

5 – Completing Missing Text Deficiencies

1. Choose Deficiencies tab.
On the Completion menu, click **Missing Text** (or Group Worklist).
2. Click **Process All** or select one or more and click **Process**.
3. The **reason** for the missing text will be displayed.

Assigned To:

JOHN M PORTAL TEST

Reason:

PLEASE ADD DX

4. Click on the **yellow box** and type in the missing text.

(NOTE: you can only type a maximum of 256 characters.)

entries must be dated and signed. FULL SIGNAL

NOTE PROGRESS OF CASE COMPLICATIONS, (

This is a sample of missing text

5. To complete the deficiency click **Complete icon** (or **Skip, Decline, Exit**).



6 – Declining Deficiencies

1. From any of the Completion functions, you can use the **Decline** button if the document has been assigned in error.
2. Click the **Decline** button.
3. In the Decline Deficiency popup, **Select a reason for rejecting the deficiency** from the list box (for example, “*Not my patient.*”), or enter free text.



4. Click **OK**. The deficiencies are returned for reanalysis.

7 – Editing Dictations

1. Electronic Dictations (*transcribed via the hospital dictation system*) can be edited by you before you sign them in the signature module. **Click within the document and type or delete the incorrect text.**

pharynx. This was suctioned and the patient was intubated with ease using a size 8 endotracheal tube. The tube balloon was inflated and positioned. The endotracheal tube was c.-ecked by auscultation upon which bilateral breath sounds were heard. CO2 testing was done which revealed a positive carbon

For example, use editing to fill in dictation report blanks.

2. When editing/correction is complete, **click the Sign button to save changes** and complete the deficiency.

Deficiency Completion via Physician Portal Quick Reference Guide



This Reference Guide has been prepared to help you navigate the basic functions of Deficiency Completion in Health Central Physician Portal.

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To launch Physician Portal from designated Health Central computers, double click the icon labeled **Physician Portal**.

Access Portal from your home or office

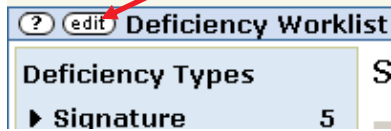
Open Internet Explorer type in the URL <https://cag.health-central.org>

Download the Citrix Client if needed. Log into Citrix. Click on the Physician Portal icon then input your Portal username and password.

**Contact the IT Help Desk
407-296-1050 for assistance.**

1 – Resetting the PIN

1. Choose Deficiencies tab
2. Click the **EDIT** button in the blue module banner



3. In the Change PIN Code section, enter your current PIN in the Enter old PIN code field. Enter your new PIN code in the corresponding fields.

Change PIN Code

Enter old PIN code:

Enter new PIN code:

Re-enter new PIN code:

4. Click **Save**

2 – Deficiency Tab

Log in to Physician Portal. Click on the Deficiency Tab

Medical Records **Deficiencies** Facesheet

You will see 3 types of Deficiencies you may need to complete.

? edit Deficiency Worklist

Deficiency Types	
▶ Signature	10
Dictation	6
Missing Text	2

Deficiency Worklists

- Signature**- signatures that are needed
- Dictation**- dictations that are needed
- Missing Text**- information that is missing from the record that needs to be input by you

3 – Completing Signature Deficiencies

1. Choose Deficiencies tab.
On the Completion menu, click **Signatures** (or Group Worklist).

Deficiency Types	
▶ Signature	5
Dictation	3
Missing Text	1

2. Click **Process All** or select one or more and click **Process**.

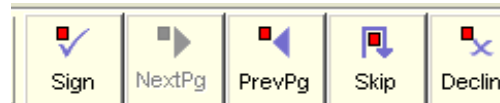
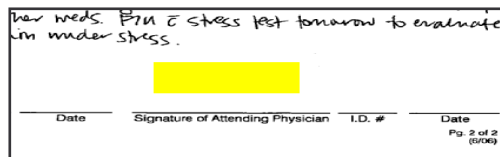
Process

Process All

3. On the PIN Entry screen, enter your **PIN** code and click **OK**. (If the PIN screen box does not display check your pop up blocker).



4. **Review all pages of the document.** (You will not be able to sign until all pages have been viewed). When you see the yellow signature box, click the **Sign** button in the toolbar (or **Skip, Decline, Exit**).



5. **If using Process All** continue through the documents using **Sign, Skip, and Decline** as needed.

4 – Completing Dictation Deficiencies

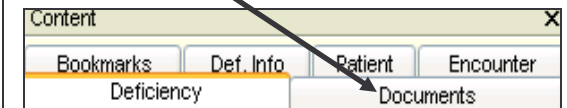
1. Choose Deficiencies tab.
On the Completion menu, click **Dictation** (or Group Worklist).

Deficiency Types	
▶ Signature	5
Dictation	3
Missing Text	1

You will see the dictation information listed

Dictation Deficiencies For C... PORTAL TEST										Total encountered
Process	Process All	Complete	Decline	Print						
✓	▼	Deficiency Document	Patient	MRN	Encounter	Facility	Discharged	Reason		
☐	Pending Suspension	CONSULTATIONS	TEST, HBP	426401	0713800001	A - HEALTH CENTRAL	05/18/2007 01:28 PM	PLEASE DICTATE		

2. Click **Process All** or select one or more and click **Process**.
3. To view the patients' record, click on the **Documents** tab.



4. **Dictate** the missing documentation.
5. To complete the deficiency click **Complete icon** (or **Skip, Decline, Exit**).



NOTE: Completing a missing dictation is a 2-part process:

1. When you finish the missing dictation, you **must** click the **Complete** button to remove the **Missing Dictation** from your list.
2. Once the report is transcribed, it will show up in your list as a **Missing Signature** deficiency. Review and edit the report as necessary and click the **Sign** button when finished. This will save the completed report and remove the signature deficiency