**West Virginia Surplus Lines Warning Statement**

1. An insurer that is not licensed in this state is issuing the insurance policy that you have applied to purchase. These companies are called "nonadmitted" or "surplus lines" insurers. 2. The insurer is not subject to the financial solvency regulation and enforcement that applies to licensed insurers in this state. 3. These insurers generally do not participate in insurance guaranty funds created by state law. These guaranty funds will not pay your claims or protect your assets if the insurer becomes insolvent and is unable to make payments as promised. 4. Some states maintain lists of approved or eligible surplus lines insurers and surplus lines brokers may use only insurers on the lists. Some states issue orders that particular surplus lines insurers cannot be used. 5. For additional information about the above matters and about the insurer, you should ask questions of your insurance agent or surplus lines licensee. You may also contact your insurance commission consumer help line.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Applicant’s Signature Date

**Issuing Company:**

**National Fire & Marine Insurance Company**

**Omaha, Nebraska**

|  |
| --- |
| **SLEEP CENTER FACILITY LIABILITY APPLICATION** |

|  |
| --- |
| **INSTRUCTIONS** |

1. PLEASE PRINT LEGIBLY. IF THE APPLICATION IS APPROVED, THE POLICY WILL BE BASED ON THE INFORMATION PROVIDED.

2. PLEASE ANSWER ALL QUESTIONS. IF A QUESTION IS NOT APPLICABLE, PRINT, “N/A”.

3. IF ADDITIONAL SPACE IS NEEDED, PLEASE USE THE SUPPLEMENTAL INFORMATION SECTION.

|  |
| --- |
| 1. **PRODUCER INFORMATION**
 |

**A. FIRM INFORMATION**

FIRM NAME INDIVIDUAL NAME

 MAILING ADDRESS PHONE

 CITY/STATE/ZIP E-MAIL

|  |
| --- |
| 1. **APPLICANT INFORMATION**
 |

**A. CONTACT INFORMATION**

APPLICANT NAME

 MAILING ADDRESS COUNTY

 STREET ADDRESS (IF DIFFERENT)

 WEBSITE ADDRESS

 FEDERAL TAX ID NUMBER

**B. REQUESTED COVERAGE EFFECTIVE DATE (12:01 AM):**

 THIS DATE CANNOT BE EARLIER THAN THE EXPIRATION DATE OF THE APPLICANT’S CURRENT POLICY.

**C. REQUESTED COVERAGE EXPIRATION DATE (12:01 AM):**

ANNUAL POLICY TERMS WILL BEGIN AND END ON THE SAME MONTH AND DAY.

|  |
| --- |
| 1. **COVERAGES, LIMITS AND DEDUCTIBLES**
 |

|  |  |  |  |
| --- | --- | --- | --- |
| **COVERAGE (\*)** | **REQUESTED LIMITS** | **POLICY TYPE** | **DEDUCTIBLE****(PRIMARY COVERAGE)** |
| [ ]  **PROFESSIONAL LIABILITY FACILITY** |  | [ ]  OCCURRENCE[ ]  CLAIMS-MADERETRO-DATE:       |  |
| [ ]  **GENERAL LIABILITY FACILITY** |  | [ ]  OCCURRENCE[ ]  CLAIMS-MADERETRO-DATE:       |  |
| [ ]  **EXCESS - PROFESSIONAL LIABILITY FACILITY** |  | [ ]  OCCURRENCE[ ]  CLAIMS-MADERETRO-DATE:       |  |
| [ ]  **EXCESS - GENERAL LIABILITY FACILITY** |  | [ ]  OCCURRENCE[ ]  CLAIMS-MADERETRO-DATE:       |  |

**(\*) IF THE APPLICANT HAS ENTITIES RELATED TO THE NAMED INSURED (SUBSIDIARIES, JOINT VENTURES, LLCs, PARTNERSHIPS, ETC.), PLEASE COMPLETE SECTION II (SCHEDULE OF RELATED ENTITIES) OF THE SLEEP CENTER FACILITY SUPPLEMENTAL APPLICATION, OR ATTACH A COPY OF THE APPLICANT’S ORGANIZATIONAL CHART WHICH INCLUDES THE INFORMATION REQUESTED.**

|  |
| --- |
| 1. **GENERAL INFORMATION**
 |

**A. TYPE OF LEGAL ENTITY** (PLEASE PUT AN “X” IN THE APPLICABLE SPACES)**:**

[ ]  PROFESSIONAL CORPORATION [ ]  LIMITED LIABILITY CORPORATION (LLC)

