

## Transform Your Billing Process

How many of your clients require that you follow specific billing rules and submission guidelines?

How many pages of billing guideline documents do you maintain in an effort to follow all of these requirements?

The burden of processing hundreds of bills every month, managing unique billing requirements for almost every client, and maintaining page after page of detailed billing guideline documents, has many firms, like yours, looking for a time and cost-saving solution.

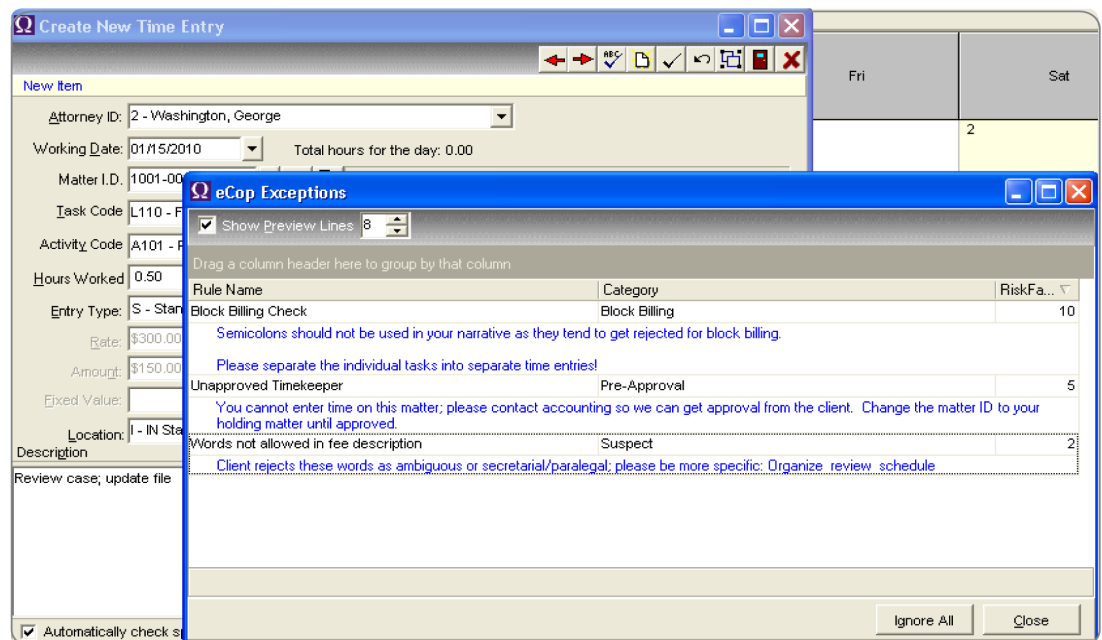
eCop is a solution that will transform your billing process by significantly reducing the number of entries rejected, adjusted, appealed, or written-off after being billed. Developed after listening to how our clients struggle with their manual billing review processes, eCop shifts the firm's focus from reviewing bills at the end of a billing period to automatically reviewing entries when they are initially put into the system.

## Perform Real-Time Validation

eCop gives firm employees the ability to validate their own time and cost entries as they are entered. When a billing rule violation is detected, eCop alerts the user of the specific error and provides on-screen guidance on how to resolve the non-compliant entry. The violation can then be corrected immediately before the time or cost entry is saved into the system.

*"With eCop's real-time validation, it moves the responsibility for rules compliance from our department to the timekeeper. This improves our overall compliance and saves us a lot of time during the pre-bill review process."*

Janet Dotson, firm administrator, Duplass, Zwain, Bourgeois, Pfister & Weinstock



## Eliminate Manual Processes

eCop automates the billing review process, saving your firm time by eliminating most manual checking that is currently performed. Instead of spending hours reviewing drafts, you can automatically correct billing rules violations at the point of entry.

