

# LEX.COMP

## SYSTEM OPTIONS

II SYSTEM O	PTIONS	
Company:	TSI Test Company	
Address:	Attorneys at law	
	P.O. Box 761	System Cutoff Date: 02/21/2004
City:	Downers Grove State: IL - Zip: 605	15- Select fields on entry
Phone:	(630) 729-9645 Fax: (208) 439-3316	Minutes for Appointment reminder: 15 🕂
✓ Send D     ✓ Send D     ✓ Men de     following     ✓ Delete     ✓ Send	ockets to Outlook as an appointment ntically invite attendees of appointments leteing a DOCKET you can do one of the to your corresponding Outlook Appointment Appointment	<ul> <li>Send Diary items to Outlook as tasks</li> <li>Automatically send email to person a task is assigned to</li> <li>When deleteing a DIARY you can do one of the following to your corresponding Outlook Task</li> <li>C Delete Task</li> <li>Send Task cancellation potification &amp; delete</li> </ul>

### **Figure 1 SYSTEM OPTIONS**

**Company information:** The firm's information is entered into the top portion of the page. This information is used as headers for any documents created and printed.

System cutoff date: This field lets the user know when their trial version of LEX.COMP is over.

**Select Fields on entry:** This check box allows the option of the file menu to be open upon entry of LEX.COMP.

When deleteing a DOCKET you can do one of the following to your corresponding Outlook Appointment

- C Delete Appointment
- Send Appointment cancellation notification & delete

This allows the user the option of removing an appointment from Outlook or to send a cancellation notice to the user for whom it is meant and allowing them to select the option of having it removed from their calendar.

# User Setup

🗉 User Setup	
Last Name Today's	Middle Init
First Name Solutions	
User TSI Password	***
Ext 209 Level	C Level I(Full Access)
	C Level II(Read-Only Access)
<u>A</u> dd <u>E</u> dit <u>D</u> elete Saye	<u>Cancel</u> <u>Search</u> <u>Exit</u>

# Claim Summary

### CLAIM SUMMARY PREPARED BY TSI TEST COMPANY

CLAIM SUMMARY PREPARED BY TSI TEST COMPANY	
Adoe  John  John Adoe VS. Test Cor 🕶 Search	Set up by TSI
Main Claimant Insurer/TPA Employer Accident Subrogation Wage Arbitrator	Adverse Law Firm
	Autorio Lun IIII
Status OPEN   Opened 02/09/2010 Closed //	
Our File No 1969.000 Orig Atty Resp Atty 🗸	
Companion Files	
Matter John Adoe VS. Test Company	
Court No C/R Claim No	
Interest 🚽	
Add     Edit     Save     Cancel     Delete	Exit

This screen is the Claim Summary table. In the Claims Summary Table the user can enter all information for a new claim and research an existing one.

The Main Tab: This tab shows the user the general information about a claim.

The Claimant Tab: This tab shows the user all information about their client.

The Insurer/TPA Tab: This tab shows the user all the information about the Insurer/TPA and Claim Rep for the claim being displayed.

The Employer tab: This tab shows all information about the employer and their contact person dealing with this claim.

The Accident Tab: This tab shows all information about the accident.

The Subrogation Tab: This tab shows all information about any subrogation occurring in this case.

The Wage Tab: This tab shows all information about this claim's wages, what have been calculated, what was agreed upon, and what the client has been paid.

The Arbitrator Tab: This tab shows all information about the arbitrator of this claim and where the arbitration will happen.

The Adverse Law Firm Tab: This tab shows all information about the Opposing law firm and their contact person.

