Process Missing Document Deficiencies

1. Log into Physician Portal.
2. View My Tasks > DEFICIENCIES > Missing Document on the left side of the window. The system displays the Tasks grid with the Missing Document deficiencies assigned to you. If the Deficiency has been tagged “High Priority” it also appears in the High Priority Deficiencies list above the My Tasks area.
3. Select the Missing Document (Dictation) deficiency you want to process.
4. Click Process or double-click the missing document deficiency. If prompted, enter your PIN and click OK. The system checks out the selected deficiency and displays the viewer.
5. You have the option to enter the Dictation Job ID in text box that appears below the deficiency.
6. Click Complete when you are done. The system updates the status for the completed deficiency and removes it from the Missing Document Deficiency Task List queue.
7. To discontinue deficiency processing and return to other functions, click Task List.