1. **Documents – Document Management:**
   a. Tracks any documents for your signature or review.
   b. Once the first document is signed, while you remain on the documents tab, the system will keep your password so it does not have to enter it each time. If you open or edit a note, your password will be required again.
   c. Documents you sign/review on this tab remove the tasks from your task list.

2. **Worklist**
   a. **Provider Authorizations** – Orders entered on your behalf by clinical staff that require your authorization
   b. **Abnormal Results** -
   c. **Results Verification** – Results on patient accounts which require your review and verification
   d. **Order – Result Group Coverage** – Specific to your clinic or specialty: Allows providers to authorize orders or verify results for providers who are not available (i.e. vacation).
   e. Results verified on the worklist are removed from your tasklist

3. **Task List**
   a. If worked last, it is now reduced by those items completed on Documents or Worklist