# LEX.COMP

*SYSTEM OPTIONS*



**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
  ○ 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*
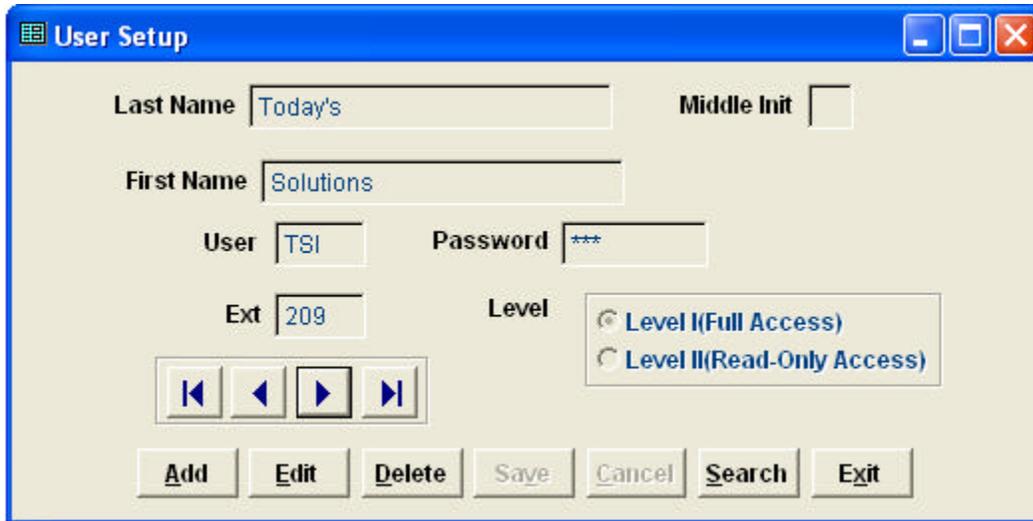


*Claim Summary*

**CLAIM SUMMARY PREPARED BY TSI TEST COMPANY**

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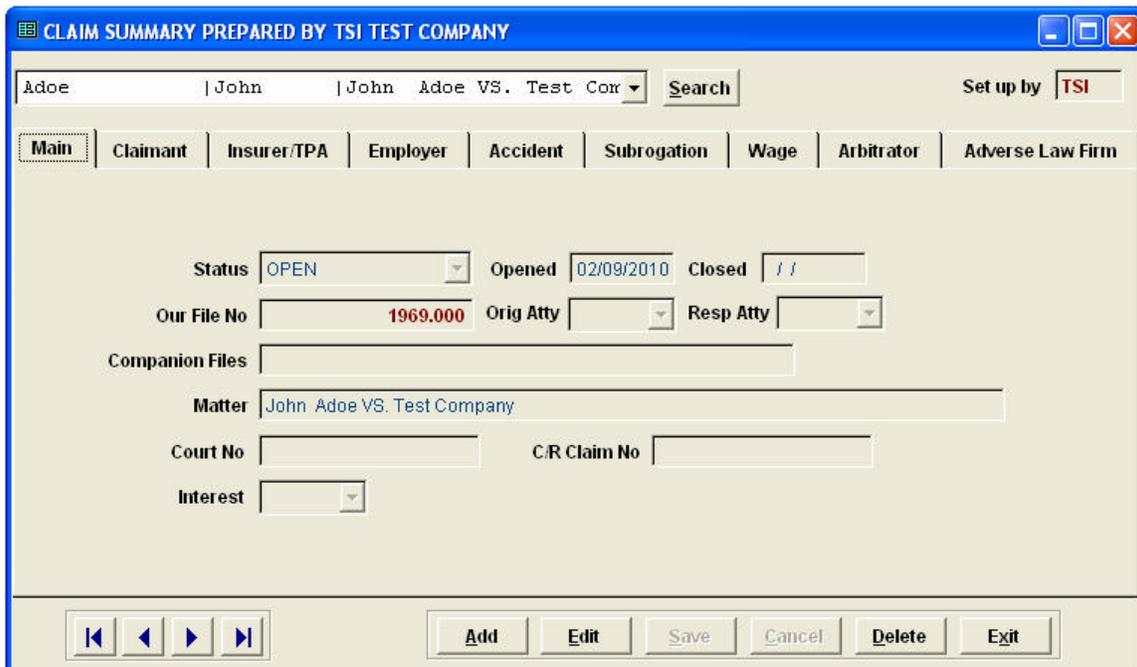
The Accident Tab:  This tab shows all information about the accident.

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 Reference and Action Screen**

| Matter | John Adoe VS. Test Company | | Status | OPEN |
| File No | 1969.000 | Court No | Accident 01/01/2010 | Interest |

Adoe | John | John Adoe VS. Test C ▼    Search

**Claimant Info**
John Adoe
(111) 111-1111

**Accident Injury**
Slipped while lifting anchor onto shelf Fractured tibia

**Opposing Informant**
Bill Lawyer
(111) 111-1111

**Dispute**
Company is not including the OT hours and employer failed to tell Company that he was on a salary with mandatory OT

**Insurer/TPA Contact Info**
Frank Noname
(111) 111-1111    Ext 44

**Subrogation**
Possibly against shoe manufacturer

C/R Claim No

Arbitrator Information | arbtest    Setting

**File Notations**    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 - Downstate | Status Call |
| 02/09/2010 | LETTER | | Request for wage statement to adj | We need to have the wage statement on file |

|◀  ◀  ▶  ▶|    Tel Msg    File Note    Docket Date    Diary Date    Letter    TTD    Med Paid    Attach    Exit

**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 Summary

### TTD Paid by respondent

| From | To | Weeks | SC Paid | GRP Paid | WC Paid |
|------|-----|-------|---------|----------|---------|
|      |     |       |         |          |         |

PAID TOTALS | | | 0.00 | 0.00 | 0.00

Add | Edit | Delete

### TTD Claimed by petitioner

| From | To | Weeks |
|------|-----|-------|
|      |     |       |

CLAIM TOTALS

Add | Edit | Delete

|        | AWW | TTD | Exposure/Liability at total weeks claimed | |
|--------|-----|-----|-------------------------------------------|------|
| Res:   | 12.00 | 0.00 | Claimed TTD at Respondent Rate: | 0.00 |
| Pet:   | 12.00 | 0.00 | Claimed TTD at Petitioner Rate: | 0.00 |
| WS:    | 12.00 | 0.00 | Claimed TTD at WS Rate: | 0.00 |
| Total claimed unpaid TTD (PET) | | | | 0.00 |
| Total claimed unpaid TTD (RES) | | | | 0.00 |

Total Disputed Weeks: 0.00
Negotiated Weeks: 0.000
At TTD rate: 0.00
Negotiated TTD amt: 0.00

Basis of dispute on TTD:

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*



**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**

## LETTER SETUP

| ID | DESCRIPTION |
|---|---|
| IC06 | Appearance as Attorney |
| IC1 | Application for Adjustment of Claim (Application for Benefits) |
| IC10 | Attorney Representation agreement |
| IC11 | PETITION FOR REVIEW OF ARBITRATION DECISION |
| IC14 | PETITION FOR REVIEW UNDER SECTION 19(h) OR 8(a) OF THE ACT |
| IC15 | PROOF OF SERVICE |
| IC17 | 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 |
| INSVR | Insurance verification |
| JOBSR | job search forms |
| M-CON | Motion to Consolidate |

[ Add ]  [ Change ]  [ Delete ]  [ Print ]  [ View ]  [ Exit ]

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