 [ ]  PARTNERSHIP OR PROFESSIONAL ASSOCIATION [ ]  JOINT VENTURE

 [ ]  FOR PROFIT [ ]  OTHER (PLEASE EXPLAIN):

 [ ]  NON PROFIT

**B. ENTITY OWNERSHIP** (PLEASE PUT AN “X” IN THE APPLICABLE SPACES)**:**

 [ ]  PHYSICIAN OWNED [ ]  INDEPENDENTLY OWNED (PLEASE EXPLAIN):

 [ ]  HOSPITAL OWNED [ ]  OTHER (PLEASE EXPLAIN):

**C. HOW MANY SLEEP CENTER FACILITY LOCATIONS DOES THE FACILITY HAVE?**

IF THE APPLICANT HAS MULTIPLE LOCATIONS, ARE ALL LOCATIONS ACCREDITED? [ ]  YES [ ]  NO

 IF NO, PLEASE PROVIDE DETAILS:

**D. DURING THE NEXT 12 MONTHS, ARE THERE ANY PLANS FOR MERGERS OR ACQUISITIONS, OR DOES THE APPLICANT**

 **PLAN ON ADDING ANY ADDITIONAL LOCATIONS?** [ ]  YES [ ]  NO

IF YES, PLEASE EXPLAIN:

**E. LICENSES HELD BY THE FACILITY:**

**F. CERTIFICATIONS/ACCREDITATIONS HELD BY THE FACILITY:**

[ ]  AASM [ ]  JCAHO [ ]  ISO [ ]  OTHER:

PLEASE PROVIDE A COPY OF THE APPLICANT’S CERTIFICATE/ACCREDITATION INCLUDING ANY RECOMMENDATIONS MADE.

**G. MEDICAL DIRECTOR:**

NAME OF MEDICAL DIRECTOR

     -     -

 PHONE NUMBER EMAIL

**H. ANNUAL PAYROLL:**

TOTAL ANNUAL PAYROLL:$

**I. TOTAL PROJECTED ANNUAL REVENUE:** $       **PRIOR YEAR REVENUE:** $

|  |
| --- |
| 1. **SLEEP CENTER FACILITY OPERATIONS**
 |

1. **INDICATE THE NUMBER OF PATIENT VISITS FOR EACH CATEGORY BELOW:**

|  |  |  |
| --- | --- | --- |
| **TYPE OF TREATMENT** | **MOST RECENT YEAR****ANNUAL PATIENT VISITS**  | **PROJECTED ANNUAL PATIENT** **VISITS FOR UPCOMING YEAR**  |
| SLEEP STUDIES – SLEEP LAB |       |       |
| SLEEP STUDIES – PATIENT’S HOME |       |       |
| SLEEP STUDIES - HOSPITAL |       |       |
| OTHER (DESCRIBE): |  |  |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

1. **ARE TESTS ADMINISTERED BY A CERTIFIED POLYSOMNOGRAPHIC TECHNOLOGIST (PST)?** [ ]  YES [ ]  NO

**C. DOES THE PST SCORE THE TESTS?** [ ]  YES [ ]  NO

1. **FOR APPLICANTS OFFERING OVERNIGHT PATIENT STAYS:**
2. HOW MANY PATIENTS STAY OVERNIGHT AT ONE TIME?
3. DO PATIENTS EVER SHARE SLEEPING QUARTERS? [ ]  YES [ ]  NO

IF YES, PLEASE EXPLAIN:

1. WHAT IS THE RATIO OF STAFF TO PATIENTS?

|  |
| --- |
| **V. SLEEP CENTER FACILITY OPERATIONS (CONTINUED)** |

**E. ARE DRUGS OR MEDICATIONS PROVIDED, USED, SOLD OR PRESCRIBED?** [ ]  YES [ ]  NO

 IF YES, PLEASE EXPLAIN:

WHO ADMINISTERS MEDICATIONS?

