Process Missing Text Deficiencies

1. Log into Physician Portal.

2. View My Tasks > DEFICIENCIES > Missing Text on the left side of the window. The system displays the Tasks grid with the missing text 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.

2. Select the missing text deficiency you want to process.

   To navigate through the documents: Use the navigational arrows.

3. Click Process or double-click the missing text deficiency. If prompted, enter your PIN and click OK.

4. Process the deficiencies for the displayed documents.

   If the page with the missing text deficiency is not displayed, the Complete button disappears and is replaced with the Return to Deficient Document button which enables you to return to the page in the document with the missing text deficiency.

5. Click inside the yellow text-entry box.

6. Enter the applicable text (maximum of 240 characters). The system enables the Complete button.

   If other missing text deficiencies assigned to you exist on this page, enter text in each box on the page in the order you prefer.

7. Click Complete. The system does one of the following:

   • Displays the next task in your list
   • Returns you to the Tasks grid if all deficiencies have been processed

8. For each completed deficiency, the system also:

   • Permanently adds the text to the document image
   • Adds an authentication stamp to the bottom of the image with the text “Electronically Edited and Authenticated By” and contains your signature text, date/time, and time zone
   • Removes the completed deficiency from the Deficiency task list

To discontinue deficiency processing and return to other functions, click Task List.