

# CLAIMS-MADE PROFESSIONAL LIABILITY INSURANCE EXPRESS APPLICATION FOR HEALTHCARE PROFESSIONALS

## For Allied Personnel

The Doctors Company offers physicians several convenient ways to apply for coverage. Simply complete our application and send it to us by mail, fax, or e-mail to the following:

Agent Name  
Company  
Address 1  
Address 2  
City, State, ZIP

E-mail:  
Fax:  
State License #  
If you have any questions regarding the Express Application,  
please contact us at (phone).

### Application Instructions and Checklist

Prior to completing the attached application, please read and observe the following instructions. Please verify that all required attachments are included in order to assist us in processing your application promptly and efficiently.

- Please complete this form electronically or print your responses legibly.
- Please sign and date the application where indicated.
- All information requested must be fully and accurately completed.
- If changes or corrections must be made to the completed application, strike out or line through the incorrect information, write in the modification, and initial and date the change.
- If a particular question does not apply to you, please write "N/A."
- The Medical Procedures questionnaire must be completed. If the procedures you perform are not mentioned in the questionnaire, please list them in the Remarks Section.
- If you wish to explain any of your answers, please use the Remarks Section. If you need additional space, please continue your answers on your letterhead and attach it to the application.
- Claims information should be provided for a five-year experience period. This applies to open and closed claims and to any incidents reported to a previous carrier. It is important that you provide complete and detailed claims information, including current company loss runs.

### Required Attachments

Please include a current copy of the following documents with the application:

- Curriculum Vitae (CV)
- Declarations Page from your current policy, showing your policy period, limits of liability, retroactive date, and any exclusions that were applied to your policy
- Loss runs from all insurance carriers that insured you for the past five years (if applicable)
- Certificates of training for cosmetic procedures (if applicable)
- Practice Protocols

Except to the extent as may otherwise be provided in the policy and its endorsements, the coverage of a claims-made policy is limited generally to liability for only those claims that are first reported in writing to the Company while the policy is in force.

Insurance coverage is subject to underwriting approval and payment of the premium. No coverage exists until the premium is received and a binder or coverage summary, together with any endorsements that may apply, has been issued to the first named insured.

## IDENTIFYING INFORMATION

1. First name: \_\_\_\_\_ Middle name: \_\_\_\_\_ Last name: \_\_\_\_\_ Suffix: \_\_\_\_\_ Title: \_\_\_\_\_
2. Date of birth (MM/DD/YYYY): \_\_\_\_\_ 3. Social Security no.: \_\_\_\_\_ 4. Gender:  Male  Female
5. Email: \_\_\_\_\_
6. National Provider ID no. (if available): \_\_\_\_\_
7. Policy number of physician or group insured with The Doctors Company: \_\_\_\_\_
8. Physician or group name: \_\_\_\_\_
9. Signature of physician or authorized representative of the group: \_\_\_\_\_
10. Practice address: Please list all office locations and entities for which you are requesting coverage. Please indicate if they are:  
hospital, medical office, surgery center, nursing home, urgent care center, correctional facility, etc.
- \_\_\_\_\_
- \_\_\_\_\_
11. Office phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_
12. Home address and telephone number: \_\_\_\_\_
13. Requested effective date (coverage start date): \_\_\_\_\_ Requested retroactive date (prior acts date): \_\_\_\_\_
14. If prior acts coverage is not being requested, are you purchasing extended reporting (tail) coverage from your prior carrier?  
 Yes  No *If yes, please provide proof of tail coverage. If no, please explain in the Remarks Section.*