**F. WHO INTERPRETS OR ANALYZES THE RESULTS OF THE STUDIES?**

**G. ARE ALL REPORTS OVERREAD BY A PHYSICIAN WITH SPECIALIZED TRAINING IN INTERPRETING SLEEP STUDIES?** [ ]  YES [ ]  NO

**H. IS A COMPLETE MEDICAL RECORD CREATED AND MAINTAINED FOR EACH PATIENT TREATED BY THE APPLICANT?** [ ]  YES [ ]  NO

**I. DOES THE APPLICANT USE EQUIPMENT CAPABLE OF RECORDING A PATIENT’S CONTINUOUS OXYGEN SATURATION**

 **DURING TESTING?** [ ]  YES [ ]  NO

**J. IN THE NEXT 12 MONTHS, DOES THE APPLICANT PLAN TO CHANGE ANY OF THE SERVICES IT OFFERS?**

(I.E. ADDING OR DISCONTINUING ANY SERVICES) [ ]  YES [ ]  NO

 IF YES, PLEASE DESCRIBE:

**K. HAVE ANY SERVICES BEEN DISCONTINUED DURING THE LAST 24 MONTHS?** [ ]  YES [ ]  NO

 IF YES, PLEASE DESCRIBE:

**L. DOES THE APPLICANT HAVE WRITTEN POLICIES AND PROCEDURES THAT ADDRESS:**

1. PATIENT ASSESSMENTS AND TREATMENT PLANNING [ ]  YES [ ]  NO
2. DOCUMENTATION GUIDELINES [ ]  YES [ ]  NO
3. PATIENTS RIGHTS AND RESPONSIBILITIES [ ]  YES [ ]  NO
4. PATIENT DISCHARGE [ ]  YES [ ]  NO

**M. ARE ALL TREATMENTS PERFORMED ACCORDING TO PRESCRIBED TREATMENT PLANS ORDERED BY A PHYSICIAN?** [ ]  YES [ ]  NO

 IF NO, PLEASE EXPLAIN:

**N. DOES THE APPLICANT HAVE A WRITTEN EMERGENCY TRANSPORT POLICY AND AN AGREEMENT WITH**

 **A LOCAL HOSPITAL TO PROVIDE EMERGENCY CARE?** [ ]  YES [ ]  NO

**O. IF HOME STUDIES ARE PERFORMED:**

1. DOES THE APPLICANT FOLLOW THE PUBLISHED AMERICAN ACADEMY OF SLEEP MEDICINE GUIDELINES

 FOR USE OF HOME STUDIES?[ ]  YES [ ]  NO

2. ARE PATIENTS UNDERGOING A HOME SLEEP STUDY PRE-EVALUATED BY A QUALIFIED PROVIDER TO

 DETERMINE ELIGIBILITY?[ ]  YES [ ]  NO

|  |
| --- |
| 1. **MEDICAL STAFF**
 |

**A. PLEASE PROVIDE THE INFORMATION REQUESTED BELOW FOR EACH PHYSICIAN THAT PRACTICES AT THE APPLICANT’S FACILITY. (IF MORE ROOM IS NEEDED, PLEASE ATTACH A SEPARATE ROSTER OF MEDICAL STAFF).**

 **IMPORTANT NOTE: IF COVERAGE IS REQUESTED FOR PHYSICIANS, PLEASE SO STATE ON SECTION III (SCHEDULE OF MEDICAL PROFESSIONALS) OF THE SLEEP CENTER FACILITY SUPPLEMENTAL APPLICATION. ALSO COMPLETE A SEPARATE PHYSICIAN INDIVIDUAL PROFESSIONAL LIABILITY INSURANCE APPLICATION FOR EACH PHYSICIAN.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICIAN’S NAME** | **MEMBER (M), PARTNER (P), SHAREHOLDER (S), EMPLOYEE (E), CONTRACTED PHYSICIAN (C), OR ALL OTHER (AO)** | **PRIMARY LICENSE NUMBER** | **INDICATE PRIMARY SPECIALTY** | **NUMBER OF HOURS PER WEEK OR DAYS PER WEEK EACH PHYSICIAN WILL SPEND AT THE FACILITY** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

|  |
| --- |
| **VI. MEDICAL STAFF (CONTINUED)** |

**B. IN THE TABLE BELOW, STATE BY TYPE THE NUMBER OF HEALTH PROFESSIONALS (OTHER THAN PHYSICIANS) WHO WORK AT THE FACILITY:**

