WORKERS' COMP LAW PRACTICE AREA TEMPLATE

for Time Matters®/Total Practice Advantage®

By

IP ASSOCIATES, LLC

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Why do ***you*** need a Practice Template?

- *Tired of using the one size fits all setup that shipped with Time Matters?*
- *Frustrated that Time Matters isn't as easy to use as you expected?*
- *Concerned that a custom-tailored Time Matters configuration is too expensive and/or time consuming?*
- *Too busy practicing law to worry about designing and customizing software?*

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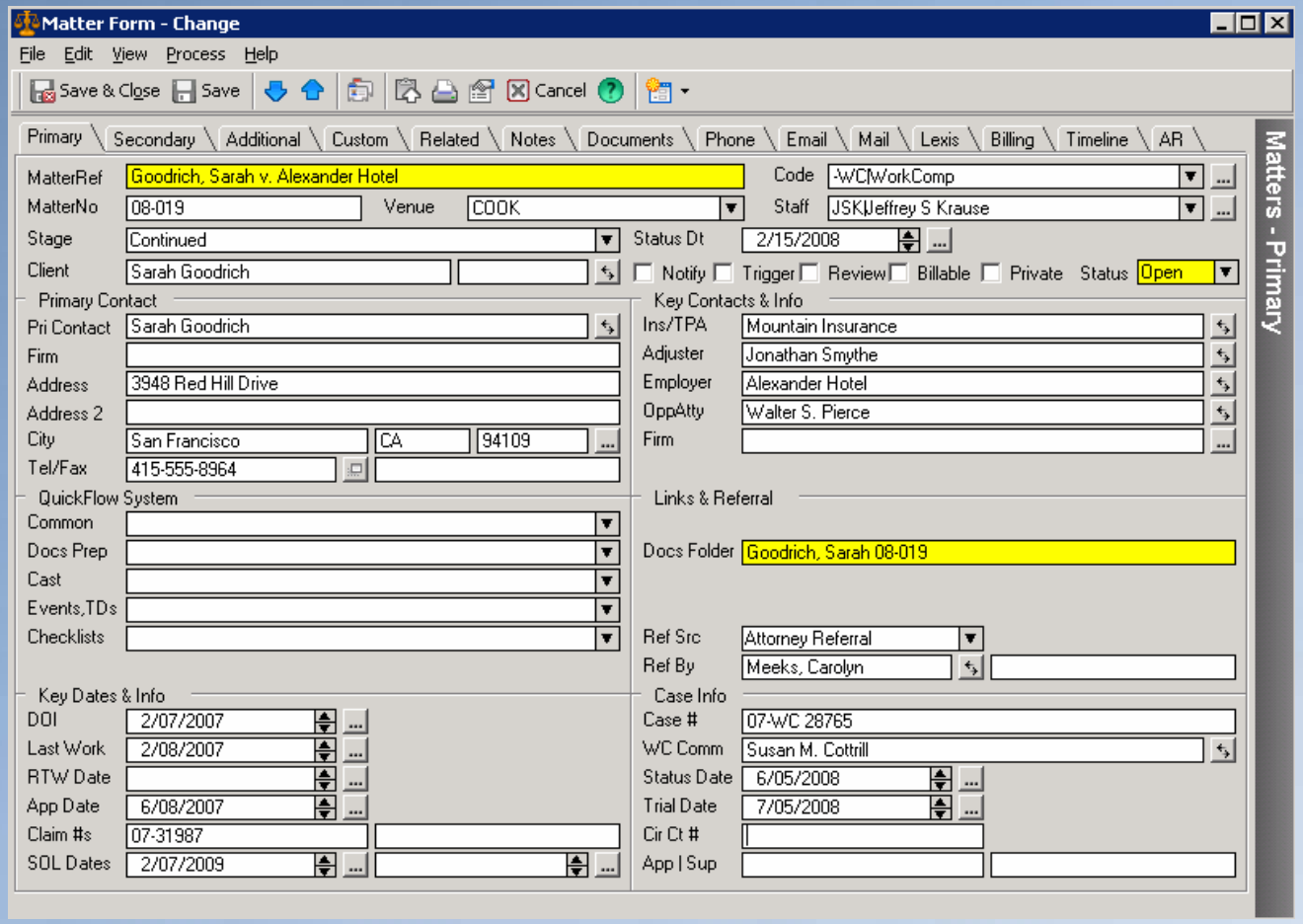
WORKERS' COMP FORM
Primary Tab

The Primary tab contains most of the key information about the case. Easily keep track of the current Stage of the case, key contacts related to the case via single-click lookups, key dates, referral source, and court information.



