

The original All-in-One®
Software Suite for
Case and Financial Management

Back Office Product Sheet



eForce & eAssist – Tools for Billing Guideline Compliance

Product Features

- Catches violations at the point of entry
- Instantly displays pop-up dialogs as errors occur
- Provides context sensitive on-screen suggestions to avoid violations
- Critical violations stop entries from being saved; non-critical may be saved but are flagged for correction before final billing
- Includes rule templates that show how to enforce billing requirements for:
 - What is attorney work and what is paralegal work
 - Prohibited (i.e. non-billable) administrative tasks
 - Work that must be pre-approved
 - Incorrect or inappropriate activity or task codes
 - Unauthorized timekeepers
 - When expenses such as photocopies, travel, etc will be disallowed
- The Compliance Analytics Grid eliminates the need to run lengthy WIP reports to find violations to compare to manual billing guidelines
- KPI's for compliance allow administrators to study violations and improve control

PERFECTLAW®
ALL-IN-ONE® SOFTWARE

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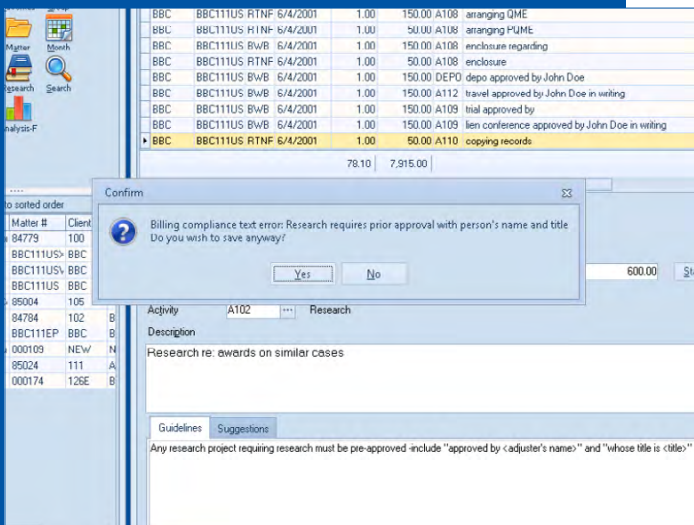
Dealing with eBills and related billing guidelines can prove to be an arduous task for law firms. From the constant client changes to the unwieldy guideline documents, billing attorneys and staff are finding it necessary to spend countless hours just to find the appropriate guideline for each billable line item.

The process of finding and comparing guidelines manually is both time consuming and error-prone. Consequently, guideline violations are common, resulting in costly bill rejections and payment delays. These types of errors require more time and effort to review and correct the rejected bills. In fact, for every bill rejected, it may take up to two weeks to create and submit the appeal, plus another month or so to finally receive payment. Not to mention while the staff is spending hours pursuing and correcting rejected bills, attorneys are losing billable time trying to justify payment for prior work.

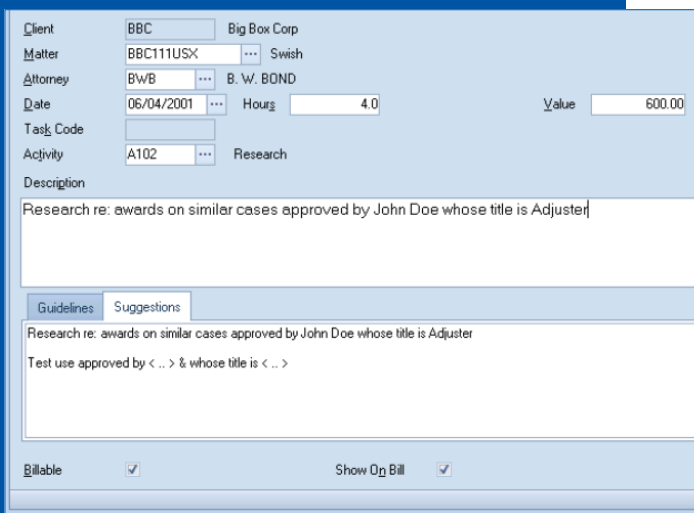
To eliminate manual reviews and increase the number of accepted bills, PerfectLaw® has developed two products for Billing Compliance, eForce and eAssist. Either product works alone or in unison; eForce requires timekeepers to comply with the required guidelines, while eAssist helps automate the compliance process by making preemptive suggestions available.

Specifically, eForce monitors time or cost entries as users try to save them. If a guideline is violated, eForce inhibits the saving process by flagging the entry with a violation code and assigning a suitable error message. On the other hand, eAssist provides suggestions that can be easily pasted into the description to help the user rephrase the entry until it is violation free.

eForce and eAssist are truly revolutionizing the eBilling process. They help prevent violations at each step of the billing process while providing compliance analytics to track and analyze error groups.



PerfectLaw billing compliance eForce non-critical error message.



PerfectLaw billing compliance eAssist time entry guideline suggestion window.

Functions

- Automatically compares time or cost entries to billing guidelines for violations prior to pre-billing
- Finds billing violations during data entry, WIP editing, pre-bill processing, and final bill editing
- Translates guidelines into effective compliance rules utilizing comprehensive rules templates and included rules editor
- Tracks and displays all pending WIP violations with the real-time Compliance Analytics Grid; Errors can be grouped in any order by timekeeper, client, biller or error type for analysis and correction
- Acts as an on-going guideline training aid

Benefits

- Reduces AR management by decreasing rejected bills, saving time, minimizing labor costs and accelerating cash flow
- Eliminates reviewing billing guidelines manually
- Administrative compliance editing saves attorney time by eliminating errors before draft bills are created
- Sample rules templates simplify the guideline to rule translation process
- Shows which timekeepers know and follow the compliance rules and which do not
- Pinpoints which clients and types of guidelines are the biggest problems
- Administrators can track the number and type of violations for each timekeeper, biller or client
- Training attorneys to use eAsst takes far less time than explaining guidelines year after year
- Like a personal trainer, eAssist provides a correct way to enter each time line

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Corporate Headquarters
PerfectLaw[®] Software
6100 Blue Lagoon Drive
Suite 350
Miami, Florida 33126

Phone: 800.749.6200
Email: info@perfectlaw.com
Web: www.perfectlaw.com