## PRACTICE INFORMATION

15. Practitioner type:  Ancillary—Separate Limits  Ancillary—Shared Limits
16. Application for:  Certified Nurse Midwife  Certified Registered Nurse Anesthetist  Anesthesiology Assistant  
 Nurse Practitioner  Optometrist  Physician Assistant  
 Surgeon's Assistant
17. Please indicate your license: License state: \_\_\_\_\_ Number: \_\_\_\_\_
18. a) Please indicate your average number of practice hours per week that will be covered by this policy including office hours,  
administrative activities, direct patient care, surgery, consultation, etc. (excluding on-call): \_\_\_\_\_  
b) Estimate the number of patients seen on an average weekly basis: \_\_\_\_\_
19. Current carrier: \_\_\_\_\_ Number of years with carrier: \_\_\_\_\_ Current premium: \_\_\_\_\_
20. Have you had any time period where you were uninsured?  Yes  No *If yes, please explain in the Remarks Section.*
21. Are you affiliated with any other doctor or group?  Yes  No *If yes, please provide information below and proof of coverage.*
- \_\_\_\_\_
22. Do you now, or will you, practice at any location other than those of the first named insured physician or group?  Yes  No  
*If yes, please provide the name, location, and proof of coverage:*
- \_\_\_\_\_
23. Do you maintain an ownership interest (in whole or in part) in any entity related to the practice of medicine (e.g., spa, laboratory, etc.)?  
 Yes  No *If yes, please list name(s) and explain:* \_\_\_\_\_
- \_\_\_\_\_
24. Supervising physician (if any): \_\_\_\_\_ Supervision:  Direct  Indirect  
Please describe the nature and extent of supervision provided by the above-named supervising physician:
- \_\_\_\_\_

## INSURANCE INFORMATION

25. If practitioner type is Ancillary–Separate Limits, please indicate the limits of liability desired  
*(example: \$1,000,000 per claim, \$3,000,000 annual aggregate):*  
 Per claim: \_\_\_\_\_ Aggregate: \_\_\_\_\_
26. Do you contract with nursing homes or correctional facilities?  Yes  No  
*If yes, please provide details in the Remarks Section or supporting documents.*
27. Are you now being or have you ever been evaluated for, diagnosed with, or treated for alcohol, narcotics, or any other substance abuse, sexual addiction, anger management issues, or any mental illness?  Yes  No  
*If yes, please accompany this application with a letter from your treating physician or institution outlining dates of treatment, results of treatment, and current status, and any agreement you have made with any recovery organization.*
28. Have you become aware of any chronic illness or physical defect that impairs or could impair your ability to practice?  Yes  No  
*If yes, please accompany this application with a letter from your treating physician or institution outlining dates of treatment, results of treatment, and current status, and any limitations on your ability to practice.*
29. Have you ever had professional liability insurance declined, nonrenewed, canceled, or restricted or had an involuntary deductible or surcharge assessed against you? NOTE: MISSOURI APPLICANTS DO NOT RESPOND.  Yes  No  
*If yes, please provide details in the Remarks Section or supporting documents.*
30. Have you ever appeared before, been investigated by, entered into any consent agreement with, or do you have an investigation currently in progress or pending by any state licensing board, board of medical examiners, DEA, or other governmental agency?  Yes  No  
*If yes, please provide copies of complaint and disposition documents.*
31. Has your license to practice or your DEA/narcotics license ever been denied, revoked, suspended, placed on probation, or limited in any way?  Yes  No  
*If yes, please provide details in the Remarks Section or supporting documents.*
32. Has any person or entity ever filed a complaint against you with any medical association/society or foundation, consumer protection agency, Chamber of Commerce, or Better Business Bureau?  Yes  No  
*If yes, please provide details in the Remarks Section or supporting documents.*
33. Have you ever been indicted, pled guilty to, or been convicted of a crime other than minor traffic violations?  Yes  No  
*If yes, please provide details in the Remarks Section or supporting documents.*
34. Has your participation in any governmental or nongovernmental health program (e.g., Medicare, Medicaid, HMO, PPO, or any managed care program) ever been suspended, placed on probation, terminated, or limited in any way?  Yes  No  
*If yes, please provide details in the Remarks Section or supporting documents.*
35. Have your staff privileges at any hospital or health care facility ever been suspended, revoked, placed on probation, or in any way restricted, or do you have an investigation relative to your staff privileges pending or in progress at any hospital or health care facility?  Yes  No  
*If yes, please provide details in the Remarks Section or supporting documents.*
36. Have you ever been refused hospital or health care facility staff privileges?  Yes  No  
*If yes, please provide details in the Remarks Section or supporting documents.*
37. Have you ever been accused of sexual misconduct of any kind in your professional capacity?  Yes  No  
*If yes, please provide details in the Remarks Section or supporting documents.*
38. Have you been involved in a malpractice claim, suit, or incident in the past five years?  Yes  No  
*If yes, please complete the attached Claim Information form for each claim/incident.*

**MEDICAL PROCEDURES**

Do you perform any of the following? If yes, please provide a copy of your certificate of training.

