



**2. EDUCATION/EXPERIENCE (Individual Applicant Only)**

<u>Institution Name and Address</u>	<u>Years of Training</u>	<u>Degree or Certification Attained</u>
_____	From _____ To _____	_____
_____	From _____ To _____	_____
_____	From _____ To _____	_____

- (i) Where have you practiced your profession during the last ten years?
- In \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_
- In \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_
- In \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_
- (ii) Have you ever failed any professional licensing or specialty organization examination? .....  Yes  No  
 If yes, please attach a detailed explanation including the dates and location.

**3. APPLICANT PRACTICE**

a. Please list all the states where you are licensed to practice. If NONE, please attach an explanation.

\_\_\_\_\_

b. Please indicate your professional specialty (CHECK ONE):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Chiropractor                   | <input type="checkbox"/> Naprath                   | <input type="checkbox"/> Pharmacist            |
| <input type="checkbox"/> Counselor ( Describe)<br>_____ | <input type="checkbox"/> Nurse, Licensed Practical | <input type="checkbox"/> Physical Therapist    |
| <input type="checkbox"/> Dental Hygienist               | <input type="checkbox"/> Nurse, Registered         | <input type="checkbox"/> Psychologist          |
| <input type="checkbox"/> Hearing Aid Fitter             | <input type="checkbox"/> Nurses Registry           | <input type="checkbox"/> Social Worker         |
| <input type="checkbox"/> Home Health Care Agcy.         | <input type="checkbox"/> Occupational Therapist    | <input type="checkbox"/> Speech Therapist      |
| <input type="checkbox"/> Inhalation Therapist           | <input type="checkbox"/> Optician                  | <input type="checkbox"/> Veterinarian          |
| <input type="checkbox"/> Laboratory Technician          | <input type="checkbox"/> Optometrist               | <input type="checkbox"/> Visiting Nurse Assoc. |
| <input type="checkbox"/> Medical Personnel Pool         | <input type="checkbox"/> Orthotist                 | <input type="checkbox"/> X-ray Technician      |
|   | <input type="checkbox"/> Perfusionist              | <input type="checkbox"/> Other (Specify) _____ |

c. Please indicate the sources and amounts of actual and projected revenue:

<u>Source</u>	<u>Amount This Fiscal Year</u>	<u>Amount Next Fiscal Year</u>
(i) Charitable Contributions:	\$ _____	\$ _____
(ii) Government Funding:	\$ _____	\$ _____
(iii) Fee for Services:	\$ _____	\$ _____
(iv) Other: _____	\$ _____	\$ _____
<b>TOTAL GROSS REVENUE</b>	<b>\$ _____</b>	<b>\$ _____</b>

d. Please provide the number of patient or client visits:

<u>Type of Visit</u>	<u>Number of Visits Last 12 Months</u>	<u>Number of Visits Next 12 Months</u>
Clinic	_____	_____
Laboratory	_____	_____
Other (specify) _____	_____	_____
<b>TOTAL NUMBER OF VISITS</b>	_____	_____

e. Please specify any professional societies or associations in which you are a member: \_\_\_\_\_

\_\_\_\_\_

f. Are you associated with or do you work for a physician or surgeon? .....  Yes  No  
 If yes, please give the name and the specialty of the physician: \_\_\_\_\_

