Process Signature Deficiencies

Typically, when you select deficiencies to process, the system presents the page(s) associated with the deficiency. Each signature deficiency is displayed separately, even if there are multiple deficiencies on the same page.

1. Log into Physician Portal.

2. View My Tasks > DEFICIENCIES > Signature on the left side of the window. The system displays the Tasks grid with the signature deficiencies assigned to you.

   If the Deficiency has been tagged “High Priority” it also appears in the High Priority Deficiencies area above the My Tasks area.

3. Select the signature deficiency you want to process.

4. Click Process or double-click the signature deficiency. If prompted, enter your PIN and click OK.

5. Process the deficiency for the displayed document. The viewer presents pages depending on the nature of the documents in the deficiencies you are reviewing.

6. Optional: If you search the document tree for other documents, click Return to Deficient Document to return to the document that needs your signature.

7. Click Complete to process the deficiency.

** To discontinue deficiency processing, click Task list