 **IMPORTANT NOTE: IF COVERAGE IS REQUESTED FOR HEALTH PROFESSIONALS OTHER THAN PHYSICIANS, PLEASE REQUEST SUCH COVERAGE ON SECTION IV (SCHEDULE OF MEDICAL PROFESSIONALS) OF THE SLEEP CENTER FACILITY SUPPLEMENTAL APPLICATION. IF SEPARATE LIMITS ARE NEEDED FOR ANY INDIVIDUAL, ALSO SUBMIT AN APPLICATION FOR EACH SUCH INDIVIDUAL.**

|  |  |  |  |
| --- | --- | --- | --- |
| **ALLIED PROFESSIONALS EXCEPT PHYSICIANS** | **# EMPLOYED** | **# VOLUNTEERS** | **# CONTRACTED** |
| ULTRASOUND/SONOGRAPHY TECHNICIANS |       |       |       |
| POLYSOMNOGRAPHIC TECHNICIANS (PST) |       |       |       |
| LPNs/RNs |       |       |       |
| LABORATORY TECHNICIANS |       |       |       |
| RESPIRATORY THERAPISTS |       |       |       |
| OTHERS (DESCRIBE) |       |       |       |
|       |       |       |       |

**C. DOES THE APPLICANT SUPERVISE ANYONE OTHER THAN ITS OWN EMPLOYEES?** [ ]  YES [ ]  NO

IF YES, DESCRIBE THE RESPONSIBILITY OF BOTH THE SUPERVISORY AND SUPERVISED INDIVIDUALS, AND THE RELATIONSHIPS BETWEEN THE

 INDIVIDUALS:

 ALSO INDICATE, BY TYPE OF MEDICAL PROFESSIONAL, THE NUMBER OF INDIVIDUALS THE FACILITY SUPERVISES:

|  |
| --- |
| 1. **RISK MANAGEMENT**
 |

**A. IS THERE A FORMAL RISK MANAGEMENT/PERFORMANCE IMPROVEMENT PROGRAM THAT:**

1. IDENTIFIES/RECOGNIZES PATTERNS OF OCCURRENCES OR POTENTIALS FOR OCCURRENCES? [ ]  YES [ ]  NO
2. IMPLEMENTS AND MONITORS CORRECTIVE ACTION PLANS? [ ]  YES [ ]  NO
3. DEVELOPS AND IMPLEMENTS ACTION PLANS FOR CONTINUOUS PROCESS IMPROVEMENTS? [ ]  YES [ ]  NO
4. MONITORS, ANALYZES AND SETS IN ACTION QUALITY INDICATORS? [ ]  YES [ ]  NO
5. EMPLOYS A SYSTEM FOR ASSESSING AND RESPONDING TO PATIENT AND EMPLOYEE SATISFACTION? [ ]  YES [ ]  NO
6. PROVIDES FOCUSED INTERVENTIONS AND EDUCATION TO IMPROVE PATIENT SAFETY? [ ]  YES [ ]  NO

**B. IS THERE AN ORIENTATION PROGRAM FOR ALL NEW EMPLOYEES?** [ ]  YES [ ]  NO

**C. IS THERE ON-GOING TRAINING FOR COMPLIANCE, SAFETY AND EQUIPMENT USAGE?** [ ]  YES [ ]  NO

**D. IS THERE A FORMALIZED INFECTION CONTROL PLAN, PARTICULARLY FOR THE CLEANING OF EQUIPMENT?** [ ]  YES [ ]  NO

**E. ARE STAFF TRAINED AND TESTED ON EMERGENCY PROCEDURES ON A REGULAR BASIS AND ARE DIRECTIONS**

 **FOR SUMMONING HELP AND/OR TRANSFER CLEARLY POSTED?** [ ]  YES [ ]  NO

**F. WHAT IS THE NAME AND TITLE OF THE PERSON RESPONSIBLE FOR RISK MANAGEMENT?**

 NAME TITLE

ARE THE RESPONSIBILITIES CLEARLY DEFINED IN THE JOB DESCRIPTION FOR THE POSITION? [ ]  YES [ ]  NO

|  |
| --- |
| 1. **CREDENTIALING**
 |

**A. DOES THE FACILITY OR ORGANIZATION HAVE FORMAL HIRING AND DISMISSAL POLICIES?** [ ]  YES [ ]  NO

**B. IS THERE VERIFICATION OF EDUCATION, LICENSURE AND CERTIFICATION IF APPLICABLE TO THE JOB FUNCTION?** [ ]  YES [ ]  NO

**C. HAS AN APPLICANT’S LICENSE OR CERTIFICATION EVER BEEN INVESTIGATED, LIMITED, REVOKED, SUSPENDED,**

 **REFUSED, CANCELLED, OR VOLUNTARILY SURRENDERED BY OR TO ANY STATE OR FEDERAL**

 **LICENSING BOARD OR REGULATORY AGENCY?** [ ]  YES [ ]  NO

THIS INCLUDES, BUT IS NOT LIMITED TO MEDICARE, MEDICAID, OR REIMBURSEMENT PROGRAMS.

