

Follow these steps to complete the Pre-Authorization tasks

✓ Select all × Clear choices

☐ Reviewed notes from Pre-auth representatives

114094285

97

IF

What WF task are in ... - Pre-Authorization

IS CHECKED



THEN

SHOW

Follow these steps to complete the Pre-Authorization tasks

Follow these steps to complete the Packet Approval tasks

✓ Select all × Clear choices

☐ Reviewed QAC note

☐ Made any necessary corrections if denied or pending

114094294

98

IF

What WF task are in ...): - Packet Approval

IS CHECKED



THEN

SHOW

Follow these steps to complete the Packet Approval tasks

Follow these steps to complete the Order Processing tasks

✓ Select all × Clear choices

☐ Obtained consent/re-consent if needed and collect payment information

☐ Reviewed and released the order

114094316

99

IF

What WF task are in ...: - Order Processing

IS CHECKED



THEN

SHOW

Follow these steps to complete the Order Processing tasks

Update Workflow Tab

✓ Select all

✕ Clear choices

☐ Reviewed workflow notes to ensure that the 123 note is accurate and the top WF note

☐ Updated task in process

☐ Updated follow up date

114094340

Double check the order on the digital platform. Is it updated correctly?

✓ Select all

✕ Clear choices

☐ Order is correct on the platform

114094382

Parachute Review:

✓ Select all

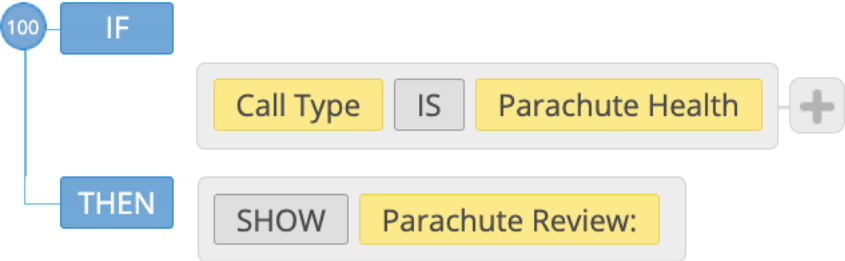
✕ Clear choices

☐ Added an Internal comment (123 or Customer note)

☐ Fulfillment Status (Processing, Completed, Cancelled)

☐ Internal Status (same as the workflow task in process)

114094384



Tomorrow's Health

✓ Select all    ✕ Clear choices

☐ Updated the status

☐ Estimated delivery date

☐ Added tracking numbers

☐ Marked as delivered

☐ Canceled Order

114094422