

Leveraging Technology to Manage Documents

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A Georgia Workers' Compensation Firm



Speaking of Technology...

- Log on to www.ramoslawblog.com
- Search for Leveraging Technology
- You will be able to follow along or download the material

Considerations

- Area of law
- Number of users
- What you need from the system
- Training required and where to obtain

Evaluation of Program

- Flexibility of the program
- Length of time to be up and running
- Who will customize the software
- Cost associated with that task
- Annual maintenance/upgrade/update cost

Case Management / Contacts

- Needles
- PC Law
- Amicus
- Abacus
- ProLaw
- PracticeMaster
- PerfectLaw

Document Management

- iManage
- Worldox

“Selling” Everyone on the Automation

- Lower costs
 - Postage
 - Copies
- Easy access
 - Remote
 - No running around in search of file
- Efficiency

Devil's Advocate

- I don't have any paper to go through?
- What about security?
- The computer often loses my data.

Backup Solutions

- Off-site
 - Symantec
 - Storage Guardian
- On-site
 - Tape
 - External hard drive
 - Additional server
- On computer
 - Shadow copies

How can I search for words in a PDF?

- Image v. Image on Text
- Document, Recognize Text
- Set option prior to scanning

Hyperlinking

- Can be done in various programs
- Click [here](#) to go to the last slide

Document Inventory

- Query
- Search terms
- Document name
- Matter name
- Matter number

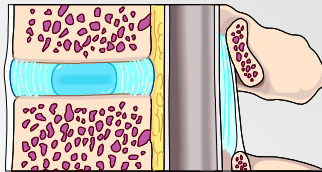
Technology and Your Exhibits

- Adobe 9 has some great tools
 - Portfolio
 - Redaction
 - Typewriter
 - Footer – Exhibit labels
 - 3D
- SmartDraw

HERNIATED DISC

(Slipped Disc)

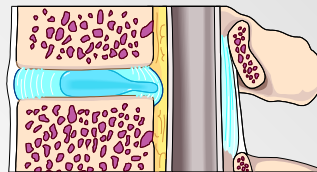
Bulging Disc



Sagittal View

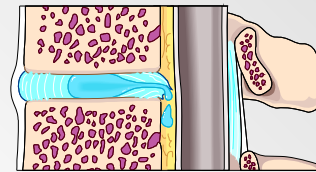
Normal, everyday pressure on the disc forces its outer surface to bulge slightly.

Herniated Disc

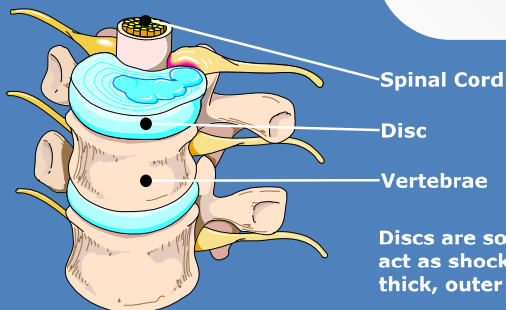


As a disc degenerates due to injury, disease or wear, the inner core extrudes back into the spinal canal, which is known as a disc herniation.

Pressure on Spinal Nerves



A herniated disc in the lower back can cause lower back pain and/or leg pain (sciatica) by putting pressure on the nerve root.



Spinal Cord

Disc

Vertebrae

Discs are soft, rubbery pads between the vertebrae of the spinal column. They act as shock absorbers and allow the spine to move. Each disc has a thick, outer ring of cartilage and inner, gel-like substance.

