



# **Saving Money Through Structured Invoice Review Processes**



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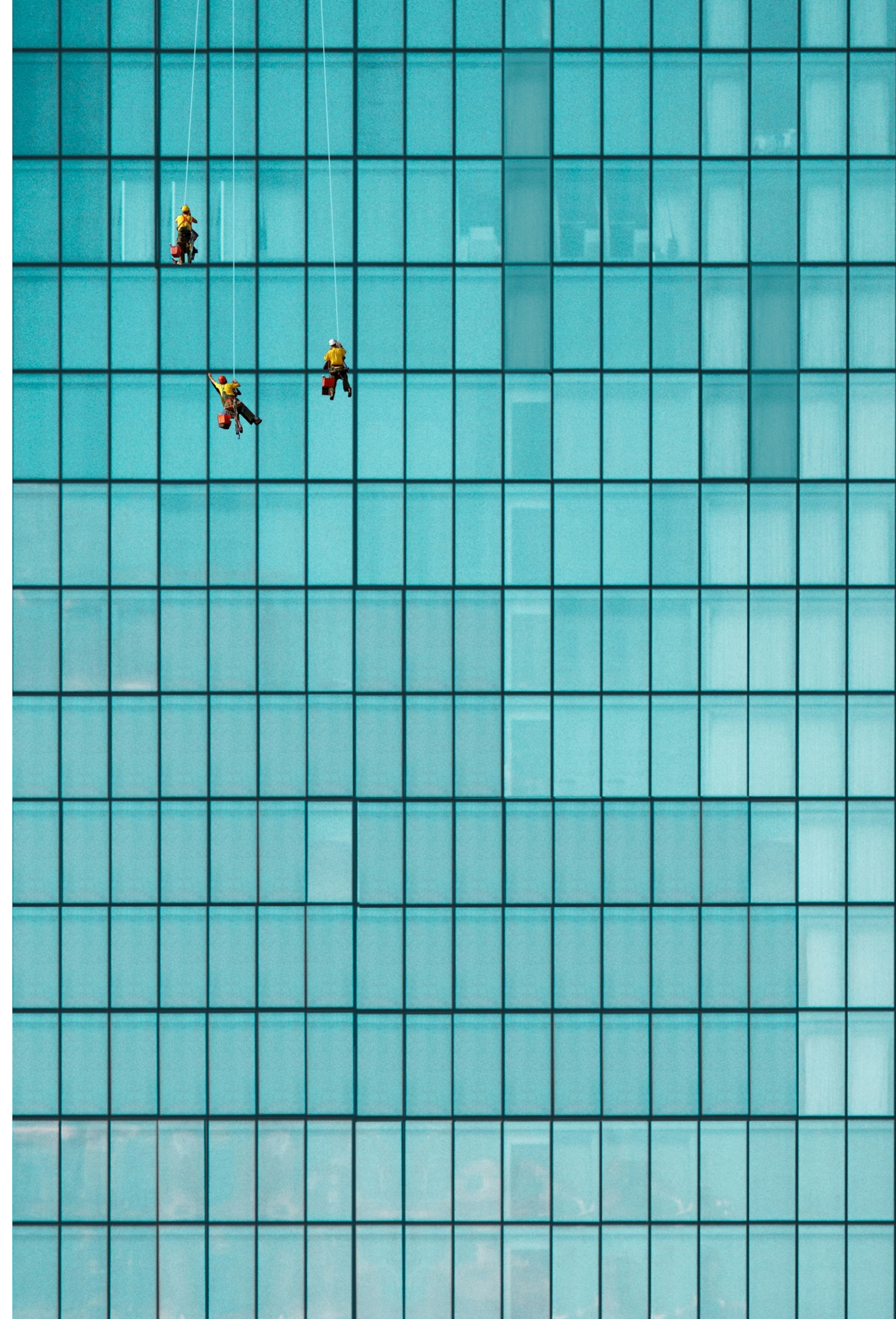


