

To: Directors, Asst. Directors, VSCM, AVSCM, Coaches

Date: **March XX, 2022**

From: Medical Disability Examination Office

Subj: New Examination Management System (EMS) Functionality for Dependent Exams

Beginning April 3, 2022, new EMS functionality for submitting an Examination Scheduling Request (ESR) for a dependent or non-Veteran examinee(s) will be deployed. This functionality will allow claims processors to select a Veteran's dependent as the examinee when there is a contention classification of *helpless child*, *Spina Bifida**, or *Aid & Attendance Spouse*. VBMS EMS will pull the Dependency information from the Dependents profile within VBMS. The ESR will inform the MDE Vendors that the dependent is the intended examinee.

All other contentions on the claim will be unavailable for selection as the dependent exam must be ordered independently.

Please see the attached "ESR Submission Job Aid Dependent Exams" for step-by-step instructions.

Important Notes:

The supplemental language matrix has been updated to reflect the updated requirements for "medical examination for a non-Veteran examinee(s)"

The claims processor should add the following dependent information to the "Additional Information" box in ESR:

- Social Security Number (SSN)
- Date of Birth

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

Reminder: VA examinations are rarely required to determine a child's permanent incapacity for self-support.

Please ensure the examination is requested in accordance with M21-1, Part X, Subpart ii, Chapter 6, Section B and 38 CFR 3.356.

Any questions may be directed to: [Medical Disability Examination Office](#)