**Quick Reference and Action Screen** 

🔳 Quick Ref	ference an	d Action Screen					
Matter	John Ado	e VS. Test Compar	Status OPEN				
File No	1	969.000 Court N	No Accident 01	01/2010 Interest			
Adoe	10	John  Joł	nn Adoe VS. Test C <mark>y Search</mark>	Claimant Info			
Accident Inju	iry			John Adoe			
Slipped while	e lifting ancl	hor onto shelf Fract	ured tibia	(111) 111-1111			
				Opposing Informant			
Dieuute				Bill Lawyer			
Comnany is	not includin	on the OT hours and	employer failed to tell Company that he wa	as on 🔺 (111) 111-1111			
a salary with	mandatory	OT	femployer railed to ten company that no m	Insurer/TPA Contact Info			
Cubragation				Frank Noname			
Possibly aga	ainst shoe r	nanufacturer		(111) 111-1111 Ext 44			
T coolini, age	anot on op	Indiana		C/R Claim No			
, Arbitrator Inf	ormation	arbtest	Setting				
File Nota	tions		Companion Files				
Date	Category	Caller	Activity	Detail 🔶			
▶ 02/09/2010	TEL MSG	MEDICAL PROVID		Called to confirm fracture			
02/09/2010	DOCKET		Up for Status - Below the Line - Downstat	Status Call			
02/09/2010	LETTER		Request for wage statement to adj	We need to have the wage statement on file			
			1				
•							
K	Image: Second state         Image: Second state						

This screen shows the user all information that has occurred in a claim since the beginning. They are able to see the most recent correspondence in the File Notations section at the bottom.

### TTD Summary

TTD Sum	mary					
		TTD Paid by	TTD Claimed by petitioner			
From	To	Weeks	SC Paid GRP Paid	WC Paid	From To	Weeks
				×		<u>~</u>
PAID TOT	PAID TOTALS				CLAIM TOTALS	
		Add Edi	Delete		Add Ed	it Delete
	AWW	TTD Exposur	e/Liability at total we	eks claimed	Total Disputed Weeks	s: 0.00
Res:	12.00	0.00 Claimed	TTD at Respondent Rat	e: 0.00	Negotiated Weeks:	0.000
Pet:	12.00	0.00 Claimed	TTD at Petitioner Rate:	0.00	At TTD rate:	0.00
WS:	12.00	0.00 Claimed	TTD at WS Rate:	0.00	Negotiated TTD amt:	0.00
Total	claimed u	inpaid TTD (PET)		0.00		
Total	claimed u	inpaid TTD (RES)		0.00		4
Basi	s of dispu	te on TTD:	<u>E</u>	Basis of dispute	on wages:	
			*			×.
			Save	Exit		

This screen is where the user would keep track of the client's TTD paid to them. This window keeps track of what wages were agreed upon, how many weeks to be paid, what has been paid, what has not been paid, and what is owed the client.

# Medical Summary

Medical Summa	у								
Provider	Invoice	From	То	Amount	WC Paid	GRP Paid	EE Paid	Balance	-
			34				ă:		
	3		3				8		30
			10						-
			3						
									_
				-			201 1.1. 195		-
-			4	-		-	S.	-	
									-
•								1	•
Add	Edit	Delete	TOTALS:	0.00	0.00	0.00	0.00	0.0	0
						·····		1941	1
Notations:									1
								-	1
1									
Provider Phone:				E <u>x</u> it				E	3
			-						

This screen is where the user would keep track of any medical bills and payments that providers have made or received about this claim and who paid them.

Letter Setup

LETTE	R SETUP	
ID	DESCRIPTION	
IC06	Appearance as Attorney	-
ICI	Application for Adjustment of Claim (Application for Benefits)	
1C10	Attorney Representation agreement	
1011	PETITION FOR REVIEW OF ARBITRATION DECISION	
IC14	PETITION FOR REVIEW UNDER SECTION 19(h) OR 8(a) OF THE ACT	1
IC15	PROOF OF SERVICE	
1C17	Motion for Voluntary Dismissal	_
IC27	Motion to Dismiss Attorney of record	
IC28	Motion to withdraw as attorney of record	
IC29	Substitution of Attorney	
IC33	DEDIMUS POTESTATEM	
IC5	Settlement Contract Lump Sum Petitiion and Order for Petitioner	
IC6	Notice of Motion Downstate	
IC6.1	Notice of Motion Chicago	
IC7	19(b) Petition Immediate Hearing	
IC9	Request for Hearing	
INSVE	Insurance verification	
JOBSF	job search forms	_
IM-CON	Motion to Consolidate	-
	Add Change Delete Print View Exit	

Letter Screen: This screen display's all letters currently entered into LEX.COMP.