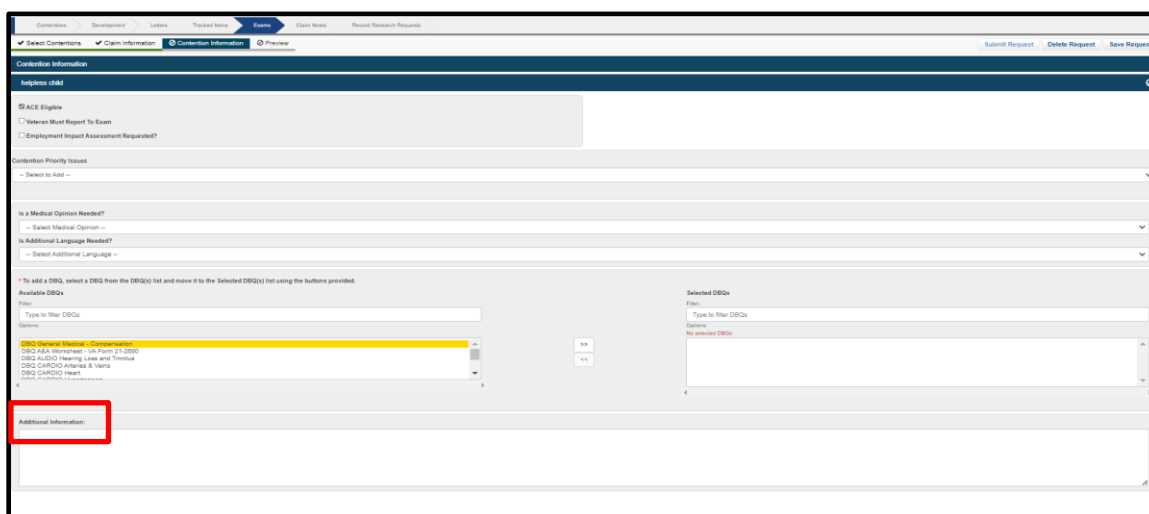
EXAM MANAGEMENT SYSTEM JOB AID

- d. The “Other” specialty instruction option provides a blank field in case a new MO type is needed that is not currently available in the Specialty language drop down.

Note: If additional specialty language is needed use the drop-down menu.

Step 4: Next, the user will add the following information from the *Supplemental Language Matrix* to the “Additional Information” box:

- Social Security Number (SSN)
- Date of Birth

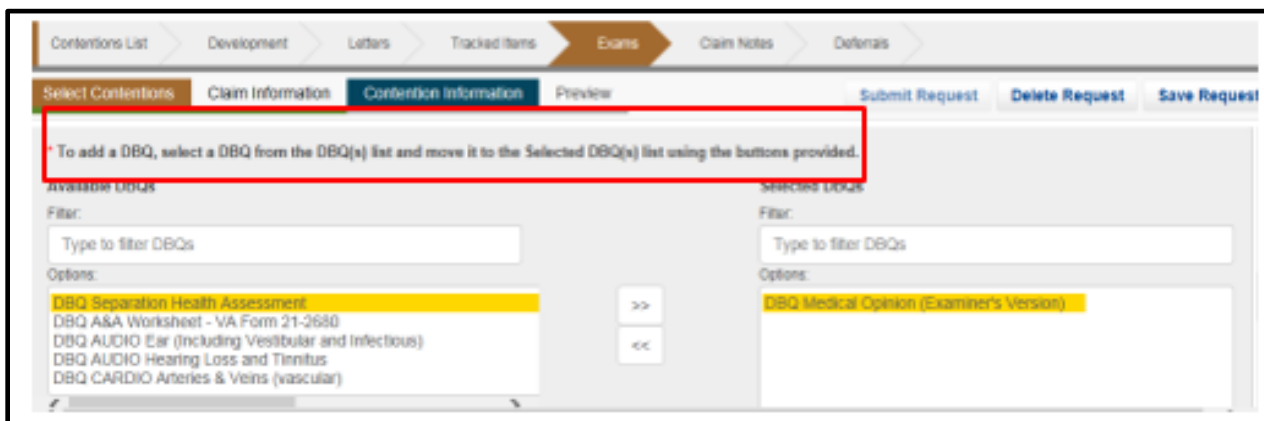
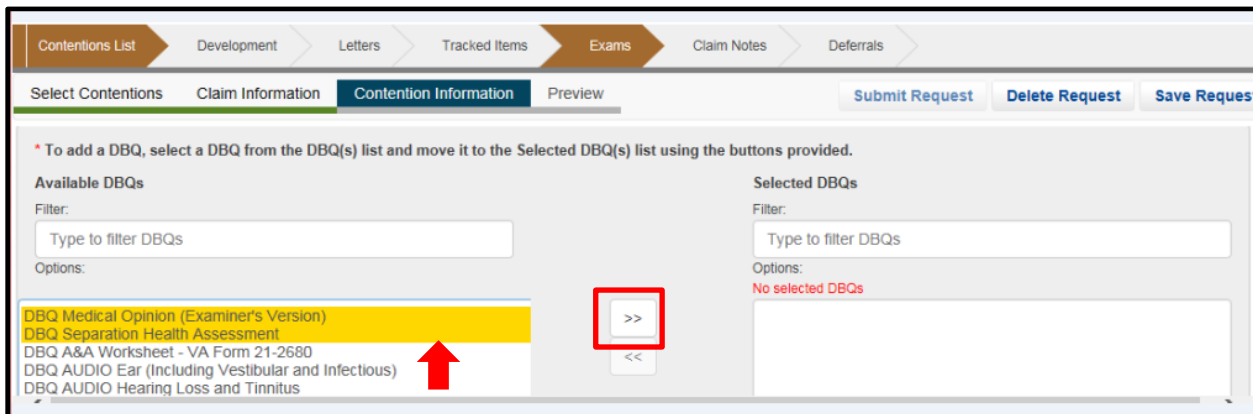
The screenshot shows the 'Contention Information' section of the EMS system. It includes fields for 'Is ACE Eligible?', 'Contention Priority Issues', 'Is a Medical Opinion Needed?', and 'Is Additional Language Needed?'. Below these are 'Available DBQs' and 'Selected DBQs' sections. The 'Additional Information' field at the bottom is highlighted with a red box.

Step 5: Next, the user will select a corresponding DBQ based on the contentions. EMS will highlight the recommended DBQ based on the classification chosen for the contention. After selecting the DBQ in the ‘Available DBQs’ section, you click the chevron to move it into the ‘Selected DBQs’ section:

Note: If a medical opinion is required and the DBQ does not have the opinion language embedded you must always select ‘DBQ Medical Opinion (Examiner’s Version)’ **in addition** to the DBQ selected for the contention.

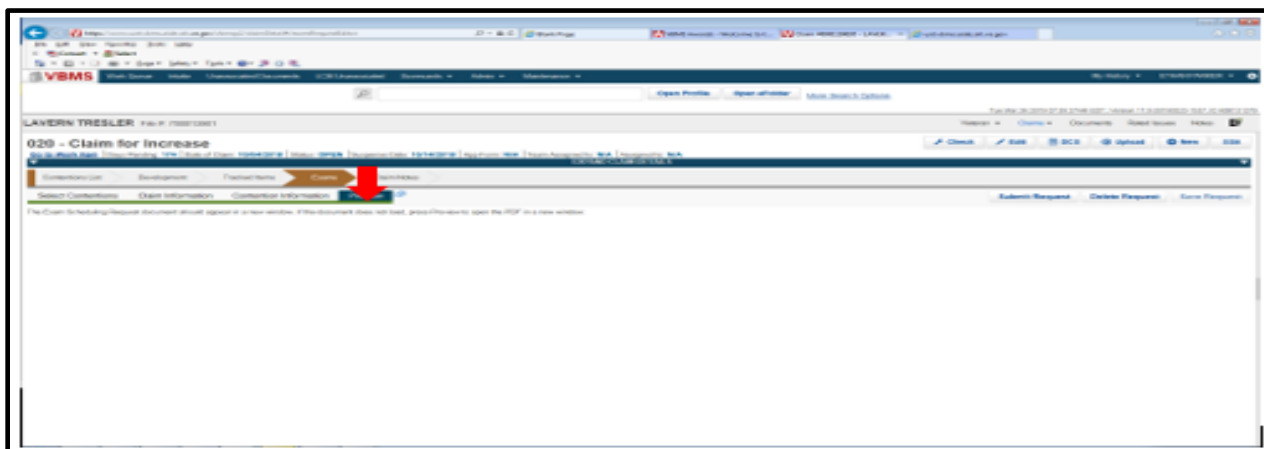
Note: Spina Bifida claims are processed at the Denver Regional Office. The new Spina Bifida DBQ should not be used for helpless child claims.