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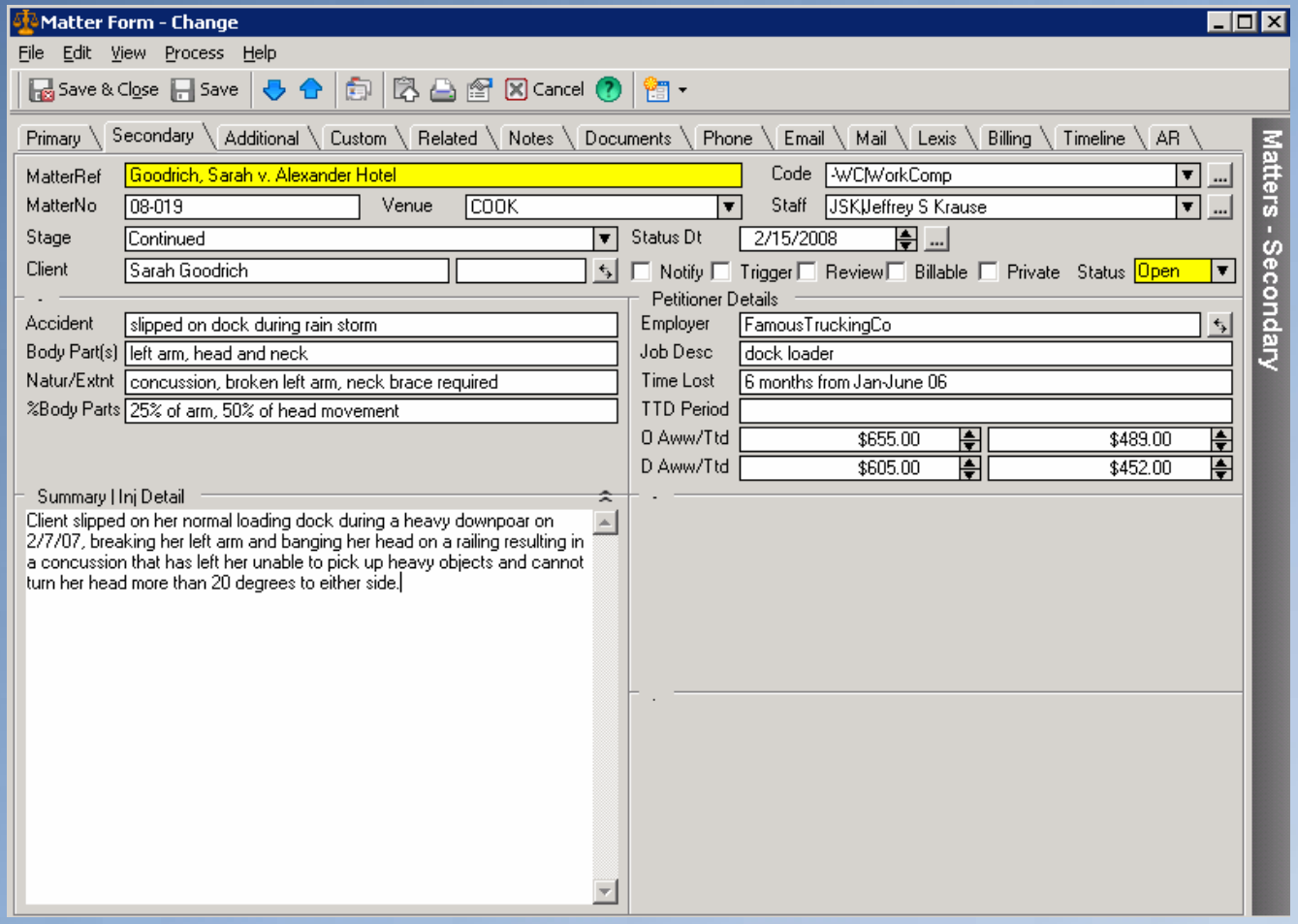
WORKERS' COMP FORM
Secondary Tab



The Secondary tab contains details of accident including fields that can be automatically inserted into state WC forms. Petitioner details and AWW/TTD amounts appear here as well.