- g. Please give the approximate percentage of time spent in the following work locations:
- |                                    |                           |  |
|------------------------------------|---------------------------|--|
| _____ % Administrative Office      | _____ % Laboratory        | _____ % Hospital Ward (specify)                  |
| _____ % Classroom                  | _____ % Operating Room    | _____  |
| _____ % Emergency Dept of Hospital | _____ % Outpatient Clinic | _____ % Professional Office (specify profession) |
| _____ % Nursing Home               | _____ % Patient's Home    | _____  |
| _____ % Other (specify) _____      |                           |  |
- h. Please indicate the approximate division of your patients or clients among:
- |                           |                      |                                  |
|---------------------------|----------------------|----------------------------------|
| _____ % Hemodialysis      | _____ % Psychiatric  | _____ % Bariatrics               |
| _____ % Holistic Medicine | _____ % Drug Addicts | _____ % Physical Rehabilitation  |
| _____ % Surgical          | _____ % Alcoholics   | _____ % Disability Evaluation    |
| _____ % Stress Testing    | _____ % Obstetrical  | _____ % Research or Experimental |
| _____ % Communicable      | _____ % Dental       | _____ % _____                    |
| _____ % Family Planning   | _____ % Pediatric    | _____ % _____                    |
- i. Please indicate the number and type of your employees and/or volunteers. IF NONE, STATE NONE.
- | <u>Type of Profession</u>  | <u>No.</u> | <u>Type of Profession</u> | <u>No.</u> |
|----------------------------|------------|---------------------------|------------|
| Inhalation Therapists      | _____      | Opticians                 | _____      |
| Laboratory Technicians     | _____      | Optometrists              | _____      |
| Nurse Anesthetists         | _____      | Perfusionists             | _____      |
| Nurses, Licensed Practical | _____      | Pharmacists               | _____      |
| Nurse Practitioner         | _____      | Physiotherapists          | _____      |
| Nurses, Registered         | _____      | Social Workers            | _____      |
| Speech Therapists          | _____      | Other (please specify)    | _____      |
- j. Are all of the above individuals licensed in accordance with applicable state and federal regulations?...  Yes  No  
If no, please attach an explanation.

**4. APPLICANT PROCEDURES**

- a. Do you render professional services directly to patients?  Yes  No. If yes, please describe in detail and indicate the extent of supervision by others.
- | <u>Description of Professional Services</u> | <u>Percent of Time Supervised</u> | <u>Qualifications of Supervisor</u> |
|---|-----------------------------------|-------------------------------------|
| _____                                       | _____ %                           | _____                               |
| _____                                       | _____ %                           | _____                               |
| _____                                       | _____ %                           | _____                               |
- b. Do you render professional services that do not involve contact with a patient?  Yes  No. If yes, please describe these services in detail. \_\_\_\_\_
- c. (i) Do you perform or assist in any surgical procedures?  Yes  No  
(ii) Please list ALL surgical procedures performed (including minor surgery): \_\_\_\_\_  
\_\_\_\_\_
- (iii) Is anesthesia (other than topical or by means of local infiltration) administered by either yourself or others?  Yes  No. If yes, please attach a detailed explanation.
- (iv) Do you perform or assist in any surgical procedure(s) in a professional office or similar non-hospital facility?  Yes  No. If yes, please attach a detailed explanation.
- d. Do you perform radiation therapy?.....  Yes  No
- e. Do you perform psychiatric shock therapy? .....  Yes  No
- f. Do you compound in bulk, manufacture or wholesale medicine? .....  Yes  No  
If yes, please provide a detailed explanation. \_\_\_\_\_

- g. (i) Do you perform veterinary services? .....  Yes  No  
 If yes, please indicate the approximate division of your work among the following categories.  
 \_\_\_\_\_ % Greyhounds                      \_\_\_\_\_ % Thoroughbreds  
 \_\_\_\_\_ % Animals valued over \$5,000.  
 Please attach an explanation including the frequency and the type(s) of animals treated.
- h. Do you administer artificial insemination? .....  Yes  No  
 If yes, please answer the following questions:  
 (i) What type(s) of animals are involved? \_\_\_\_\_  
 (ii) Are you responsible for the storage of the semen? .....  Yes  No  
 If yes, please explain. \_\_\_\_\_  
 \_\_\_\_\_  
 (iii) What percent of your practice is involved with artificial insemination? \_\_\_\_\_ %
- i. Are you ever responsible for identifying contagious diseases in your locality and/or for recommending remedial action? .....  Yes  No  
 If yes, please attach a detailed explanation.