EXAM MANAGEMENT SYSTEM JOB AID



Step 6. Next click 'Preview' from the Exam subcategories list. This will generate a PDF Exam Scheduling Request (ESR) which will contain the information provided to the examiner. Review the PDF and validate that all necessary information is included, then can close out the PDF. If any information needs to be amended, you can go back and update as necessary.

You can now click 'Submit Request':

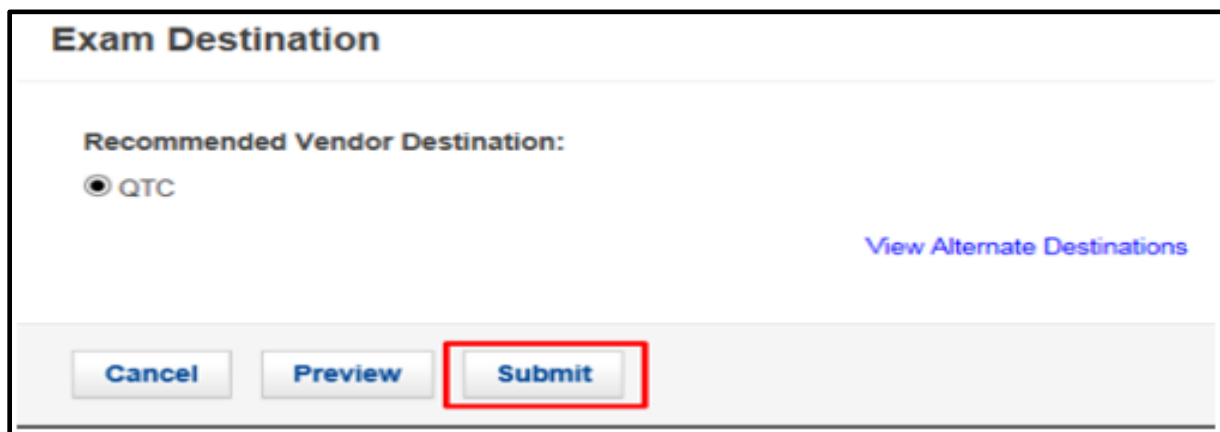


EXAM MANAGEMENT SYSTEM JOB AID

Step 7: The user will select the recommended MDE Vendor destination. If an alternate MDE Vendor must be chosen, the user must use the “View Alternate Vendor Destinations”.

Note: Use of Alternate MDE Vendor destination will require a justification.

Step 8: After clicking ‘Preview’ and again reviewing the ESR, you can now click ‘Submit’. Once you submit from this point, you cannot make changes to the ESR. You can only modify the ESR once the submission is in “triage” or “open” status.



