**Pension & Fidicuary**

VA Terminology

Trainee Guide

PMC VSR Basic Core Course
Phase 3: PMC VSR Resources

**November 2024**

VA Terminology

Lesson Overview

| Topic | Description |
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| Time Estimate: | 1 hour |
| Purpose of the Lesson: | This lesson is part of the entry-level curriculum, Core Course for PMC VSRs. The purpose of this lesson is to introduce PMC VSRs to VA Terminology. |
| Lesson References: | * **Common VA Terms** job aid
* [VA Acronym Lookup](http://vaww.va.gov/acronyms/) This Acronym Database provides an web-enabled searchable database of acronyms used within the VA.
* [Medical EPSS](http://cptraining.vba.va.gov/C%26P_Training/Job_Aids/Medical_EPSS.htm)

Medical Electronic Performance Support System (Medical EPSS) is an online job reference and information tool. It can be used to assist with acronyms & abbreviation’s.  |
| Knowledge Check: | Phase 3: PMC VSR Resources Knowledge Check |
| Lesson Objectives: | By the end of this lesson, you should be able to:* Identify tools that assist with VA terminology
* Define abbreviations, acronyms and initialisms
* Recognize the difference between acronyms and initialisms
* Understand VA Terminology
 |
| What You Need: | * Trainee Guide
* Appendix A: VA Terminology worksheet
* Access to VBA Intranet
* **Common VA Terms** job aid
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| PowerPoint Slides | Notes |
| --- | --- |
| **VA Terminology** |  |
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| **Why This Matters!****The VA Terminology course matters because it is designed to familiarize and provide the trainee with common terms, abbreviations, and acronymns used within VA, as well as enhance effective communication.** |  |
| **Understanding VA Terminology** * VA terminology (i.e. abbreviations, acronyms, and initialisms) are regularly used by VA employees.
* It is important to know your audience when using VA terms.
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| **What is an abbreviation?** * An abbreviation is a shortened form of a word or phrase.

**Examples:*** **eFolder** (electronic folder)
* **CAN** (cancelled)
* **HON** (honorable)
* **DISCH** (discharge)
* **MOH** (Medal of Honor)
 |  |
| **What is an Acronym?*** A word or name formed as an abbreviation from the initial components in a phrase or a word.

**Examples:*** CAPRI
* DPRIS
* VIS
* BIRLS
* PIES
* TERA
 |  |
| **What is initialism?*** An initialism is an abbreviation consisting of initial letters pronounced separately.

**Examples:*** VBMS
* CFR
* PCGL
* VBA
* SMP
 |  |
| **Initialism VS Acronym** The acronym for the Veterans Benefits Management System would obviously be formed by taking up the first letters of the four words. In fact, it is VBMS, but it is not an acronym. It is rather Initialism as it is not a pronounceable word but spoken as four individual letters that are interconnected.  |  |
| **Using VA Terminology*** Avoid VA terms in all VA letters to Veterans and claimants.
* If using VA terms, write out the words for the VA term the first time, followed by the abbreviated VA term in parenthesis.

**Example:** “Your claim for Dependency and Indemnity Compensation (DIC) is being processed.” |  |
| VA Terminology in Claimant CorrespondenceExampleIncorrect:* *We considered your expenses for Medicare Part B premiums for both you and your spouse, which totaled $2,517.00; however, your IVAP is still greater than the allowable limit. We can consider only UMEs that are more than $842.00, which is 5% of $16,851.00, the basic MAPR for a Veteran with one dependent.*

Correct:* *We considered your expenses for Medicare Part B premiums for both you and your spouse, which totaled $2,517.00; however, your income for VA purposes (IVAP) is still greater than the allowable limit. We can consider only unreimbursed medical expenses (UMES) that are more than $842.00, which is 5% of $16,851.00, the basic maximum annual pension rate (MAPR) for a Veteran with one dependent.*
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| **Practice Exercise—Fill in the Blanks*** Instructions:
	+ Complete Part A of Appendix A: VA Terminology worksheet
	+ Access the **Common VA Terms** job aid and VA acronym lookup to assist you
	+ Complete the worksheet using the job aid and VA acronym lookup by writing the correct phrase next to the corresponding VA term.
* Time allowed: 5 min.
 |  |
| **Practice Exercise**—**Fill in the Blanks Answers (1 of 2)** |  |
| **Practice Exercise**—**Fill in the Blanks Answers (2 of 2)** |  |
| **Practice Exercise**—**Identify the VA Terms*** Instructions:
	+ Complete Part B of Appendix A: VA Terminology worksheet
	+ Using the **Common VA Terms** job aid and VA acronym lookup to identify the terms found in the statements
	+ Write the VA term followed by the words for the VA term in the spaces provided in the worksheet
* Time allowed: 10 min
 |  |
| **Practice Exercise—Identify the VA Terms Answers (1 of 2)** |  |
| **Practice Exercise—Identify the VA Terms Answers (2 of 2)** |  |
| **Knowledge Check: Lesson Summary Review****Time Allowed: 10 minutes**  |  |
| **Complete Evaluation in TMS**TMS Evaluation: VA **TMS 4545320** VA Terminology |  |