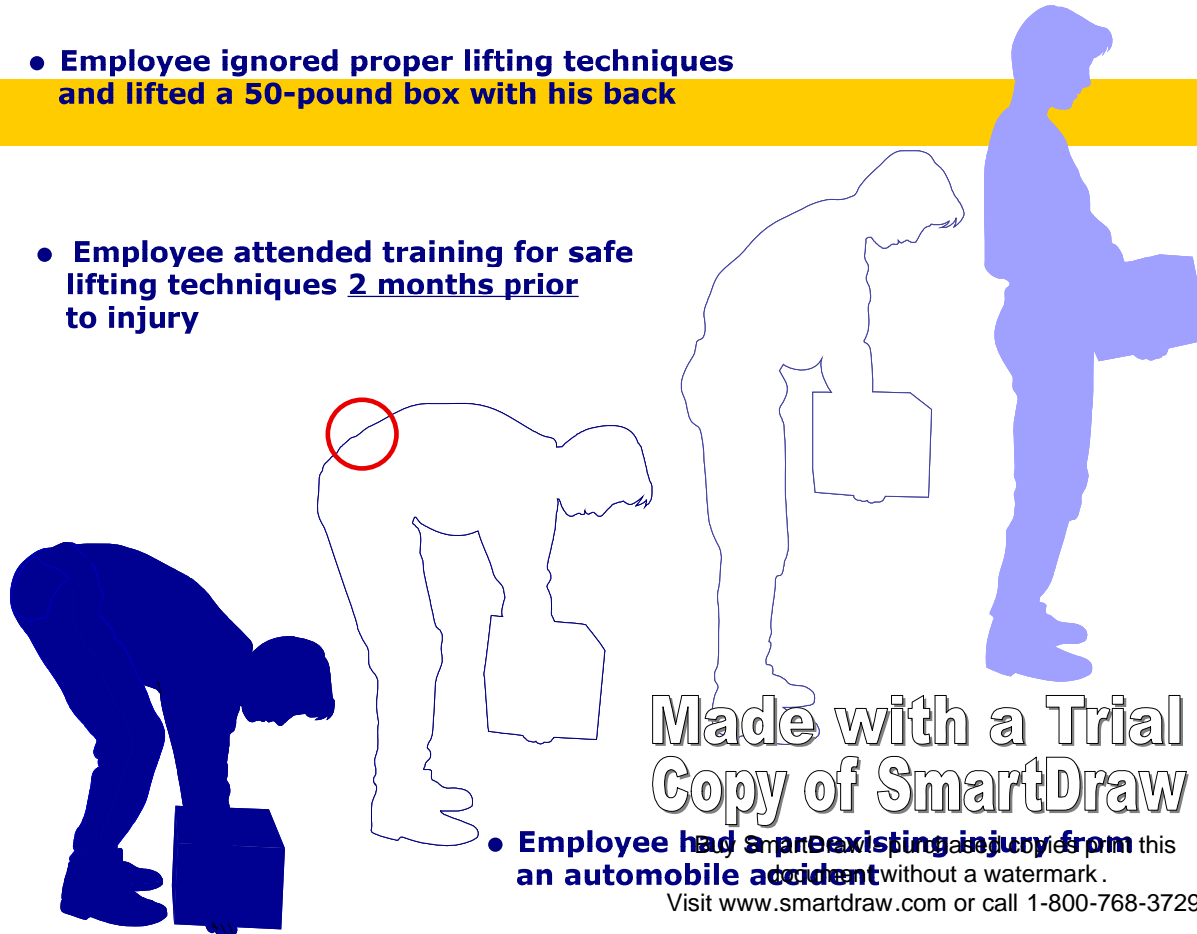
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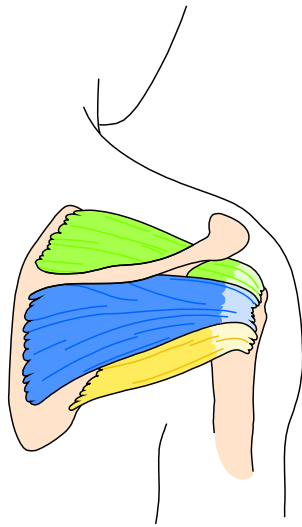
Visit www.smartdraw.com or call 1-800-768-3729.

- Employee ignored proper lifting techniques and lifted a 50-pound box with his back

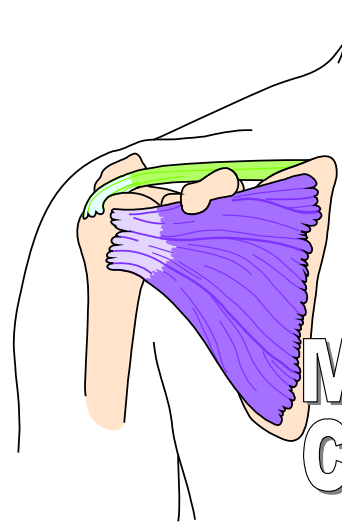
- Employee attended training for safe lifting techniques 2 months prior to injury