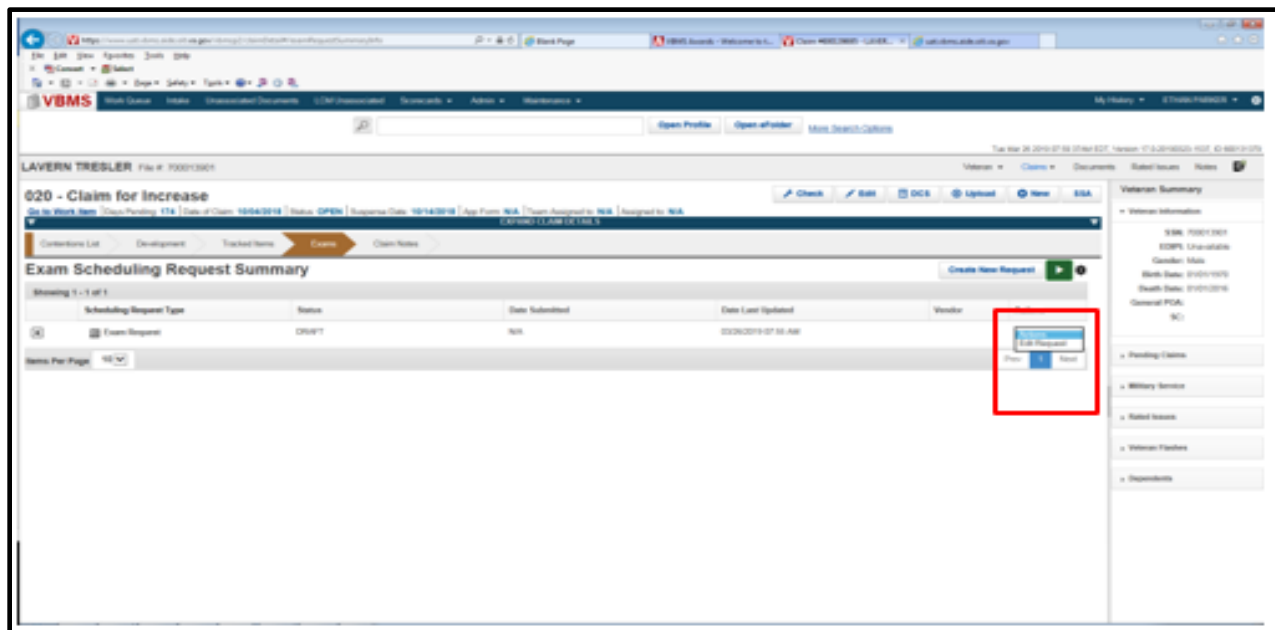
Exam Destination

Recommended Vendor Destination:

QTC

[View Alternate Destinations](#)

Note: Prior to ordering the exam, if at any point you must close out before submitting the request, you can return to the Exam chevron and if you had saved your work, you will be able to edit your draft request.



VBMS

LAVERN TRESLER File #: 100010001

020 - Claims for Increase

[Check](#) [Edit](#) [DCS](#) [Logout](#) [New](#) [ESA](#)

Exam Scheduling Request Summary

Scheduling Request Type	Status	Date Submitted	Date Last Updated	Vendor
Exam Request	DRAFT	N/A	03/26/2019 07:35:48	

Items Per Page: 10

EXAM MANAGEMENT SYSTEM JOB AID

*Spina Bifida Claims:

Spina Bifida claims are processed at the Denver Regional Office only

If ordering a spina bifida examination, in addition to the information above the following information should be added to the “Is Additional Language Needed?” and “Other” box:

Then add in the following language as necessary:

All records can be found under the child’s record under: (enter the specific information)

This is a spina bifida [examination or review medical opinion] request for XXXX, SSN XXXX, a child of a Vietnam veteran.

Edit to read birth defects if the claim/appeal pertains to specific birth defects under Chapter 18.

Please use the alternate phone number to contact the child if necessary.

THE CHILD MUST REPORT TO THIS EXAM.

Include this statement when an in-person exam is required as for a BVA remand.

THE CHILD'S POA IS _____.

Not needed if POA for child is same as veteran. If the system did not allow you to enter a specific POA for the child, a remark should be made here.

List Tabbed Evidence if applicable – **that evidence will be under the claimant’s SS**

The screenshot shows a web form titled "Other" with a red border. The form contains several fields: a large empty text box at the top, a dropdown menu labeled "Is Additional Specialty Language Needed?" with a red arrow pointing to the right, and a field labeled "Tabbed Evidence Description" with a red arrow pointing to the left. The "Tabbed Evidence Description" field is currently empty.