 IF YES, PLEASE EXPLAIN:

**D. DOES THE CREDENTIALING PROCESS INCLUDE THE FOLLOWING:**

1. PROOF OF MALPRACTICE INSURANCE (IF NOT OBTAINED THROUGH THIS POLICY)? [ ]  YES [ ]  NO

 2. ARE CERTIFICATES OF INSURANCE OBTAINED? [ ]  YES [ ]  NO

 3. REFERENCES FOR PROVIDERS AND EMPLOYEES? [ ]  YES [ ]  NO

 4. ARE BACKGROUND CHECKS DONE (INCLUDING CRIMINAL HISTORY)? [ ]  YES [ ]  NO

**E. DOES THE FACILITY HAVE FORMAL POLICIES FOR EXPECTED BEHAVIOR AND MECHANISMS FOR ENFORCING THE BEHAVIOR**

 **FOR THE FOLLOWING:**

1. SEXUAL ABUSE AND/OR HARASSMENT [ ]  YES [ ]  NO
2. DISCRIMINATION AND/OR VIOLENCE [ ]  YES [ ]  NO
3. SUBSTANCE ABUSE [ ]  YES [ ]  NO

|  |
| --- |
| **VIII. CREDENTIALING (CONTINUED)** |

**F. HAS THE LICENSE OF ANY PHYSICIAN, PODIATRIST OR DENTIST BEEN RESTRICTED, REVOKED OR SUSPENDED IN**

 **THE LAST FIVE YEARS?** [ ]  YES [ ]  NO

IF YES, PLEASE EXPLAIN:

**G. HAS THE APPLICANT MADE REPORTS TO THE NATIONAL PRACTITIONER DATA BANK OF ANY PEER REVIEW ACTION,**

 **SUSPENSION OR PROFESSIONAL LIABILITY PAYMENT INVOLVING ANY MEMBER OF THE MEDICAL STAFF**

 **DURING THE LAST FIVE YEARS?** [ ]  YES [ ]  NO

IF YES, PLEASE EXPLAIN:

|  |
| --- |
| 1. **GENERAL LIABILITY**
 |

 **IS GENERAL LIABILITY COVERAGE BEING REQUESTED?** [ ]  YES [ ]  NO

 IF YES, COMPLETE THIS SECTION. IF NO, SKIP TO SECTION X.

**A. PLEASE INDICATE WHICH OF THE FOLLOWING APPLY (IF ANY):**

[ ]  DAYCARE CENTER

 [ ]  HABITATIONAL RISKS (APARTMENT, DWELLING, HOTEL, ETC.)

 [ ]  SPECIAL ATHLETIC OR FUND RAISING EVENTS

 [ ]  SWIMMING POOLS

 [ ]  FITNESS CENTERS

 [ ]  WATERCRAFT

 [ ]  SECURITY SERVICE

 IF ANY OF THE ABOVE APPLY, PLEASE EXPLAIN:

|  |
| --- |
| 1. **EXCESS LIABILITY**
 |

 **IS EXCESS LIABILITY COVERAGE REQUESTED?** [ ]  YES [ ]  NO

 IF YES, COMPLETE THIS SECTION. IF NO, SKIP TO SECTION XI.

1. **HAS THE APPLICANT’S EXCESS PROFESSIONAL OR COMMERCIAL GENERAL LIABILITY LIMITS BEEN INCREASED**

 **WITHIN THE LAST FIVE YEARS?** [ ]  YES [ ]  NO

 IF YES, WHAT WAS THE PRIOR LIMIT AND WHEN WAS IT INCREASED?

 $  / $

MM YYYY

|  |
| --- |
| 1. **COVERAGE HISTORY AND INFORMATION**
 |

 **\*\*NOTE: QUESTION XI. A. IS NOT TO BE COMPLETED IN THE STATE OF MISSOURI.**

**A. HAS ANY COMPANY EVER CANCELLED OR REFUSED TO OFFER INSURANCE COVERAGE TO THE APPLICANT?** [ ]  YES [ ]  NO

 IF YES, PLEASE PROVIDE DETAILS:

**B. PLEASE CHECK WHICH TYPE OF NOTICE THE APPLICANT’S PRESENT PROFESSIONAL LIABILITY INSURER REQUIRES BEFORE IT WILL**

 **FORMALLY RECOGNIZE A CLAIM UNDER ITS POLICY:**

[ ]  SUMMONS AND COMPLAINT OR ATTORNEY DEMAND LETTER.