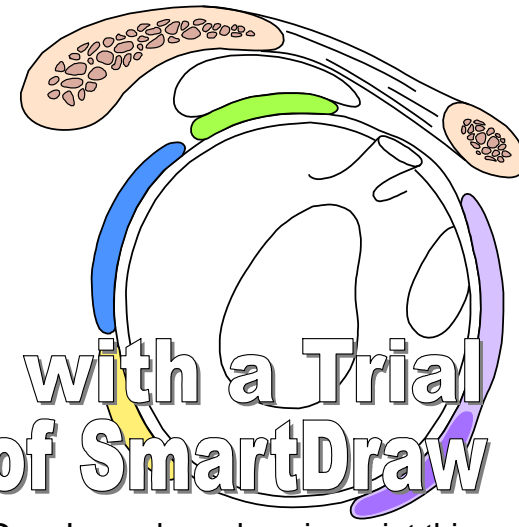
ROTATOR CUFF OF THE SHOULDER



Anterior view of the rotator cuff area



Rotator cuff of the shoulder



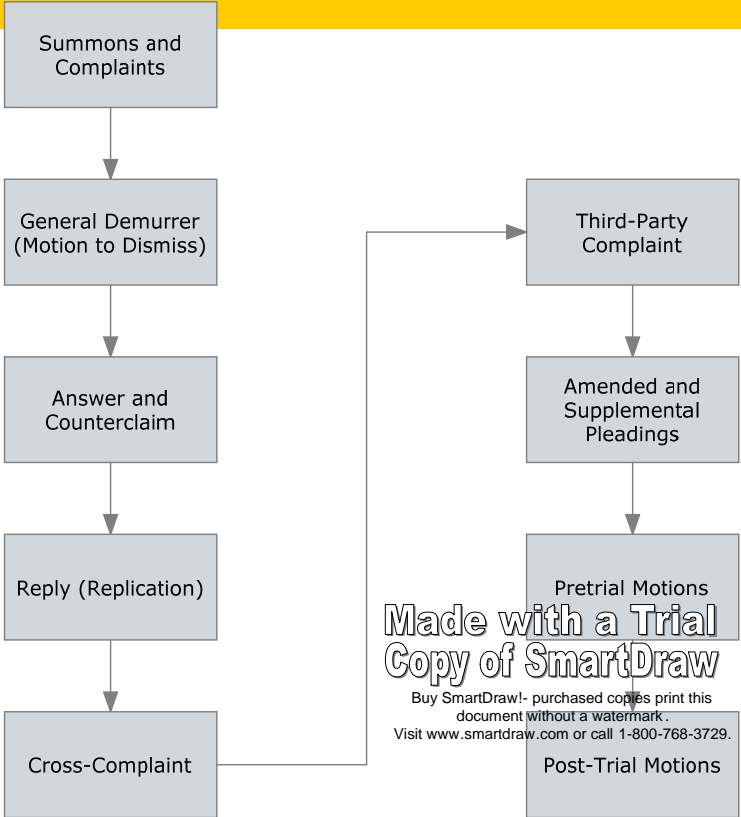
Posterior view of the rotator cuff area

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Pleadings and Motions



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WORKER'S COMPENSATION FORM

Worker's Name and Address

DOC

Employer's Name and Address			Claim No.:		
			Date of Birth DD MM YY		Date of Injury
Referral from Dr.			Personal Health No.		Social Security No.:
			Off Work		Estimated Date of Return to Work
Diagnosis	Treatment Date DD MM YY		Fee Schedule Code		Fee Schedule Amount
Treatment or remarks					
<p>Note: Your account containing complete and legible information will assist the Board in processing your payment.</p>					

Signature

Clinic No.

Doctor No.

Locum No.:

Telephone No.:

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Vendor Selection

- All previously mentioned points
 - Area of law
 - Size of firm
 - What do you need from the system
 - Budget
- Reseller or Direct
- Check with any associations you/your firm may be a member of

Negotiation

- Maintenance included?
- Add an extra year for free?
- Ask for what you want.

Keeping up with the Joneses... or the Updates

Software is always being updated:

- Security
- Bug fixes
- User tools (increase efficiency)
- Compatibility

Before updating

- Read the release notes
- Test environment
- Production on a few computers
- Let others be the guinea pigs

Some useful websites

- www.ltnresourceguide.com
- www.abanet.org/tech/ltrc/
- www.law.com/tech
- www.alanet.org

Digital Dictation and Speech Recognition

- Dragon Naturally Speaking
- Express Scribe

Fax From Your Desktop

- RightFax
- MyFax
- eFax

Other solutions

- iScrub - metadata scrubber
- Adobe Acrobat (tons of “hidden” tools)
- SplitView - simulates having two screens
- IntelliPDF - Adobe plugin - bookmark tools
- “Remove Hidden Data” - Microsoft download
- Postini - web filtering and email solutions
- Maxivista – use your laptop as a 2nd monitor



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