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**5. PERSONNEL**

- a. Please list the number and type of independent contractors who provide professional services on your behalf. IF NONE, STATE NONE.
- | <u>No.</u> | <u>Type of Profession</u>  | <u>No.</u> | <u>Type of Profession</u> | <u>No.</u> | <u>Type of Profession</u> |
|------------|----------------------------|------------|---------------------------|------------|---------------------------|
| _____      | Inhalation Therapists      | _____      | Laboratory Technicians    | _____      | Nurse Anesthetists        |
| _____      | Nurses, Licensed Practical | _____      | Nurse Practitioner        | _____      | Nurse, Registered         |
| _____      | Opticians                  | _____      | Optometrists              | _____      | Perfusionists             |
| _____      | Pharmacists                | _____      | Physiotherapists          | _____      | Social Workers            |
| _____      | Speech Therapists          | _____      | Other (specify) _____     |            |                           |
- b. Do you supervise any individuals who are not your own employees?  Yes  No. If yes, please provide a detailed explanation of responsibilities and relationships to the entity which employs these individuals.
- c. Please indicate by profession the number of individuals you supervise.
- | <u>No.</u> | <u>Type of Profession</u> | <u>No.</u> | <u>Type of Profession</u>     |
|------------|---------------------------|------------|-------------------------------|
| _____      | Physicians                | _____      | Laboratory technicians        |
| _____      | X-ray technicians         | _____      | Other (please specify): _____ |

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**6. APPLICANT AFFILIATIONS**

- a. Do you own or operate any business other than that shown in Question 1(a) above? .....  Yes  No  
 If yes, please give details on a separate sheet.
- b. Are you employed by any individual or entity other than that shown in Question 1(a) above? .....  Yes  No  
 If yes, please attach an explanation describing details of your responsibilities.
- c. Are you under contract to any individual or entity other than that shown in Question 1(a) above? .....  Yes  No  
 If yes, please attach an explanation describing details of your responsibilities. If your contract contains a hold-harmless agreement, a copy of the contract must be attached.
- d. Are you employed by or under contract to any government entity? .....  Yes  No  
 If yes, please attach an explanation including the details of your responsibilities.
- e. Do you advertise your professional services in any manner (other than a simple listing in a telephone directory)? .....  Yes  No  
 If yes, please attach a copy of ALL of your advertisements.
- f. Are you associated with any agency or organization that engages in any kind of advertising for, or solicitation of, patients? .....  Yes  No  
 If yes, please attach a detailed explanation and a copy of ALL of your advertisements.

g. Do you own (wholly or in part), operate, or administer any hospital, nursing home or other institutions where medical services are customarily rendered? .....  Yes  No  
 If yes, please give details including the name, location, size and number of beds.

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h. If you have a training school, please complete the following. Attach a separate sheet if needed.

<u>Specify Profession For Which Students Are Being Trained</u>	<u>Max. No. Of Students Per Session</u>	<u>No. of Sessions Per Year</u>	<u>% of Time Involved in Clinical Setting</u>	<u>Number of Faculty</u>	<u>Qualifications of Faculty (e.g. MD, RN, PhD, etc.)</u>
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i. (i) Do you use a collection agency? .....  Yes  No  
 If yes, please state the name of the agency

(ii) Does the agency have the authority to file a collection suit at its discretion? .....  Yes  No

**7. APPLICANT HISTORY/CLAIMS**

(Attach a detailed explanation for any YES answers)

a. Have you or any of your employees:

(i) Ever been the subject of disciplinary or investigative proceedings or reprimand by a governmental or administrative agency, hospital or professional association? .....  Yes  No

(ii) Ever been convicted for an act committed in violation of any law or ordinance other than traffic offenses? .....  Yes  No

(iii) Ever been treated for alcoholism or drug addiction? .....  Yes  No

(iv) Ever had any state professional license or license to prescribe or dispense narcotics refused, suspended, revoked, renewal refuses or accepted only on special terms or ever voluntarily surrendered same? .....  Yes  No

(v) Ever had any insurance company or Lloyd's cancel, decline, refuse to renew or accept only on special terms their malpractice insurance? .....  Yes  No

b. Please list prior professional liability insurance carried for each of the past four years. IF NONE, STATE NONE.

