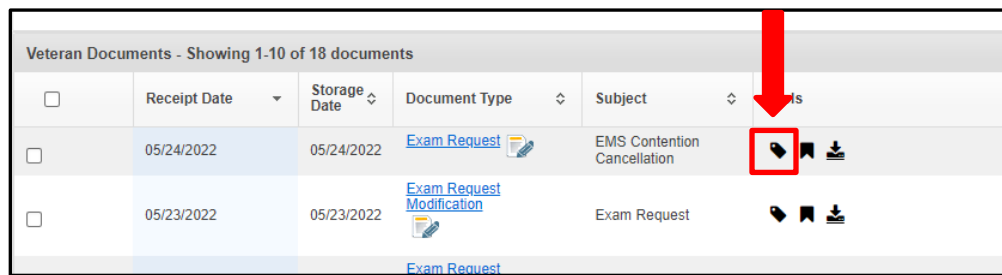


# DOCUMENT ANNOTATION JOB AID

To identify the documents that are associated to the contention(s), and prior to requesting an Examination Scheduling Request (ESR) in the Exam Management System (EMS), the document(s) must be correctly identified by annotating them in the VBMS eFolder. It is essential that the user have the correct Claims associated with both the document(s) and with any annotation and that the applicable contention is identified in order to see the documents available for selection while building the ESR.

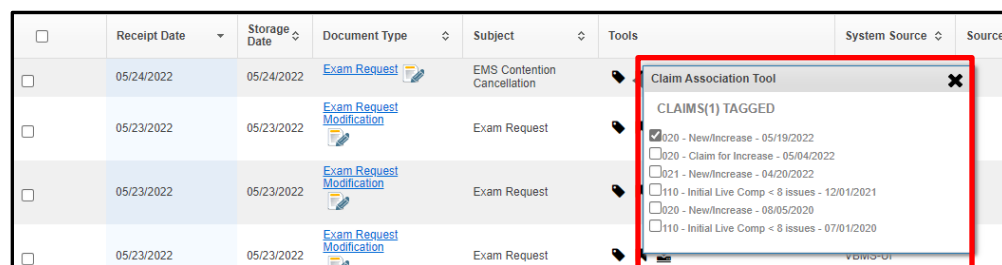
## Adding Document Annotations for Contentions within VBMS

**Step 1:** Navigate to the claimants eFolder, click the “Claim Association Tool” in the Tools column next to the document you wish to associate to one or more contention(s). (To identify the claim(s) the document is associated with, view the Tags column.)



Veteran Documents - Showing 1-10 of 18 documents						
	Receipt Date	Storage Date	Document Type	Subject	Tools	Tags
<input type="checkbox"/>	05/24/2022	05/24/2022	<a href="#">Exam Request</a>	EMS Contention Cancellation		
<input type="checkbox"/>	05/23/2022	05/23/2022	<a href="#">Exam Request Modification</a>	Exam Request		
<input type="checkbox"/>			<a href="#">Exam Request</a>			

**Step 2:** Select the claim(s) you need to have the document associated. (Click anywhere to close the Association tool.)



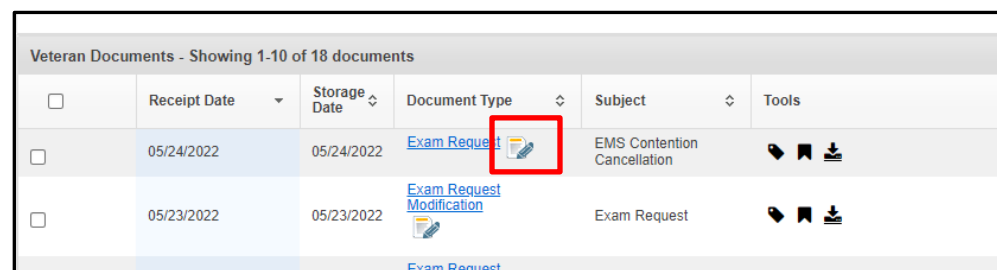
	Receipt Date	Storage Date	Document Type	Subject	Tools	System Source	Source
<input type="checkbox"/>	05/24/2022	05/24/2022	<a href="#">Exam Request</a>	EMS Contention Cancellation			
<input type="checkbox"/>	05/23/2022	05/23/2022	<a href="#">Exam Request Modification</a>	Exam Request			
<input type="checkbox"/>	05/23/2022	05/23/2022	<a href="#">Exam Request Modification</a>	Exam Request			
<input type="checkbox"/>	05/23/2022	05/23/2022	<a href="#">Exam Request Modification</a>	Exam Request			

Claim Association Tool

CLAIMS(1) TAGGED


- 020 - New/Increase - 05/19/2022
- 020 - Claim for Increase - 05/04/2022
- 021 - New/Increase - 04/20/2022
- 110 - Initial Live Comp < 8 issues - 12/01/2021
- 020 - New/Increase - 08/05/2020
- 110 - Initial Live Comp < 8 issues - 07/01/2020