The Rules Engine is the integrated repository at the core of eCop's automated billing review. The billing requirements of each client and matter are input into the eCop Rules Engine as user-defined RuleSets. The RuleSets can be shared among clients or created for individual clients or matters.

RuleSets contain one or more rules designed to match your clients' requirements, such as:

- Authorized timekeepers
- Block billing
- Incorrect wording or phrases
- Prohibited punctuation
- Incorrect task codes
- Prohibited administrative tasks
- Disallowed photo copies or travel expenses
- Pre-approval requirements
- Narrative length limitations

### *Firm Benefits*

Reduce rejected, adjusted, appealed or written-off bills.

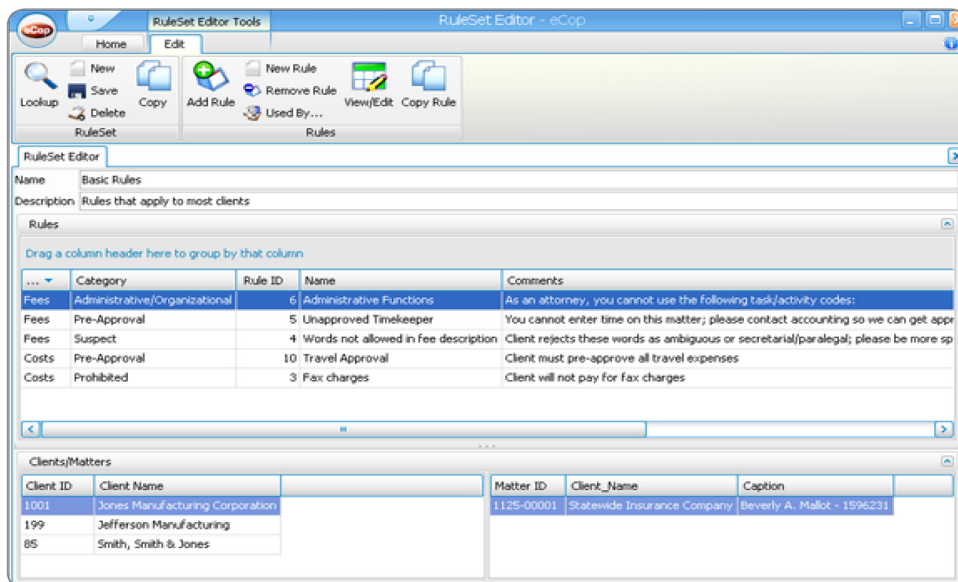
Police billing rules violations with notification at the time of entry.

Eliminate cheat sheets, file folders or three-ring binders filled with client billing rules.

On-screen guidance helps employees easily resolve errors on-the-spot.

Minimize time spent on the billing appeals process.

Get paid in a timely manner and accelerate cash flow.



### **Monitor Billing Rules Compliance**

eCop's Visual Xpress™ dashboard instantly shows you where your firm stands in regards to billing rules compliance. The dashboard also helps you identify any patterns of recurring rules compliance issues, along with who the most frequent offenders are within the firm. In addition, the continuously updated 30-day trend lines show the firm's progress in the overall billing rules compliance process.

The Rules Engine compares each client's RuleSet to every time and cost entry for that client within Omega's system. Any violations are instantly flagged for correction, and the user is provided an on-screen recommendation on how to correct the violation.

*"We used to spend a huge amount of time training our timekeepers and sending them reminders about adhering to client billing rules. Now eCop sits quietly in the background and then waves its hand when it spots trouble. We're seeing good rules compliance now by all of our timekeepers because they really understand the value of addressing issues upfront."*

Dana Marinaro, controller, Jones Skeleton & Hochuli, P.L.C.

### **Omega**

Omega is a privately held Scottsdale-based company that provides mid-to-large size law firms an integrated financial and practice management software suite that sets the standard for return on investment, system performance and service. Since 1975, Omega has been solving critical business issues for law firms, improving their profitability, productivity and efficiency.