<u>Policy Insurance Carrier</u>	<u>Policy Number</u>	<u>Limits of Liability</u>	<u>Deductible (If any)</u>	<u>Premium</u>	<u>Inception Mo./Day/Yr.</u>	<u>Expiration Mo./Day/Yr.</u>	<u>Was this a Claims Made Policy Form?</u>		<u>Retro Date</u>
							<u>Yes</u>	<u>No</u>	
_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

c. Has any claim or suit been brought against you and/or any of your employees? .....  Yes  No  
 If yes, a Supplemental Claim Information Form must be completed for each claim or suit.

d. Are you aware of any circumstances which may result in a malpractice claim or suit being made or brought against you or any of your employees? .....  Yes  No  
 If yes, please give details on a separate sheet.

\* NOTICE TO APPLICANT: The coverage applied for is SOLELY AS STATED IN THE POLICY, which provides coverage on a "CLAIMS MADE" basis for ONLY THOSE CLAIMS THAT ARE FIRST MADE AGAINST THE INSURED DURING THE POLICY PERIOD unless the extended reporting period option is exercised in accordance with the terms of the policy.

WARRANTY: I/We warrant to the Insurer, that I understand and accept the notice stated above and that the information contained herein is true and that it shall be the basis of the policy of insurance and deemed incorporated therein, should the Insurer evidence its acceptance of this application by issuance of a policy. **I/We authorize the release of claim information from any prior insurer to the underwriting manager, Company and/or affiliates thereof.**

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Title (Officer, partner, etc.)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

SIGNING this application does not bind the Applicant or the Insurer or the Underwriting Manager to complete the insurance, but one copy of this application will be attached to the policy, if issued.



**SUPPLEMENT FOR HOME HEALTH CARE, NURSE REGISTRY, INFUSION THERAPY OR  
OTHER MEDICAL STAFFING FOR PROFESSIONAL LIABILITY INSURANCE  
FOR SPECIFIED MEDICAL PROFESSIONS**

All questions MUST be completed in full.

If space is insufficient to answer any question fully, attach a separate sheet.

1. Full name of Applicant: \_\_\_\_\_
2. Type of Firm (check all that apply): \_\_\_\_\_ Home Health Care \_\_\_\_\_ Infusion Therapy \_\_\_\_\_ Visiting Nurse Agency  
\_\_\_\_\_ Nurse Registry \_\_\_\_\_ Other Medical Staffing (specify) \_\_\_\_\_
3. Date Established: \_\_\_\_\_
4. Location(s) where services are provided (total must equal 100%):  
\_\_\_\_\_ %Home \_\_\_\_\_ %Hospice \_\_\_\_\_ %Nursing Home \_\_\_\_\_ %Assisted Living Facility \_\_\_\_\_ %Hospital  
\_\_\_\_\_ %Clinic/Doctor's Office \_\_\_\_\_ %Adult Day Care \_\_\_\_\_ % Other Facility (specify) \_\_\_\_\_

5. Employees/Independent Contractors – Annual Staffing:

Type of Employee/Independent Contractor	No. Full-Time	No. Part-Time	Billable Hours Per Year
Employed Registered Nurse	_____	_____	_____
Contracted Registered Nurse	_____	_____	_____
Employed Licensed Practical Nurse	_____	_____	_____
Contracted Licensed Practical Nurse	_____	_____	_____
Employed Certified Nurse Assistant	_____	_____	_____
Contracted Certified Nurse Assistant	_____	_____	_____
Employed Nurse Practitioner/Physician Assistant	_____	_____	_____
Contracted Nurse Practitioner/Physician Assistant	_____	_____	_____
Employed Companion/Home Health Aide	_____	_____	_____
Contracted Companion/Home Health Aide	_____	_____	_____
Employed Social Worker	_____	_____	_____
Contracted Social Worker	_____	_____	_____
Employed Physical Therapist	_____	_____	_____
Contracted Physical Therapist	_____	_____	_____
Employed Other Medical (specify) _____	_____	_____	_____
Contracted Other Medical (specify) _____	_____	_____	_____

Signing this Supplement does not bind the Company to provide or the Applicant to purchase the insurance.

It is understood that information submitted herein becomes a part of our application for insurance and is subject to the same declarations, representations and conditions.

Must be signed by the Applicant, officer, partner or equivalent (within 60 days of the proposed effective date).

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date