 [ ]  WRITTEN NOTICE FROM THE APPLICANT THAT A POTENTIALLY COMPENSABLE EVENT HAS OCCURRED.

**C. HAS THE APPLICANT CONDUCTED A RECENT REVIEW OF ALL KNOWN CLAIMS AS WELL AS ANY INCIDENTS WHICH**

 **MAY GIVE RISE TO FUTURE CLAIMS?** [ ]  YES [ ]  NO

IF YES, HAS THE APPLICANT FORWARDED THEM TO THE APPLICANT’S CURRENT INSURER? [ ]  YES [ ]  NO

 IF YES, PROVIDE THE DATE OF THE REVIEW AND THE NAME AND TITLE OF THE PERSON CONDUCTING THE REVIEW:

MM YYYY NAME TITLE

|  |
| --- |
| **XI. COVERAGE HISOTRY AND INFORMATION (CONTINUED)** |

**D. PLEASE PROVIDE THE APPLICANT’S INSURANCE HISTORY FOR THE LAST FIVE YEARS.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **POLICY PERIOD** | **MOST RECENT YEAR** | **1 YEAR PRIOR** | **2 YEARS PRIOR** | **3 YEARS PRIOR** | **4 YEARS PRIOR** |
| **PROFESSIONAL LIABILITY** |  |  |  |  |  |
| INSURANCE COMPANY |  |  |  |  |  |
| LIMITS |  |  |  |  |  |
| CLAIMS-MADE (CM) OR OCCURRENCE (O) |  |  |  |  |  |
| PREMIUM |  |  |  |  |  |
| **GENERAL LIABILITY** |  |  |  |  |  |
| INSURANCE COMPANY |  |  |  |  |  |
| LIMITS |  |  |  |  |  |
| CLAIMS-MADE (CM) OR OCCURRENCE (O) |  |  |  |  |  |
| PREMIUM |  |  |  |  |  |
| **EXCESS LIABILITY** |  |  |  |  |  |
| INSURANCE COMPANY |  |  |  |  |  |
| LIMITS |  |  |  |  |  |
| CLAIMS-MADE (CM) OR OCCURRENCE (O) |  |  |  |  |  |
| PREMIUM |  |  |  |  |  |

|  |
| --- |
| 1. **LOSS INFORMATION (IMPORTANT! COMPLETE FULLY)**
 |

**FOR EACH CLAIM, POTENTIAL CLAIM OR SUIT MENTIONED BELOW, PLEASE COMPLETE SECTION I (LOSS HISTORY) OF THE SLEEP CENTER FACILITY SUPPLEMENTAL APPLICATION.**

**A. HAS THE APPLICANT (INDEPENDENTLY OR THROUGH A NAMED INSURED) BEEN INVOLVED NOW OR IN THE PAST, DIRECTLY**

**OR INDIRECTLY, IN A CLAIM, POTENTIAL CLAIM, OR SUIT ARISING OUT OF THE RENDERING OR FAILING TO RENDER PROFESSIONAL SERVICES INVOLVING FORMER OR PRESENT PARTNERS, MEMBERS OF THE CORPORATION OR ANY FORMER OR PRESENT EMPLOYEE OR INDEPENDENT CONTRACTOR OF THE CORPORATION, PARTNERSHIP OR ORGANIZATION?** [ ]  YES [ ]  NO

 IF YES, HOW MANY?

 IF YES, HAVE THESE BEEN REPORTED TO THE APPLICANT’S INSURER? [ ]  YES [ ]  NO

**B. DOES THE APPLICANT OR ANY OF ITS EMPLOYEES/CONTRACTORS HAVE KNOWLEDGE OF ANY INCIDENT, OR UNEXPECTED**

 **ADVERSE OUTCOME RESULTING IN INJURY OR DEATH, CLAIM, POTENTIAL CLAIM, OR SUIT IN WHICH THE APPLICANT MAY**

 **BECOME INVOLVED, INCLUDING WITHOUT LIMITATION, KNOWLEDGE OF ANY INJURY ARISING OUT OF THE RENDERING**

 **OR FAILING TO RENDER PROFESSIONAL SERVICES WHICH MAY GIVE RISE TO A CLAIM INVOLVING FORMER OR PRESENT**

 **PARTNERS, MEMBERS OF THE CORPORATION, OR ANY FORMER OR PRESENT EMPLOYEE OR INDEPENDENT CONTRACTOR OF**

 **THE CORPORATION, PARTNERSHIP OR ORGANIZATION WHICH MAY GIVE RISE TO A CLAIM?** [ ]  YES [ ]  NO

 IF YES, HOW MANY?