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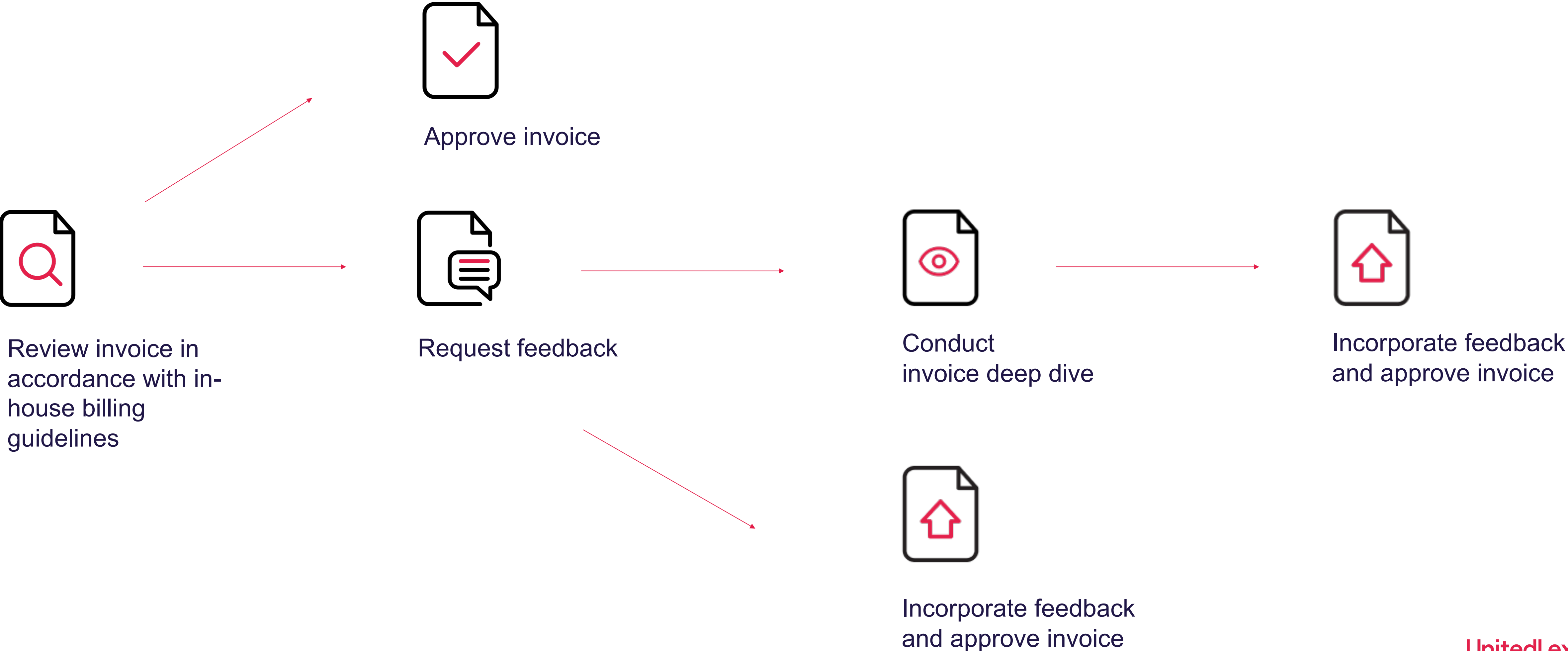
**GENE QUINN**  
IPWATCHDOG

**How do you establish the need for a structured invoice review program?**



# Structured Managed Invoice Review

## Review Process



# Structured Managed Invoice Review

## Review Process – Appeals



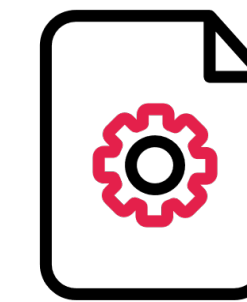
Approved Invoice



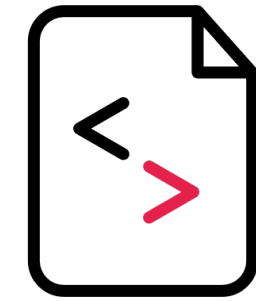
Firm appeals



Request feedback;  
accept or deny  
appeal?