	Yes	No
Botox Injection	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Peel	<input type="checkbox"/>	<input type="checkbox"/>
Cosmetic Tattooing	<input type="checkbox"/>	<input type="checkbox"/>
Laser Hair Removal	<input type="checkbox"/>	<input type="checkbox"/>
Laser Wrinkle Removal	<input type="checkbox"/>	<input type="checkbox"/>
Microdermabrasion	<input type="checkbox"/>	<input type="checkbox"/>
Permanent Make-up	<input type="checkbox"/>	<input type="checkbox"/>
Sclerotherapy	<input type="checkbox"/>	<input type="checkbox"/>
Thermage	<input type="checkbox"/>	<input type="checkbox"/>
Other Cosmetic Procedures (please list)	<input type="checkbox"/>	<input type="checkbox"/>

Do you perform any procedures for which you did not receive training or that are outside the customary scope of practice for your specialty?

Yes  No If yes, please list the procedures:

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**REMARKS SECTION**

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**SIGNATURE REQUIRED: X**

Applicant Signature

Date

**CLAIM INFORMATION**

This section should be completed only if you answered yes to question #38 on page 2. Please photocopy and complete this form for each additional claim. If more space is needed on each report, continue information on your letterhead. Please write legibly.

1. Name of patient: \_\_\_\_\_

2. Age: \_\_\_\_\_

3. Gender:  Male  Female

4. Relationship to patient: \_\_\_\_\_

5. Allegation: \_\_\_\_\_

6. Date of incident (MM/DD/YYYY): \_\_\_\_\_ 7. Location: \_\_\_\_\_

8. Insurance carrier(s): \_\_\_\_\_

9. Other defendants: \_\_\_\_\_

10. Present status:  Open claim Indemnity and expenses reserved: \_\_\_\_\_

Closed claim Loss of: \$ \_\_\_\_\_ Expenses paid: \$ \_\_\_\_\_

Date closed: \_\_\_\_\_  Settlement  Judgment

11. Conditions and diagnosis at time of incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Dates and description of professional services rendered:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Condition of patient subsequent to professional services (and dates and follow-up visits if known):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I HEREBY DECLARE THE ABOVE INFORMATION IS COMPLETE AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

**SIGNATURE  
REQUIRED: X**

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

\_\_\_\_\_  
Date

## INSURANCE APPLICANT BUSINESS ASSOCIATE AGREEMENT

This Agreement is entered into by and between The Doctors Company, an interinsurance Exchange (including its subsidiaries, Underwriter for the Professions Insurance Company, Professional Underwriters Liability Insurance Company, SCPIE Indemnity Company, American Healthcare Indemnity, and OHIC Insurance Company), hereinafter referred to as “We” and \_\_\_\_\_ (Applicant Name), hereinafter referred to as “You.”

We are committed to comply with the Standards for Privacy of Individually Identifiable Health Information (the “Privacy Regulations”) under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). Under the Privacy Regulations, You are a “covered entity,” and as required by 45 C.F.R. Section 164.502(e) and 45 C.F.R. Section 164.504(e), We acknowledge that We are Your “business associate.” We must use and/or disclose information that identifies an individual, relates to health, health treatment, or health care payment (“Protected Health Information”) and is maintained in any form (e.g., electronic, paper, verbal) in Our performance of services with respect to Your application for insurance, and We agree to abide by the assurances, terms, and conditions contained herein in the performance of Our obligations.

This Agreement sets forth the terms, conditions, and obligations pursuant to which Protected Health Information that is provided, created, or received by Us from You, or on Your behalf, will be handled. We agree as follows:

### A. Permitted Uses and Disclosures of Protected Health Information.

Pursuant to this Agreement, We provide services (“Services”) for Your operations that involve the use and disclosure of Protected Health Information as defined by the Privacy Regulation. These Services may include, among others, quality assessment, quality improvement, outcomes evaluation, protocol, and clinical guidelines development, reviewing the competence or qualifications of health care professionals, evaluating practitioner and provider performance, conducting training programs to improve the skills of health care practitioners and providers, credentialing, conducting or arranging for medical review, arranging for legal services, conducting or arranging for audits to improve compliance, resolution of internal grievances, placing stop-loss and excess of loss insurance, and other functions necessary to perform these Services. Except as otherwise specified herein, We may make any uses of Protected Health Information necessary to perform Our obligations under this Agreement. All other uses not authorized by this Agreement are prohibited. Moreover, We may disclose Protected Health Information for the purposes authorized by this Agreement: (i) to Our employees, subcontractors, and agents, in accordance with Section B(5) below; (ii) as directed by You; or (iii) as otherwise permitted by the terms of this Agreement. Additionally, unless otherwise limited herein, We are permitted to make the following uses and disclosures:

#### (1) Our **Business Activities**.

We may:

- (a) Use the Protected Health Information in Our possession for Our proper management and administration and to fulfill any of Our present or future legal responsibilities provided that such uses are permitted under state and federal confidentiality laws; and
- (b) Disclose the Protected Health Information in Our possession to third parties for the purpose of Our proper management and administration or to fulfill any of Our present or future legal responsibilities provided that (i) the disclosures are required by law; or (ii) We have received from the third party written assurances regarding its confidential handling of such Protected Health Information as required under 45 C.F.R. Section 164.504(e)(4).

#### (2) Our **Additional Activities**.

*In addition to using the Protected Health Information to perform the Services set forth above, We may:*

- (a) Aggregate the Protected Health Information in Our possession with the Protected Health Information of other covered entities that We have in Our possession through Our capacity as a business associate to said other covered entities provided that the purpose of such aggregation is to provide You with data analyses relating to Your health care operations. Under no circumstances may We disclose Protected Health Information of one covered entity as defined by 45 C.F.R. Parts 160 and 164 to another covered entity absent Your explicit authorization; and
- (b) De-identify any and all Protected Health Information, provided that the de-identification conforms to the requirements of 45 C.F.R. Section 164.514(b), and further provided that You are sent the documentation required by 45 C.F.R. Section 164.15(b), which shall be in the form of a written assurance from Us. Pursuant to 45 C.F.R. 164.502(d)(2), de-identified information does not constitute Protected Health Information and is not subject to the terms of this Agreement.

### B. Our Responsibilities.

With regard to Our use and/or disclosure of Protected Health Information, We agree to do the following:

- (1) Use and/or disclose the Protected Health Information only as permitted or required by this Agreement or as otherwise required by law;

**BUSINESS ASSOCIATE AGREEMENT (CONTINUED)**

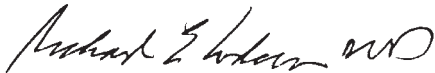
- (2) Report to Your designated Privacy Officer, in writing, any use and/or disclosure of the Protected Health Information that is not permitted or required by this Agreement of which We become aware within ten (10) business days of Our discovery of such unauthorized use and/or disclosure;
- (3) Use commercially reasonable efforts to maintain the security of the Protected Health Information and appropriate safeguards to prevent unauthorized use and/or disclosure of such Protected Health Information;
- (4) Require all of Our subcontractors and agents that undertake to perform the Services that We perform under this Agreement and that receive, or use, or have access to Protected Health Information under this Agreement, to agree, in writing, to adhere to the same restrictions and conditions on the use and/or disclosure of Protected Health Information that apply to Us pursuant to this Agreement;
- (5) Unless prohibited by attorney-client and other applicable legal privileges, or unless it would violate Our contractual and other legal obligation to You, make available all records, books, agreements, policies, and procedures relating to the use and/or disclosure of Protected Health Information to the Secretary of U.S. Department of Health and Human Services for purposes of determining Your compliance with the Privacy Regulations;
- (6) Upon prior written request, make available during normal business hours at Our offices all records, books, agreements, policies, and procedures relating to the use and/or disclosure of Protected Health Information to You within five (5) business days for purposes of enabling You to determine Our compliance under the terms of this Agreement;
- (7) We shall honor any request from You for information to assist in responding to an individual's request for an accounting of disclosures of Protected Health Information to Us. However, should You be asked for an accounting of the disclosures of an individual's Protected Health Information in accordance with 45 C.F.R. Section 164.528, such accounting should not include any disclosures to Us which are to carry out Your health care operations. See 45 C.F.R. Section 164.528(a)(1)(i);
- (8) Whether or not an insurance policy is issued as a result of this application, the protections of this Agreement will remain in force, and We shall make no further uses and disclosures of Protected Health Information, except for the proper management and administration of Our business, or as required by law; and
- (9) In those rare instances when You would be required to honor an individual's request for access and/or amendment of Protected Health Information disclosed to Us, We will assist You to comply with Your duties under 45 C.F.R. Sections 154.524 and 164.526. However, usually You will not be required to honor such requests, because Protected Health Information in Our possession is not part of a designated record set as that term is defined by 45 C.F.R. 164.501; and/or because the information is exempt from access and amendment under 45 C.F.R. Sections 164.524(a) and 164.526(a)(2); and/or because access would violate Your superceding contractual and other legal rights; and/or because any amendment could be tampering with evidence in a civil or administrative matter.
- (10) You may terminate this Agreement if We violate a material term of this Agreement.

