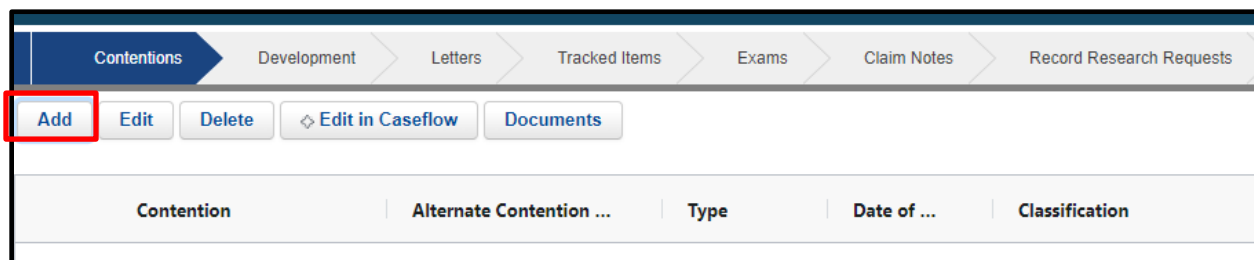# EXAM MANAGEMENT SYSTEM JOB AID

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

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

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*

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.

Step 8: User selects appropriate rated issue (s)

EXAM MANAGEMENT SYSTEM JOB AID

TOPIC 2: Editing Existing contentions to add Alternate Contention name

Step 1: Click "Edit" Contentions Button
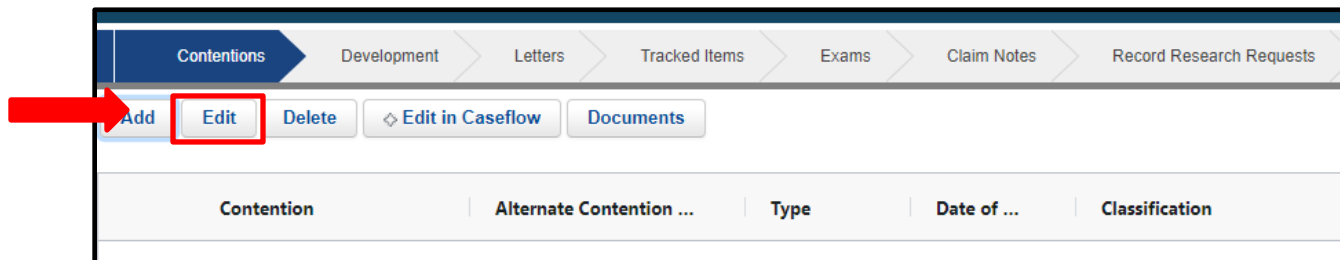
Step 2: Add alternate contention

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