This tab still leaves you plenty of room to add your own fields and includes a large free form Memo field to input the details of the injuries to your client.

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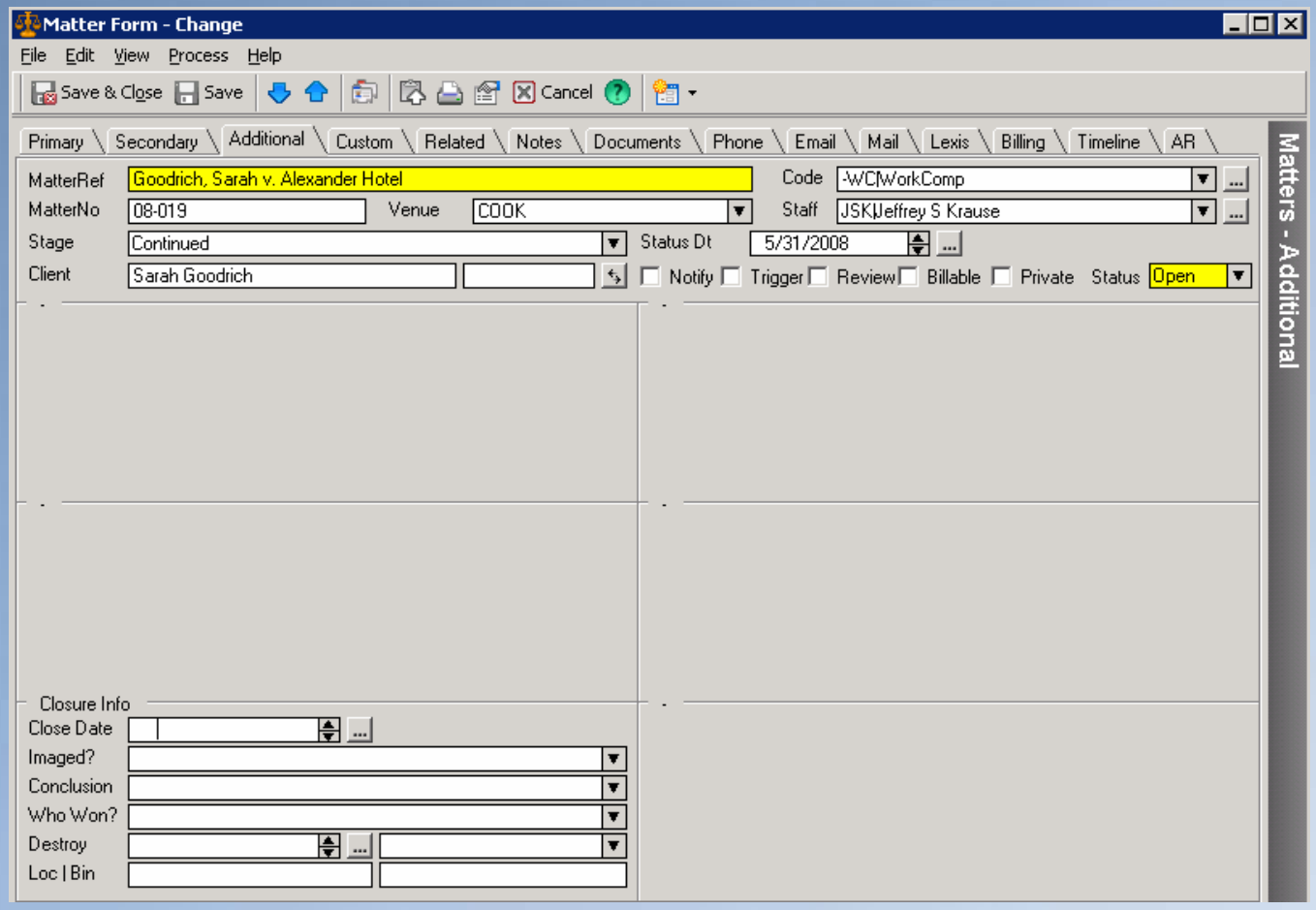
WORKERS' COMP FORM
Additional Tab

The Additional tab contains plenty of space to add your own unique fields.

The case closure area provides key reporting data and storage info for easy retrieval of paper files in the future.



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CRITICAL INFORMATION AT A GLANCE

- Tired of looking in too many places for your critical case information?
  - IP Associates unique Power Views look inside the Case for you and pull out the most critical information in one easy to understand view
  - Get quick access to all case documents, tasks that are yet to be completed, negotiations with the other side, and more – it’s easy to stay on top of each case as it progresses!
  - Nearly two dozen custom Power Views are included with the Workers' Comp Practice Area Template

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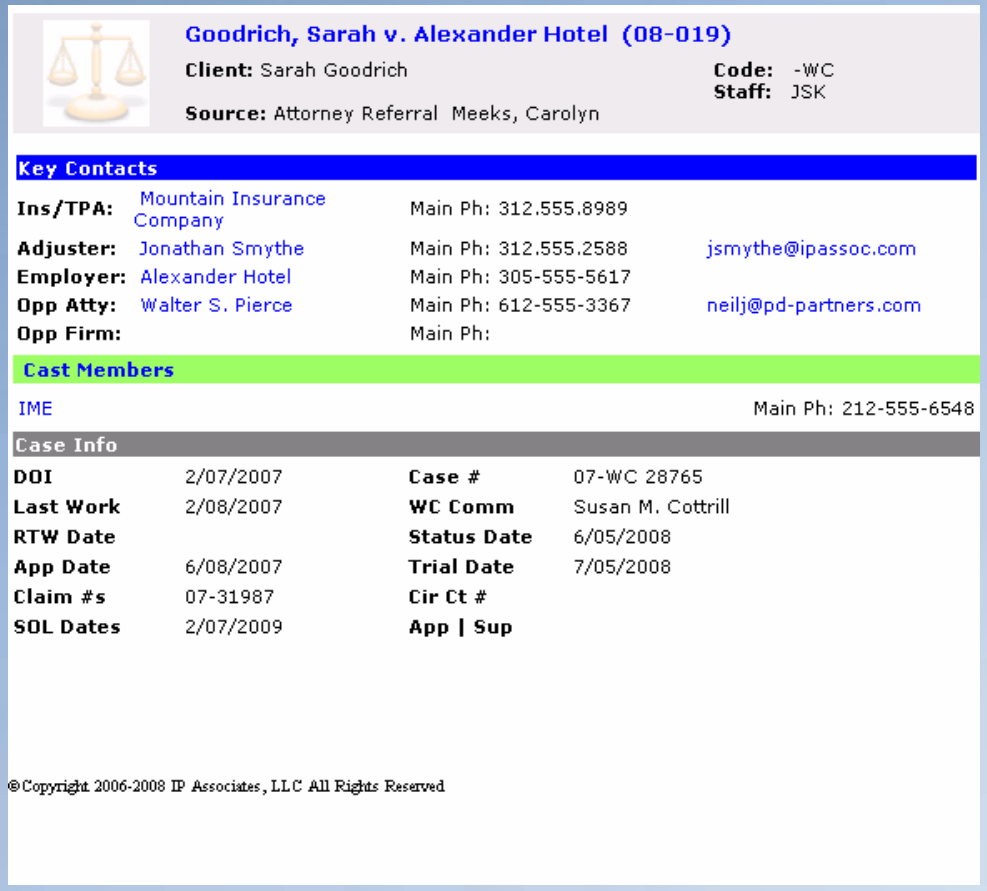
WORKERS' COMP CASE SYNOPSIS

The Workers' Comp Case Synopsis Power View displays the most critical information in one easy to read screen. All of the key contacts are displayed along with easy links back to the full Contact record. Best of all, damages are shown by category and in total. Key case data is only a click away!

Looking for a phone number? It's here.

Need to send an email? Just click on the email link on the Power View.



Goodrich, Sarah v. Alexander Hotel (08-019)

Client: Sarah Goodrich
Code: -WC
Staff: JSK
Source: Attorney Referral Meeks, Carolyn

Key Contacts

Ins/TPA:	Mountain Insurance Company	Main Ph: 312.555.8989	
Adjuster:	Jonathan Smythe	Main Ph: 312.555.2588	jsmythe@ipassoc.com
Employer:	Alexander Hotel	Main Ph: 305-555-5617	
Opp Atty:	Walter S. Pierce	Main Ph: 612-555-3367	neilj@pd-partners.com
Opp Firm:		Main Ph:	

Cast Members

IME — Main Ph: 212-555-6548

Case Info

DOI	2/07/2007	**Case #**	07-WC 28765
Last Work	2/08/2007	**WC Comm**	Susan M. Cottrill
RTW Date		**Status Date**	6/05/2008
App Date	6/08/2007	**Trial Date**	7/05/2008
Claim #s	07-31987	**Cir Ct #**	
SOL Dates	2/07/2009	**App | Sup**	

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ADDITIONAL POWER VIEWS

Other Power Views that greatly increase productivity for a Workers' Comp practice are:

- Docs – All: Shows all documents linked to the case, with one click access to the actual file. “Documents” can include evidentiary photos, scanned pleadings, deposition transcripts – anything that can be saved as a file!
- Docs Due Back: View a list of any documents for which you expect a response but have not been answered
- Events-ToDos: Easily see all of calendar and task records, with highlighting for ToDos not yet done!
- Negotiations Summary: See every negotiation phone call and get a complete picture of the offers and demands to date.

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CAST MEMBERS

- Having trouble keeping track of everyone involved in the case?
  - Cast Member records provide a place to record each person's role in a case
  - Ever need to see how a judge ruled in previous cases you've had? Cast records allow you to track and find this easily!
  - Want to see how many times an IME has been involved on a case and what their opinions were on previous cases? Again, Cast records to the rescue!

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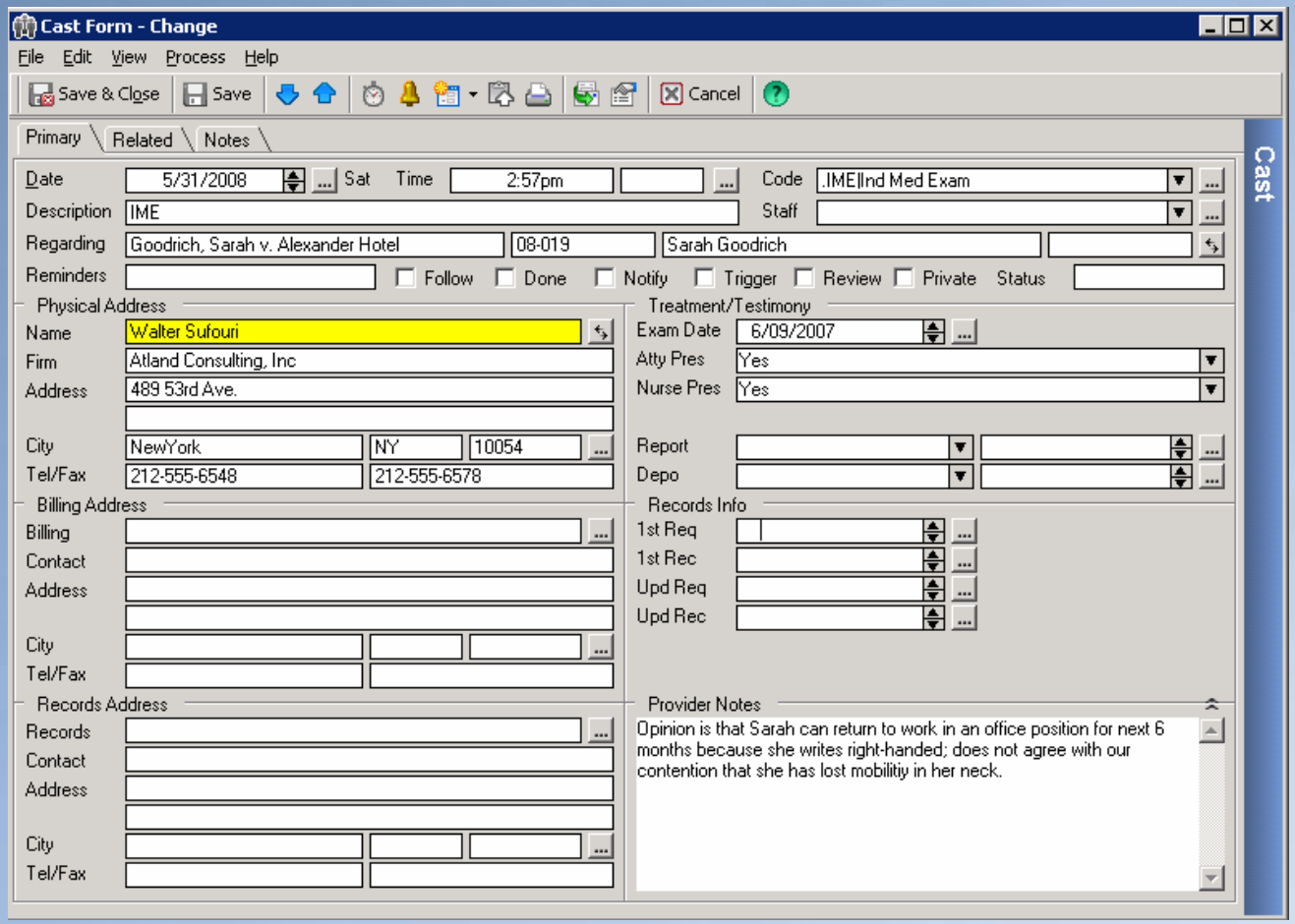
“IME” CAST MEMBER

