

## Latitude A Better Way to Manage Vocational Rehabilitation



At Latitude we provide software that simplifies case management so you can focus on what's important—people. In Washington alone, 83% of L&I claims and \$400 million in billings are managed in our system. In fact, using Latitude the average counselor reduces costs and increases billable hours by 25%.



### CASES

Instantly access key information

No more searching through paper—all of your information is organized in your “electronic working file.” Latitude’s simple design allows you to minimize non-billable time, easily find cases, create new files, and review work.

### TEMPLATES

Build integrated templates

Latitude integrates with Microsoft Word templates so you can quickly and easily create commonly used documents. Choose from over 300 fields that will insert text/data directly into your documents.

### INVOICES

Simplify your billing process

Produce invoices without re-keying data or reviewing paper files. Simply enter billable time as part of case noting and Latitude does the rest. Invoice validation, remittance advice, fee alerts, and syncing with AP software simplify the process..

### CONTACTS

Access a shared directory

Quickly find and attach contacts to your cases without re-typing information. All of your key contacts are stored in a single, secure system that is accessible from your phone or computer.

### DOCUMENTS

Organize and re-use work

Search for documents within a case or across all cases. When it's time to create a new document, choose a template from the Job Analysis (JA) bank, the Labor Market Survey (LMS) bank, or your firm's shared library

### REPORTS

Benchmark performance and trends

Analyze your firm's productivity, workload, and pending tasks. Also view your firm's share of cases, change in volume, and demographics so you can benchmark against competitors.

#### ► 4 Ways Latitude MAXIMIZE YOUR BILLINGS

##### 1. Eliminate Rate Mistakes:

*The Rate Tracker* ensures you're billing at the proper and maximum rate for the task.

##### 2. Avoid Exceeding Fee Caps:

*The Fee Cap Advisor* helps you track billing against fee caps for each phase.

##### 3. Bill From Anywhere:

*The Latitude Mobile App* allows you to access contacts and bill from your phone.

##### 4. Send Tasks to Specialists:

*Task Assignment* allows you to track work assigned to support staff or specialists.

#### ► 4 Ways Latitude SAVES YOU TIME

##### 1. Setting Up Cases:

*Latitude Link™* downloads cases and updates, then notifies you automatically.

##### 2. Sending Progress Reports:

*The Reporting Tool* tracks due dates and creates a draft report from case notes.

##### 3. Creating Invoices:

*The Invoicing Wizard* collects and formats billable items; integrates with AP systems.

##### 4. Producing Documents:

*Latitude Library™* provides templates to quickly create or re-use common docs.

#### ► 4 Ways Latitude SAVES YOU MONEY

##### 1. No More Fax Machine:

*Latitude Express™* offers integrated fax with confirmations stored in your cases.

##### 2. No More Copying & Mailing:

*The “Send Link” Tool* lets you securely share files and manage ongoing access.

##### 3. No Needless Travel:

*The Collaboration Directory* keeps you in sync with your team across locations.

##### 4. No More Office Overhead:

*Latitude Connect™* puts the resources of an office in a cloud-based solution.