

EXAM MANAGEMENT SYSTEM JOB AID

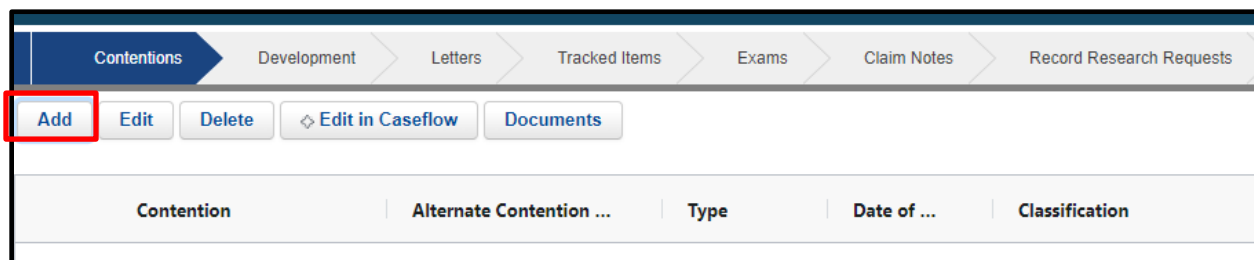
Alternate Contention Job Aid

Prior to requesting an Examination Scheduling Request (ESR) in the Exam Management System (EMS), the user must ensure that a contention is correctly identified in the “contention development” tab. It is essential that the user has the correct options selected in the drop-down menus as this directly affects the ability to request an examination.

Notes: Any section marked with a red asterisk is a required field and must be completed to move forward and if “Alternate Contention Name” is displayed, the user will see both the 'Contention Name' and 'Alternate Contention Name' when selecting the contentions to be included on an ESR

TOPIC 1: Adding Alternate Contentions

Step 1: Click “Add” Contentions Button



Step 2: Add contention and select corresponding contention classification

Step 3: Add alternate contention

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The screenshot shows the 'Add Contention' form. The 'Contention' field contains 'ringing in ears'. The 'Alternate Contention' dropdown menu is open, showing a search bar with the text 'Choose a contention' and a list of medical conditions including 'Abdominal pain, eti...', 'Abscess, brain', 'Abscess, kidney', 'Abscess, liver', 'Abscess, lung, chr...', 'Abscess, periurethral', 'Accommodation, p...', 'Achalasia', 'Acne', and 'Acromegaly'. A red arrow points to the search bar. The 'Date of Contention' is set to '04/01/2022' and the 'Medical' field is set to 'Yes'.

Step 4: Once the alternate contention is added, confirm that the data input for the 'Alternate Contention Name' is correct

The screenshot shows the 'Add Contention' form with the 'Alternate Contention' field filled with 'Tinnitus'. Below the field, there are buttons for 'Tinnitus' and 'Hearing Loss'. The 'Type' is set to 'New', the 'Date of Contention' is '04/01/2022', and the 'Medical' field is 'Yes'. The 'Special Issue(s)' and 'Rated Issue(s)' fields are empty. A red box highlights the checkbox labeled '* I have confirmed that the data input for the 'Alternate Contention Name' is correct.' at the bottom of the form. The 'Save and Add', 'Save', and 'Cancel' buttons are visible at the bottom right.

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Step 5: Verify “Date of Contention”

Step 6: Verify the correct “Type” of contention from drop down menu (New, Increase, Reopen, RFE)

The user must select the correct contention classification from the drop-down menu identified in the DBQ search index in order for EMS to suggest to the appropriate DBQ for examination.

The user must also select the correct contention “Type” to ensure the correct standard language is added to the ESR for the contention selected.

Note: The user can enter an “Alternate Contention” name when entering the contention data. A list of suggested alternate contention name will appear when the user enters an alternate contention name.

- ***Only Authorized Users can edit the 'Alternate Contention Name' after it has been populated in an ESR***

The screenshot shows a web form titled "Add Contention" with a close button (X) in the top right corner. The form contains several input fields and a checkbox. A red rectangular box highlights the "Contention" text input field, which contains the text "ringing in ears", and the "Type" dropdown menu, which is currently set to "New". Other fields include "Alternate Contention" (Choose a contention), "Classification" (Choose a classification), "Date of Contention" (04/01/2022), "Medical" (Yes), "Special Issue(s)" (Choose a special issue), and "Rated Issue(s)" (Choose a rated issue). At the bottom, there is a checkbox labeled "I have confirmed that the data input for the 'Alternate Contention Name' is correct." and three buttons: "Save and Add", "Save", and "Cancel".

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Step 7: If “Increase” is selected as type of contention, the user must associate a rated issue.

Note: If the Veteran is claiming an increase for an extremity that is service-connected (SC) and rated under 2 or more diagnostic codes, (for example Veteran is claiming an increase for his right knee and has 3 rated disabilities for the right knee) then all associated SC rated disabilities need to be added to the contention.

The screenshot shows the 'Add Contention' form with the following fields and values:

- Contention:** ringing in ears
- Alternate Contention:** Choose a contention
- Classification:** Choose a classification
- Type:** New
- Date of Contention:** 04/01/2022
- Medical:** Yes
- Special Issue(s):** Choose a special issue
- Rated Issue(s):** Choose a rated issue (highlighted with a red box)
- I have confirmed that the data input for the 'Alternate Contention Name' is correct.
- Buttons:** Save and Add, Save, Cancel

Step 8: User selects appropriate rated issue (s)

The screenshot shows the 'Rated Issue(s)' dropdown menu with the following options:

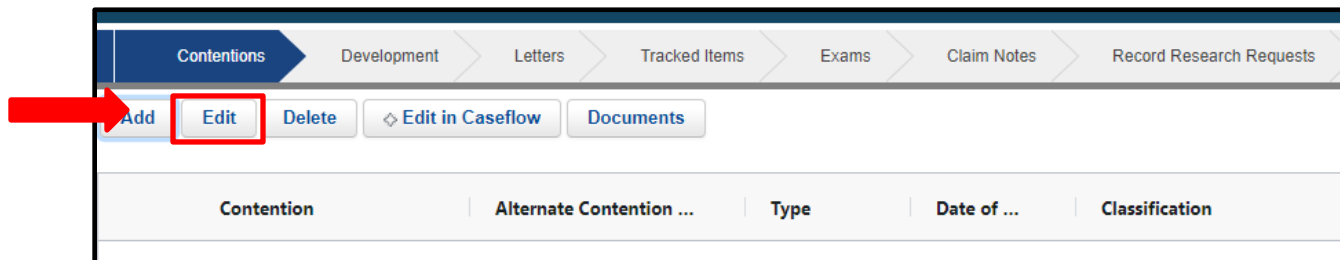
- 6351 HIV-related illness 60% SVCCONNECTED
- 7907 Cushing's syndrome 30% SVCCONNECTED
- 7005 Coronary artery disease 10% SVCCONNECTED

The dropdown is open, and the text 'e' is correct.' is visible to the right of the dropdown.

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TOPIC 2: Editing Existing contentions to add Alternate Contention name

Step 1: Click “Edit” Contentions Button



Step 2: Add alternate contention

Step 3: Once the alternate contention is added, confirm that the information included for the 'Alternate Contention Name' is correct

The screenshot shows the 'Add Contention' form. The 'Contention' field contains 'ringing in ears'. The 'Alternate Contention' field contains 'Tinnitus', which is highlighted by a blue border and a red arrow pointing to it. Below the 'Alternate Contention' field is a dropdown menu with 'Tinnitus' selected. The 'Type' field is set to 'New', the 'Date of Contention' field is set to '04/01/2022', and the 'Medical' field is set to 'Yes'. The 'Special Issue(s)' field contains 'Choose a special issue' and the 'Rated Issue(s)' field contains 'Choose a rated issue'. At the bottom of the form, there is a checkbox labeled '* I have confirmed that the data input for the 'Alternate Contention Name' is correct.' which is highlighted by a red box. The form also has 'Save and Add', 'Save', and 'Cancel' buttons at the bottom right.