This IME record is an example of Cast Member. It tracks this expert’s unique relationship to this case. When was the exam done, was our attorney and a nurse present? What was the IMEs opinion or diagnosis?



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WORKFLOW & AUTOMATION

- Too many clicks and too much typing to perform one simple task?
  - Our QuickFlow System provides quick and easy access to commonly performed tasks, like creation of letters, delegating ToDos, adding Cast Members, and creating checklists – all in one easy-to-access place!
  - QuickFlow creates records in seconds, not minutes.
  - Less typing = More production
  - Automation = Consistency & speed

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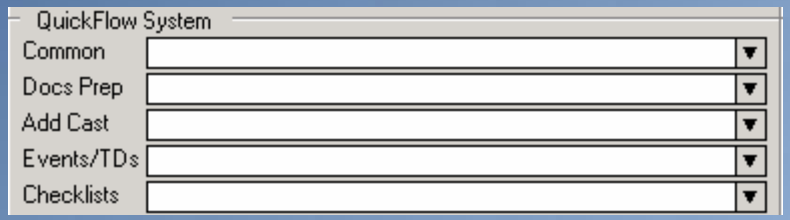
QUICKFLOW SYSTEM



The QuickFlow System Area provides access to commonly performed, often repetitious, functions. With QuickFlow, they are performed faster, with fewer clicks and with less typing.

The Workers' Comp QuickFlow does all of the following, and more:

Common – Performs common functions like delegating a ToDo, adding a negotiation phone call, and creating standard letters and faxes.

Docs Prep – Draft a variety of useful documents, such as medical records requests, letters to opposing counsel, etc. Your own templates are easily added to the list.

Cast – Add Cast Members records to the case such as IMEs, Experts, Attorneys, TPAs, etc.

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COMMON FEATURES OF IP ASSOCIATES TEMPLATES

Every Practice Template includes a number of standard features, including:

- Document management, tracking and auto-naming system
- ToDo Delegation system
- Over two dozen custom Power Views
- Quick Tabs that aid in filtering and tracking of records
- A common look and feel to the matter/case forms
- The QuickFlow System for automation of common tasks

To see a discussion of all the common features to our templates, please browse to the “Common Features to Our Templates” PDF on our site, or visit www.ipassoc.com/commonfeatures.htm. These features are key components and significantly enhance the usefulness of our templates.

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PRICING

- Pricing is based on the number of TM/PA user licenses
- Licensing one-to-one with TM/PA users
- $400 for the 1st TM user license
- $75 for each additional user license
- Multiple template purchases provide discounts on each additional template; *Example, if 5 Practice Areas with 10 TM licenses $2,000 for 1st user (5 x $400) + $75 x 9 additional users = $2,675.00*

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HOW TO ORDER

- Through your local Certified Independent Consultant (CIC)
- Online at www.ipassoc.com/domesticorder.htm
- If ordering more than one template, go to www.ipassoc.com/practicetemplatesorder.htm
- Call 888-732-9071
- Download order form and fax to 866-258-9062

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FOR MORE INFORMATION

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