Incorporate  
feedback and  
adjust invoice



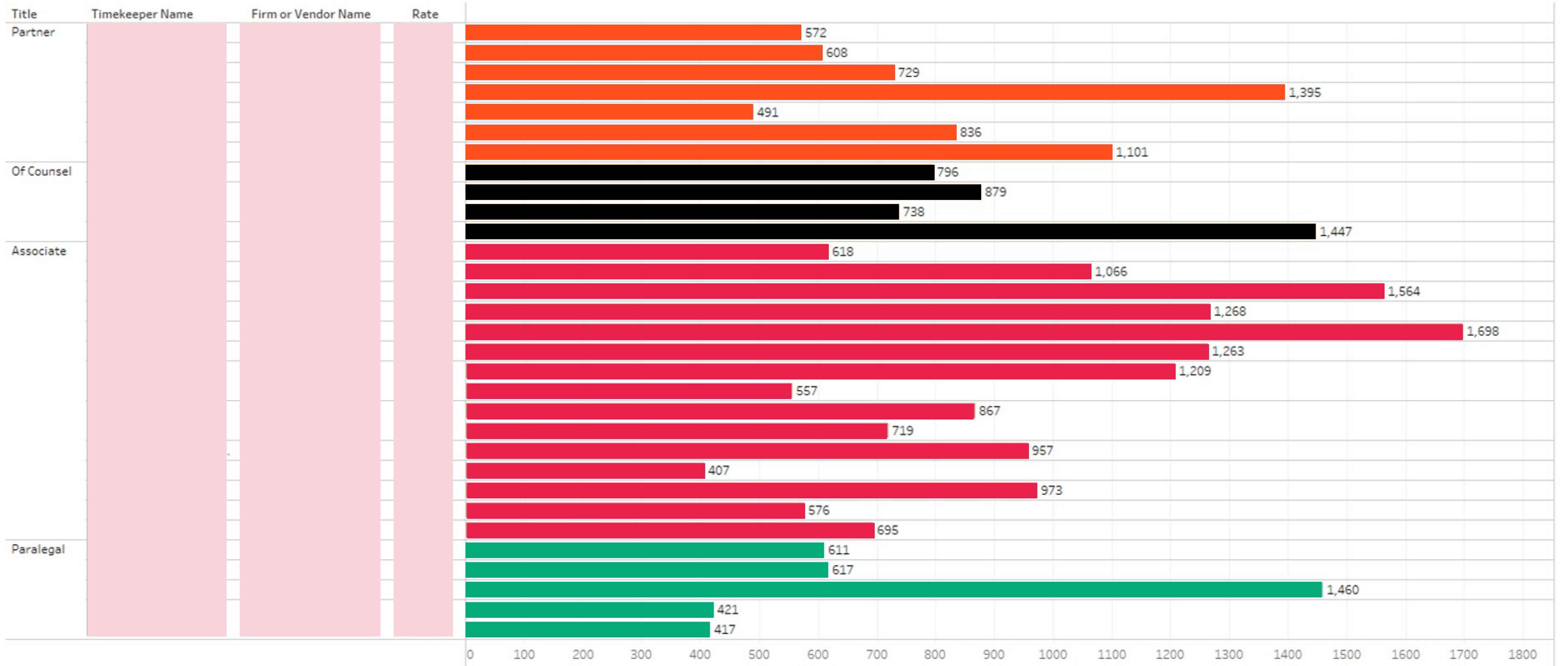
Approve or  
reject appeal

1. Submit an appeal invoice of the contested reductions by using the original invoice number followed by letter "A". (Example: 1234567 – A)
2. Submit documentation as an attachment to the invoice explaining why the invoice should not be reduced.
3. Submit any other necessary documentation requested in support of the invoice.
4. Appeals must be submitted *within x days* of the rejection.

