

VBMS Job Aid

Review Claims Using VSO Station of Jurisdiction (SOJ)

Overview

The Station of Jurisdiction is defined as the Regional Office where the claim is currently assigned for action. Claims within the SOJ list will contain records from neighboring VSO.

Step-by-Step

Step 1: Place the cursor in the *Station of Jurisdiction* box.

Narrow Results

Select Saved Filter Criteria

Power of Attorney

- American Legion - 074
- Paralyzed Veterans Of America, Inc. - 071

More

Station of Jurisdiction

Saint Petersburg Reg...

EP Codes

New Documents

Claim Status

- Open (33)
- Ready for Decision (0)
- Rating Decision Complete (0)

More

Claim Date Range

From: 12/17/2016

To: 02/15/2017

Zip Codes

Add

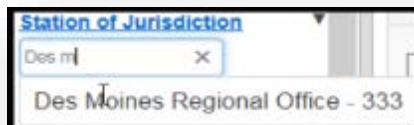
Format: Minimum of first 3 digits or hyphen (-) separated range (XXXX-XXXX)

Claims closed before October 1st 2015 will be temporarily

Filter Save Manage

This job aid contains fictitious Veteran information on various images for training purposes.

Step 2: Type in the name of the station of jurisdiction for it display under the SOJ field.



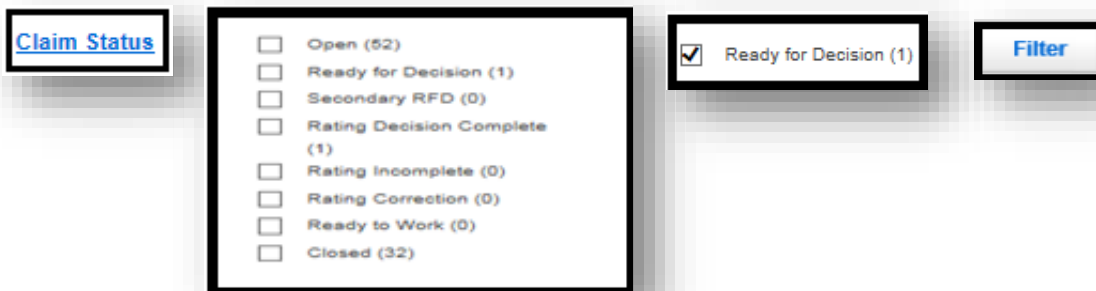
Step 3: Select *Filter* at the bottom of the *Narrow Results* panel. This will allow VSOs to sort the claims queue and display a list of all selected Regional Offices.



Step 4: Select *Save* to save the filter changes. Then VSOs will be directed to the *Save VSO Filter Criteria* field. Enter the desired name and click *Save*.



Step 5: Click the *Claim Status* hyperlink located in the *Narrow Result* panel to view an itemized list of claims in each category. To retrieve a specific claim in a specific category, place a check in the box and select *Filter*; claims will then appear in the *All Claims* queue.



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