IF YES, HAVE THESE BEEN REPORTED TO THE APPLICANT’S INSURER? [ ]  YES [ ]  NO

|  |
| --- |
| 1. **ATTACHMENTS**
 |

**A COPY OF THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH THIS APPLICATION. IF NOT AVAILABLE, PLEASE EXPLAIN.**

**A. A COPY OF THE APPLICANT’S CERTIFICATE/ACCREDITATION INCLUDING ANY RECOMMENDATIONS MADE.**

**B. FINANCIAL INFORMATION.** THE MOST RECENT THREE (3) YEARS OF FINANCIAL STATEMENTS INCLUDING THE AUDITOR’S OPINION, IF APPLICABLE.

**C. COPY OF THE APPLICANT’S LETTERHEAD.**

**D. LIST OF OPERATIONS OR ACTIVITIES PERFORMED THAT ARE NOT OTHERWISE DESCRIBED IN THE APPLICATION.**

**E. LOSS INFORMATION.** RECENTLY VALUED LOSS RUNS FROM THE APPLICANT’S INSURANCE CARRIERS COVERING THE LAST TEN (10) FULL YEARS. THE LOSS INFORMATION SHOULD INCLUDE PAID AND RESERVED AMOUNTS.

**F.** ALL CURRENT **ADVERTISING MATERIALS.**

**G.** ORGANIZATIONAL CHART INCLUDING THE **NAMES OF ALL ENTITIES AND A BRIEF DESCRIPTION OF OPERATIONS.**

**H. COPY OF THE APPLICANT’S CURRENT INSURANCE POLICY.**

|  |
| --- |
| 1. **IMPORTANT NOTICE**
 |

THIS INSURANCE MAY CONTAIN CLAIMS-MADE COVERAGE. CERTAIN COVERAGES OF THIS INSURANCE MAY BE LIMITED TO LIABILITY FOR INJURIES FOR WHICH CLAIMS ARE FIRST MADE AND REPORTED DURING THE POLICY PERIOD ARISING OUT OF INCIDENTS OR ACTS THAT FIRST OCCURRED ON OR AFTER THE APPLICABLE RETROACTIVE DATE. PLEASE READ AND REVIEW THE POLICY CAREFULLY.

|  |
| --- |
| 1. **FRAUD NOTICE**
 |

**MANDATORY: ALL APPLICANTS MUST READ THE FOLLOWING:**

ANY PERSON WHO KNOWINGLY AND WITH INTENT TO INJURE, DECEIVE, OR, DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE CONTAINING ANY MATERIALLY FALSE INFORMATION OR FAILS TO PROVIDE COMPLETE INFORMATION OR CONCEALS, FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME, AND MAY BE PROSECUTED UNDER STATE LAW AND MAY BE GUILTY OF A FELONY AND SUBJECT TO CRIMINAL AND CIVIL PENALTIES, FINES, DENIAL OF INSURANCE OR CONFINEMENT IN PRISON.

|  |
| --- |
| 1. **STATE SPECIFIC NOTICES**
 |

**If Delaware**: National Fire & Marine Insurance Company recognizes the rights afforded to individuals under The Delaware Civil Union & Equality Act of 2011 and Delaware Bulletin No. 46 including the following: Parties to a civil union shall have all of the same rights, protections and benefits, and shall be subject to the same responsibilities, obligations and duties, under Delaware law as are granted to, enjoyed by, or imposed upon married spouses. A party to a civil union shall be included in any definition or use of the terms "dependent", "family", "husband and wife", "immediate family", "next of kin", "spouse", "stepparent", "tenants by the entirety", and other terms, whether or not gender-specific, that denote a spousal relationship or a person in a spousal relationship, as those terms are used throughout Delaware law. For all purposes of Delaware laws that refer to marriage or marital status, other than Chapter 1 of Title 13 of the Delaware Code, parties to a civil union will be included in such reference. The Act automatically recognizes as civil unions for all purposes of Delaware law legal unions between two persons of the same sex, such as civil unions, marriages and domestic partnerships that are validly formed in jurisdictions other than Delaware and are substantially similar to Delaware civil unions.