### Sample Appeals Process

# Outcomes

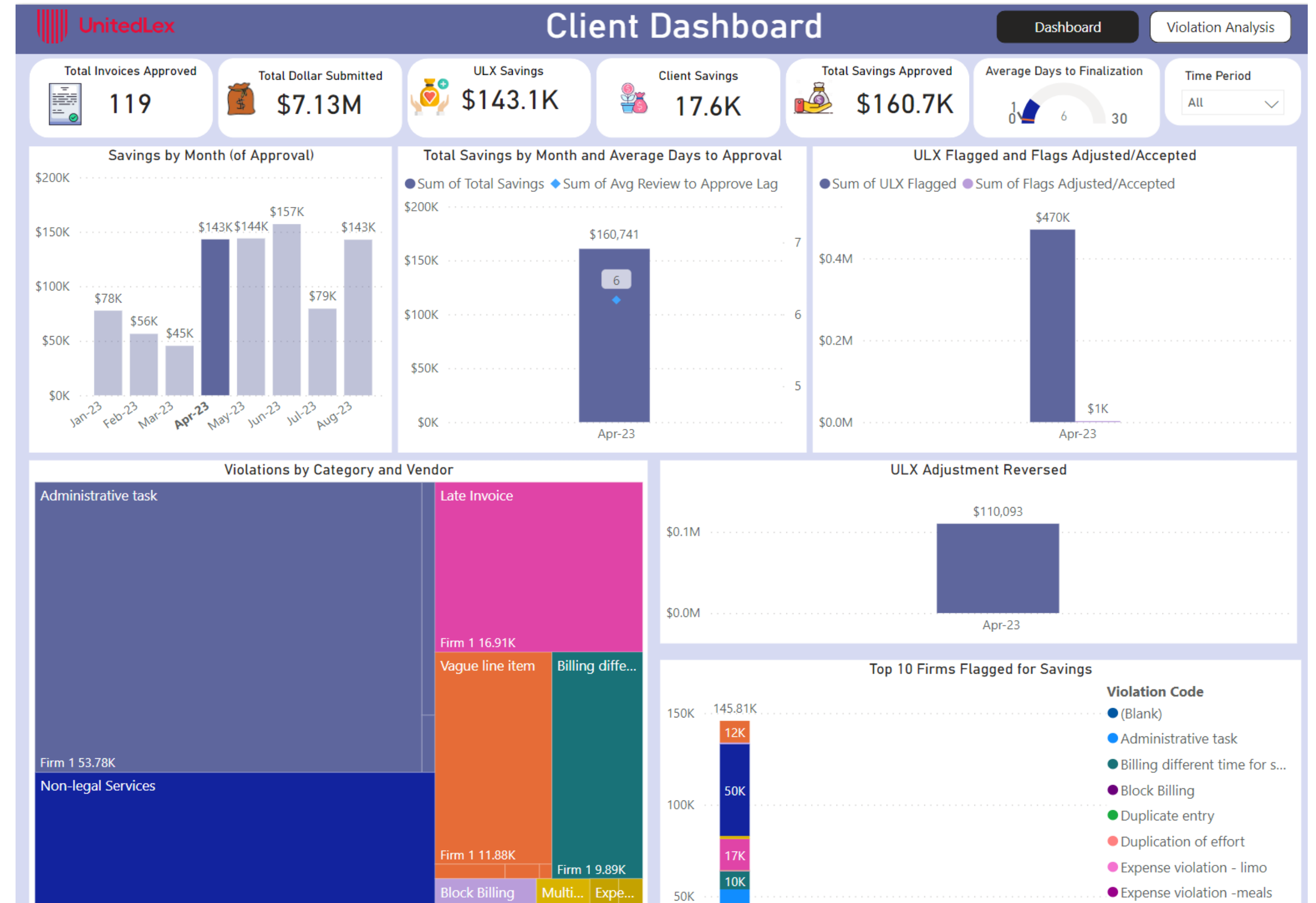
# Using data to support organizational change



# Managed Invoice Review

## Invoice Insights

A centralized, searchable, secure location to view legal service provider billing and extract insights drives strategic business/legal decisions.

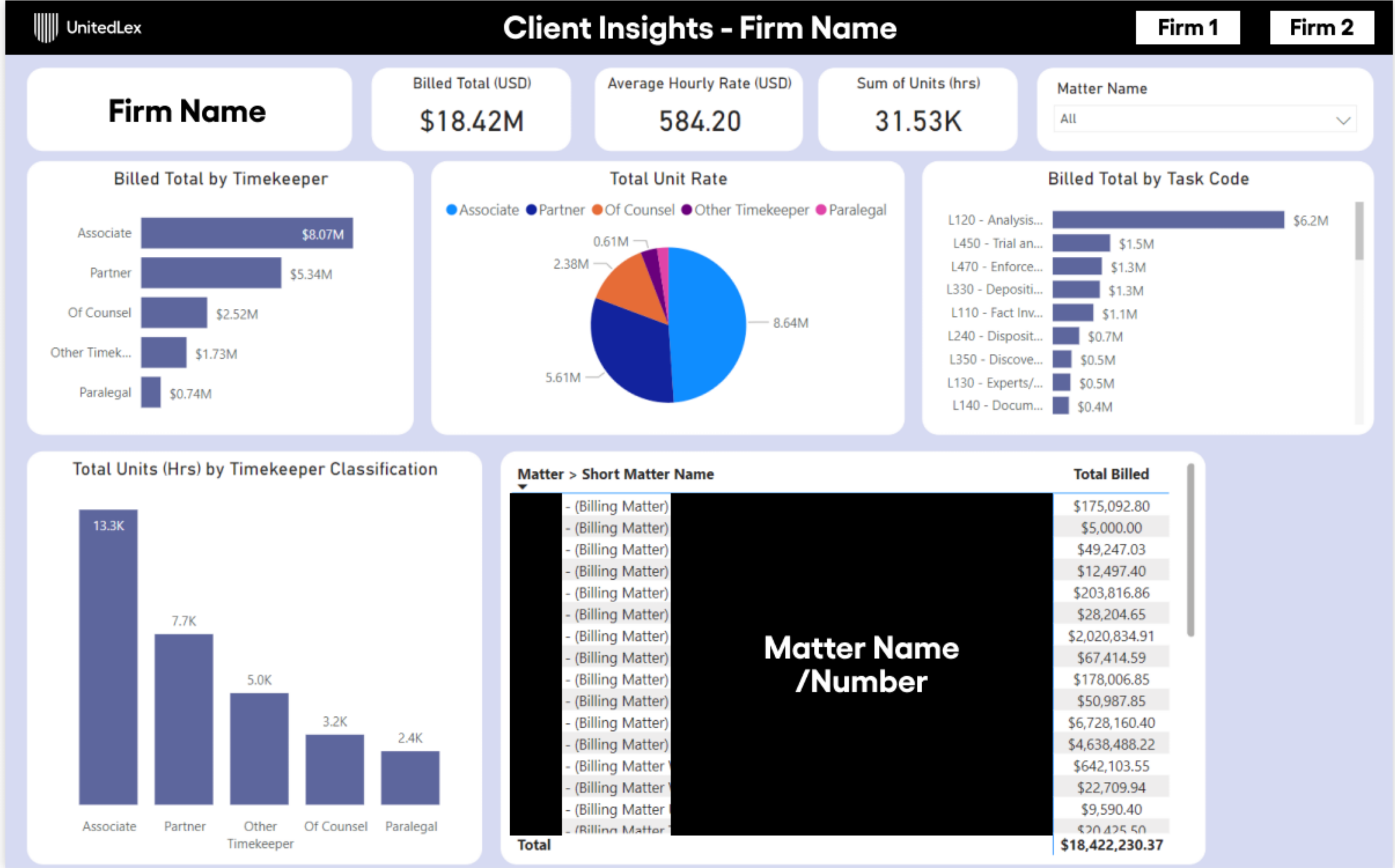


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# Managed Invoice Review

## Firm Deep-Dive



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# Key Elements

## Design

Through our experience in partnering with our corporate and firm clients UnitedLex's legal invoice review program is based on addressing the challenges faced by corporate legal teams.

## Reduce Legal Spend

Identify and reduce guidelines violations, waste, and overpayment in invoices.

## Transparency in Billing

Bridge gaps between legal spend management, legal operations goals, and legal service providers to create uniformed partnerships.

## Improved Data Quality

Dedicated review team enforcing rules and capturing data uniformity to transform reporting into actionable insights.

# Holistic approach

## Reduced Administrative Burden

Substantially reduce the in-house burden associated with invoice review by providing tailored review approach

## Enforcement of Billing Guidelines

Monitored approach ensuring enforcement of billing guidelines

## Outcomes & Objectives

## Maximize Law Firm Relationships

Encourage firm compliance and understanding, working towards aligned goals

## Bridge Gaps

Clear the disconnect between legal spend management and legal operations goals

**Thank you**