**Purpose:** This job aid will walk you through the steps to dispute orders using the Physician Portal Web Application.

**Dispute Orders**


2. Select **Unsigned Orders**.

3. Quickly dispute one order by clicking the red X and choose the reason from the pop-up.

**Note:** To dispute multiple orders for the same patient: after selecting multiple orders, click the Dispute button on the lower right and then choose the reason from the pop-up box.
Note: If you are disputing multiple orders and select the reason Not My Patient or Order not given by me, then you’ll have the option of Yes or No that will apply that dispute reason to all other orders in your unsigned orders list for that patient.

- If “Yes,” all orders associated with that patient will be considered disputed and removed from your signature queue.
- If “No,” only the selected order will be disputed.