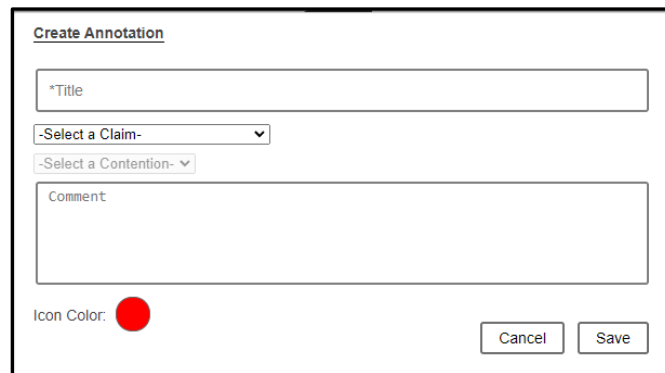
**Step 3:** Click the paper and pencil icon to open the document annotator.



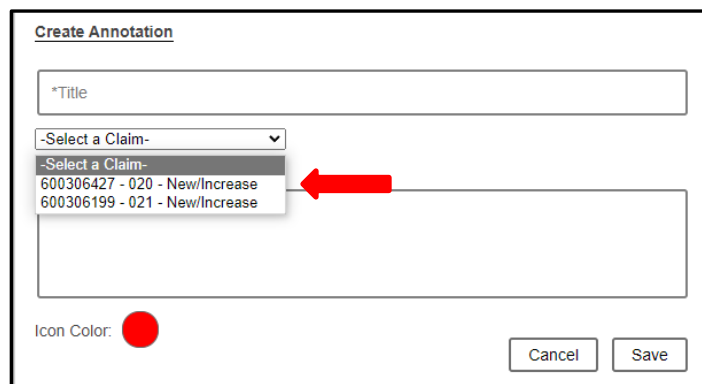
Veteran Documents - Showing 1-10 of 18 documents						
	Receipt Date	Storage Date	Document Type	Subject	Tools	Tags
<input type="checkbox"/>	05/24/2022	05/24/2022	<a href="#">Exam Request</a>	EMS Contention Cancellation		
<input type="checkbox"/>	05/23/2022	05/23/2022	<a href="#">Exam Request Modification</a>	Exam Request		
<input type="checkbox"/>			<a href="#">Exam Request</a>			

# DOCUMENT ANNOTATION JOB AID

**Step 4:** Once the document annotator has opened, navigate to the specific page that requires the annotation, click the  icon. The 'Create Annotation' box will appear.



**Step 5:** Select a Claim. This will provide the contentions that are on the claim needed for step 6.



**Step 6:** Select a contention from the drop-down list.



# DOCUMENT ANNOTATION JOB AID

**Step 7:** Provide detailed information regarding the reason for the annotation in the comment box section. Then click 'Save'.

**Create Annotation**

600306427 - Left hip arthritis - 1

600306427 - 020 - New/Increase

Left hip arthritis

Comment

Icon Color: ●

Cancel Save

**Step 8:** Once all annotations have been made, you will be able to select the document(s) for each contention while building the ESR.

Contentions Development Letters Tracked Items **Exams** Claim Notes Record Research Requests

Select Contentions Claim Information **Contention Information** Preview

Type to filter DBQs Options: DBQ MUSC Hip and Thigh

Type to filter DBQs Options: DBQ MUSC Hip and Thigh

Document Type	Subject	Annotation	Document ID	Receipt Date	Page number
<input type="checkbox"/>	656	Veterans Lay Statement	3C736BE6-E766-462D-8235-348D8D3249A1	05/18/2022	1
<input type="checkbox"/>	656	Veterans Lay Statement	3C736BE6-E766-462D-8235-348D8D3249A1	05/18/2022	1

Populate Additional Information

Items Per Page: 10 Skip to Page: Go

First Previous 1 Next Last

Displaying 2 results

Once the documents have been selected, click 'Populate Additional Information' button. The annotation information will be populated unto the 'Additional Information' section of the ESR:

Contention Annotations:

Document Type	Subject	Annotation	Document ID	Receipt Date	Page number
<input type="checkbox"/>	656	Veterans Lay Statement	3C736BE6-E766-462D-8235-348D8D3249A1	05/18/2022	1
<input type="checkbox"/>	656	Veterans Lay Statement	3C736BE6-E766-462D-8235-348D8D3249A1	05/18/2022	1

Populate Additional Information

Items Per Page: 10 Skip to Page: Go

First Previous 1 Next Last

Displaying 2 results

Additional Information:

Document Type: VA 27-0820, Subject: Veterans Lay Statement, Annotation: Veteran states left hip pain continued since service, Document ID: 3C736BE6-E766-462D-8235-348D8D3249A1, Receipt Date: 05/18/2022, Page number: 1