**SIGNATURE  
REQUIRED: X**

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

\_\_\_\_\_  
Date

In witness whereof, The Doctors Company has caused this Business Associate Agreement to be signed by its Chairman at its Home Office.



Richard E. Anderson, MD  
Chairman of the Board of Governors

## AGREEMENTS & NOTICES

**AGREEMENT:** I do hereby warrant the truth of any statements and answers mentioned herein, and that I have not intentionally withheld any information that could influence the judgment of the company in considering this application for professional liability insurance. Erroneous information or material misrepresentation will cause immediate rescission of my insurance coverage.

**AGREEMENT:** I understand that no coverage will be bound by the company until such time as I have signed the application—in ink—and returned the original to the company with the required payment.

(Note: Your being approved for coverage by the company does not imply acceptance by the company of any contract or agreement or any liability assumed thereunder.)

**AGREEMENT:** I understand that in order to underwrite professional liability insurance, the company must have access to all possible information concerning my professional conduct and experience. I hereby authorize and direct any medical society, medical doctor, hospital, residency program, insurance company, interindemnity arrangement, underwriter, or insurance agent to furnish any information concerning me or my medical practice that the company may request.

**AGREEMENT:** I understand that in connection with this application for insurance, the company may review my credit report or obtain or use a credit-based insurance score based on the information contained in that credit report. The company may use a third party in connection with the development of my insurance score.

**AGREEMENT:** Since I understand that the free exchange of information is essential, I agree that any person or organization furnishing information to the company pursuant to this consent and direction, together with the agent, employees, or officers of such person or organization, will not be liable to me in any way for furnishing such information.

**SIGNATURE  
REQUIRED: X**

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

\_\_\_\_\_  
Date

**Notice to Colorado Applicants:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

**Notice to District of Columbia Applicants:** **WARNING:** It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

**Notice to Florida Applicants:** Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

**Notice to Kentucky Applicants:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

**Notice to Louisiana Applicants:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**Notice to Maine Applicants:** It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or denial of insurance benefits.

**Notice to Maryland Applicants:** Any person who knowingly and willfully presents a false or fraudulent claim for payment of a loss or benefit, or who knowingly and willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**Notice to Missouri Applicants:** An insurance company or its agent or representative may not ask an applicant or policyholder to divulge in a written application or otherwise whether any insurer has canceled or refused to renew or issue to the applicant or policyholder a policy of insurance. If a question of this nature appears in this application you should not respond.

**Notice to New Jersey Applicants:** Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

**Notice to New Mexico Applicants:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

**Notice to New York Applicants:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and shall also be subject to a civil penalty not to exceed \$5,000 (five thousand dollars) and the stated value of the claim for each such violation.

**Notice to Ohio Applicants:** Any person who, with intent to defraud or knowing that he or she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

**Notice to Oklahoma Applicants:** **WARNING:** Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony. The absence of such a statement shall not constitute a defense in any prosecution.



## AGREEMENTS & NOTICES

Notice to Pennsylvania Applicants: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Notice to Tennessee Applicants: It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

Notice to Virginia Applicants: It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, denial of insurance benefits, and civil damages.

Notice to West Virginia Applicants: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**SIGNATURE  
REQUIRED: X**

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

\_\_\_\_\_  
Date