**If Illinois**: National Fire & Marine Insurance Company recognizes the rights afforded to individuals under Illinois Bulletin 2011-06 And The Religious Freedom Protection and Civil Union Act which states: “The parties to a civil union are entitled to the same legal obligations, responsibilities, protections and benefits that are afforded or recognized by the laws of Illinois to spouses. The law further provides that a party to a civil union shall be included in any definition or use of the terms “spouse,” “family,” “immediate family,” “dependent,” “next of kin,” and other terms descriptive of spousal relationships as those terms are used throughout Illinois law. This includes the terms “marriage” or “married” or variations thereon. If policies of insurance provide coverage for children, the children of civil unions must also be provided coverage. The Act also requires recognition of civil unions or same sex civil unions or marriages legally entered into in other jurisdictions.”

**If Rhode Island**: **THIS INSURANCE CONTRACT HAS BEEN PLACED WITH AN INSURER NOT LICENSED TO DO BUSINESS IN THE STATE OF RHODE ISLAND BUT APPROVED AS A SURPLUS LINES INSURER. THE INSURER IS NOT A MEMBER OF THE RHODE ISLAND INSURERS INSOLVENCY FUND. SHOULD THE INSURER BECOME INSOLVENT, THE PROTECTION AND BENEFITS OF THE RHODE ISLAND INSURERS INSOLVENCY FUND ARE NOT AVAILABLE.**

|  |
| --- |
| 1. **PLEASE READ AND SIGN**
 |

By my signature, I hereby represent that the Named Insured has extended to me full authority to execute this application on his, her or the facility/entity’s behalf and that I am authorized to represent and sign on behalf of the Named Insured, or any person, or facility/entity requesting coverage in this insurance application. I also represent that I have reviewed the responses contained in this application and represent them to be complete and accurate to the best of my knowledge. In addition, I understand and agree that such representations are binding upon the Named Insured and all persons and facility(ies)/entity(ies) even though I am executing this application on their behalf.

I further acknowledge that any and all responses to questions, statements and explanations made in this application, or in any and all documents, supplemental pages or other attachments (hereinafter "**Attachments**") are true and that neither I, nor any applicant, have knowingly suppressed or misstated any material facts and I, and any applicant, agree that this application, and any **Attachments**, shall be the basis of the contract with the Company.

I AGREE THAT IF I FAIL TO COMPLY WITH THESE TERMS THE APPLICANT **WILL HAVE NO COVERAGE FOR ANY CLAIM** UNDER ANY POLICY OF INSURANCE FOR WHICH WE ARE APPLYING.

Completion of this form does not bind coverage or obligate the Company to offer coverage. The Company’s receipt of the applicant’s acceptance of the Company’s quotation is required before the coverage may be bound and the policy issued. I further understand and agree that I, or any applicant, have no right to demand or expect coverage until the Company has: (1) received the completed application(s); (2) offered a premium quote; and (3) received, as a precondition to coverage, the total premium due or, if the Company has agreed to finance the premium, the first installment due.

I agree to cooperate with the Company in implementing an ongoing program of loss control and will allow the Company to review and monitor such programs that the applicant undertakes in managing its professional and general liability insurance exposures.

I understand and agree that a credit report, a credit score, an annual report, and an actuarial study may be obtained, reviewed or used in connection with the submission of this application.

I understand and agree that the Company may wish to contact persons, hospitals, employers, insurance agents, prior insurance carriers or other entities to verify and/or ascertain information regarding credentials and background both prior to and if bound after the issuance of a contract of insurance, therefore.

The applicant hereby authorizes and directs any person or organization whatsoever to release and furnish to the Company, and its agents or representatives, any and all information requested which may relate to insurability under the policy. The applicant furthermore authorizes the release of all such information by the Company as required by law to any governmental agency or professional society or association. The applicant furthermore releases and agrees to hold harmless the Company, and all of its agents and representatives, any prior insurer, governmental agency, or professional society or association from any liability arising out of the release or review of any and all information released or furnished pursuant to this authorization and application for insurance, notwithstanding the fact that there may be errors, omissions, or mistakes contained in such released information.

By signing this application on behalf of the applicant (which may include a professional corporation, a professional association, a limited liability company, a general business corporation, a partnership, a joint venture, or a governmental entity), I represent that I am an Officer, Shareholder, Partner, or other Authorized Representative of the group or entity applying for coverage.

**This application must be signed by the President, Chief Executive Officer, or other Officer, Shareholder, or Partner of a PC or PA, or the equivalent Authorized Representative.**

SIGNATURE OF OFFICER OR AUTHORIZED REPRESENTATIVE TITLE DATE

|  |
| --- |
| 1. **SUPPLEMENTAL INFORMATION**
 |

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |