

**REQUESTED COVERAGE - HOME HEALTH AND MEDICAL STAFFING**

**Requesting Professional Liability:**

Requested Retro Date: \_\_\_\_\_

<b>Professional Liability Limits</b>		<b>Professional Liability Deductible</b>	
<input type="checkbox"/> \$100,000 / \$300,000	<input type="checkbox"/> \$1,000,000 / \$1,000,000	<input type="checkbox"/> \$2,500	<input type="checkbox"/> \$15,000
<input type="checkbox"/> \$200,000 / \$600,000	<input type="checkbox"/> \$1,000,000 / \$2,000,000	<input type="checkbox"/> \$5,000	<input type="checkbox"/> \$20,000
<input type="checkbox"/> \$250,000 / \$750,000	<input type="checkbox"/> \$1,000,000 / \$3,000,000	<input type="checkbox"/> \$7,500	<input type="checkbox"/> \$25,000
<input type="checkbox"/> \$500,000 / \$1,500,000	<input type="checkbox"/> Other: _____	<input type="checkbox"/> \$10,000	<input type="checkbox"/> Other: _____

**Requesting General Liability:**

Requested Retro Date: \_\_\_\_\_ or  Occurrence Based Coverage

<b>General Liability Limits</b>		<b>General Liability Deductible</b>	
<input type="checkbox"/> \$100,000 / \$300,000	<input type="checkbox"/> \$1,000,000 / \$1,000,000	<input type="checkbox"/> \$2,500	<input type="checkbox"/> \$15,000
<input type="checkbox"/> \$200,000 / \$600,000	<input type="checkbox"/> \$1,000,000 / \$2,000,000	<input type="checkbox"/> \$5,000	<input type="checkbox"/> \$20,000
<input type="checkbox"/> \$250,000 / \$750,000	<input type="checkbox"/> \$1,000,000 / \$3,000,000	<input type="checkbox"/> \$7,500	<input type="checkbox"/> \$25,000
<input type="checkbox"/> \$500,000 / \$1,500,000	<input type="checkbox"/> Other: _____	<input type="checkbox"/> \$10,000	<input type="checkbox"/> Other: _____

**Requesting Employee Benefits Liability (supplement required):**

Requested Retro Date: \_\_\_\_\_

<b>Employee Benefits Liability Limits</b>		<b>Employee Benefits Liability Deductible</b>	
<input type="checkbox"/> \$100,000 / \$300,000	<input type="checkbox"/> \$1,000,000 / \$1,000,000	<input type="checkbox"/> \$1,000	<input type="checkbox"/> \$10,000
<input type="checkbox"/> \$200,000 / \$600,000	<input type="checkbox"/> \$1,000,000 / \$2,000,000	<input type="checkbox"/> \$2,500	<input type="checkbox"/> \$15,000
<input type="checkbox"/> \$250,000 / \$750,000	<input type="checkbox"/> \$1,000,000 / \$3,000,000	<input type="checkbox"/> \$5,000	<input type="checkbox"/> \$20,000
<input type="checkbox"/> \$500,000 / \$1,500,000	<input type="checkbox"/> Other: _____	<input type="checkbox"/> \$7,500	<input type="checkbox"/> \$25,000

**Requesting Non-Owned Auto Liability:**

**Non-Owned Auto Liability Limits**

<input type="checkbox"/> \$100,000	<input type="checkbox"/> \$500,000
<input type="checkbox"/> \$200,000	<input type="checkbox"/> \$1,000,000
<input type="checkbox"/> \$250,000	<input type="checkbox"/> Other: _____

\*Requested coverage may or may not be offered please review any quote issued for actual terms and conditions available. Completion of this application neither binds coverage nor guarantees that policy will be issued.

# ALLIED HEALTH - HOME HEALTH AND STAFFING APPLICATION

Instructions to the Applicant - please complete this application in ink and answer all questions completely. Attach extra sheets as necessary should you run out of space provided. An incomplete or illegible application cannot be processed. Completion of this application neither binds coverage nor guarantees that a policy will be issued.

- Provide a fully completed application, signed and dated by the owner, partner, or officer not earlier than 45 days before the proposed effective date of coverage.
- If a question is not applicable, then state "N/A".
- The following information must be submitted with the completed application:
  - Copy of your current professional liability insurance Declarations Page (claims made policies must reflect the retroactive date)
  - Copy of all advertising that you use
  - 5-year company loss runs, valued within the last 60 days

## GENERAL INFORMATION

1. Full name of Applicant (Including DBA's) \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_  
STREET CITY COUNTY STATE ZIP

3. Location Address(es): Check here if same as mailing:

(1) \_\_\_\_\_  
STREET CITY COUNTY STATE ZIP

(2) \_\_\_\_\_  
STREET CITY COUNTY STATE ZIP

(3) \_\_\_\_\_  
STREET CITY COUNTY STATE ZIP

(4) \_\_\_\_\_  
STREET CITY COUNTY STATE ZIP

Attach Additional Pages as Needed

4. Website Address: **www.** \_\_\_\_\_ 5. Telephone: \_\_\_\_\_

6. Inspection/Risk Management Contact Name: \_\_\_\_\_

7. Inspection/Risk Management Contact E-mail: \_\_\_\_\_

8. Date Established: \_\_\_\_\_ Years under current management: \_\_\_\_\_

9. Applicant is a:

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Individual   | <input type="checkbox"/> Professional Associations |
| <input type="checkbox"/> Corporation  | <input type="checkbox"/> Partnership               |
| <input type="checkbox"/> LLC          | <input type="checkbox"/> Joint Venture             |
| <input type="checkbox"/> Other: _____ |  |

10. Enterprise is:  For Profit  Not For Profit



11. Is this entity owned by, associated with or controlled by any other entity?

Yes  No

**If yes, please provide details:**

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

**OPERATIONS**

12. Type of Operations (check **all** that apply)

- Home Health Care       Medical Staffing/Nurse Registry       Medical Equipment Supplier
- Other (specify) \_\_\_\_\_

13. Are you accredited by the Joint Commission, Community Health Accreditation Program (CHAP) or any other accrediting organization? If "yes" please specify:

Yes  No

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

14. Please state sources and amounts of total revenue:

<u>Source</u>	<u>Last 12 months</u>	<u>Next 12 months</u>
Charitable contributions	\$ _____	\$ _____
Government Funding	\$ _____	\$ _____
Fee for services	\$ _____	\$ _____
Other	\$ _____	\$ _____
<b>Total Gross Revenue</b>	<b>\$ _____</b>	<b>\$ _____</b>

15. Please indicate percentage of time spent in the following work locations:

Private Home	_____ %	<u>Hospital Staffing</u>	
Assisted Living	_____ %	Operating Room	_____ %
Nursing Home	_____ %	Emergency Room	_____ %
Institutional Hospice	_____ %	Labor & Delivery	_____ %
Ambulatory Surgery Center	_____ %	Neonatal (NICU)	_____ %
Adult Day Care	_____ %	Adult Intensive Care Unit	_____ %
Clinic	_____ %	Pediatric Intensive Care Unit	_____ %
Physician's Office	_____ %		
Jail, Prison or other	_____ %		
Correctional Facility	_____ %		
Other (specify where)	_____ %	Other Hospital (specify where)	_____ %
_____		_____	



16. Percentage of Types of Services Provided (total **must** equal 100%)

Personal Care Chore or Companion	_____%	Respiratory Therapy	_____%
Rehabilitation - including Physical, Occupational, or Speech Therapy	_____%	Radiation Therapy	_____%
Infusion Therapy	_____%	Skilled Nursing Care	_____%
Hospice - In Home	_____%	Pediatric Care	_____%
Supplemental Staffing	_____%	Skin Care or Bedsore Wound Care	_____%
Obstetrical Services	_____%	Medical Equipment Supplier	_____%
Chemotherapy	_____%	In Home Dialysis	_____%
Cardiac Care	_____%		

17. Does the applicant provide any overnight bed facilities? Yes  No

18. Does the applicant perform any treatment or services on the applicant's premises? Yes  No

19. Does the applicant care or treatment to ventilator or tracheotomy patients? Yes  No   
If yes - please advise the percent of services \_\_\_\_\_%

20. Does the applicant perform any permanent placements of staff? Yes  No   
If "yes" - please indicate:  
percent of permanent placements \_\_\_\_\_% and temporary placements \_\_\_\_\_%

**STAFF**

21.

Type of Health Care Provider	# of Employees	Annual Employee Hours Worked	# of Independent Contractors	Annual Contractors Hours Worked
Personal Companion/ Homemaker				
Live In Companions				
Certified Nurse Aid (CNA)				
Licensed Practical Nurse (LPN)				
Registered Nurse (RN)				
Medical Technician				
Nurse Practitioner				
Speech Therapist				
Occupational Therapist				
Physical Therapist				
Social Worker				
Physician Assistant				
CRNA				
Nurse Midwife				
Physicians (all types)				
Other:				
Other:				



22. Are all above individuals licensed in accordance with applicable state and federal regulations? (if licensure is required) Yes  No
23. Do **ALL** employees carry their own professional liability insurance? Yes  No   
 a. If "yes" what are the minimum limits of liability they carry?  
 \_\_\_\_\_ Per Occurrence \_\_\_\_\_ Aggregate
24. Do **ALL** independent contractors carry their own professional liability insurance? Yes  No   
 a. If "yes" what are the minimum limits of liability they carry?  
 \_\_\_\_\_ Per Occurrence \_\_\_\_\_ Aggregate  
 b. If "no" are you requesting direct coverage for your independently contracted staff? Yes  No
25. Please provide the name and specialty of the applicant's Medical Director: \_\_\_\_\_  
 Full Time or  Part Time - Does the applicant's Medical Director have direct patient care? Yes  No
26. Please indicate all of the hiring/screening procedures used for professionals and paraprofessionals who provide patient care services on your behalf:  
 Check of educational background, or residency program, when applicable.  
 Check of previous employers ( In writing  By Telephone)  
 Criminal background check ( STATE  FEDERAL)  
 Drug / Alcohol / Abuse Screening (circle all that are used)  
 Verify any pending license suspensions or revocations, or any pending disciplinary actions by other facilities.  
 Require information on any professional liability or work-related claim that has previously been made against any Individual?
27. Does your facility have written job descriptions? Yes  No

**PREMISES INFORMATION - Complete ONLY if you are requesting General Liability Coverage**

**Building Description**

	<u>Buildings/Wings</u>			
	#1	#2	#3	#4
Type of Construction:	_____	_____	_____	_____
No. of Stories:	_____	_____	_____	_____
Square Footage:	_____	_____	_____	_____
Date Built:	_____	_____	_____	_____
Smoke detectors:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Local/Central station fire alarm:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sprinkler System:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial

28. Do any of the Applicant's locations have any (explain any "yes" answers on page 8):
- a. Exposure to flammables, explosive, chemicals?  YES  NO
- b. Catastrophe exposure?  YES  NO
- c. Exposure to radioactive materials?  YES  NO



**NON-OWNED AUTO - Complete ONLY if you are requesting Non-Owned Auto Coverage**

29. Limits requested:

- \$100,000
- \$250,000
- \$500,000
- \$1,000,000
- Other: (please specify) \_\_\_\_\_

30. Number of **OWNED** autos? \_\_\_\_\_

31. Do you have auto liability for owned autos? Yes  No

32. Is Non-Owned auto liability coverage under the owned auto policy? Yes  No

33. What type(s) of non-owned autos will be used in your business?

		Number of Autos
<input type="checkbox"/>	Private Passenger	
<input type="checkbox"/>	Other (specify)	

34. How will they be used?

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35. What is the **maximum** distance which a non-owned auto may be driven from your premises? \_\_\_\_ **miles**

36. What percentage of your business involves client transportation? \_\_\_\_\_%

37. Do your employees or contractors EVER drive a client's car? Yes  No

38. How often are non-owned autos used in your business  Daily  Weekly  Monthly  Seldom

39. Please confirm what driver screening procedures are utilized (check **ALL** that apply):

- Obtain and verify valid driver's license on all employees yearly
- Obtain and verify valid personal auto insurance yearly
- If indicated, what limits of liability are required? \_\_\_\_\_
- Order and review MVR's on all employees yearly
- Prohibit employees from driving if license is suspended, revoked, or has serious violation such as DUI, etc.

Explain any exceptions should the applicant NOT use or follow **ALL** of the above driver screening methods noted above:

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**MEDICAL EQUIPMENT or SUPPLIES - RENTAL OR SALES - Complete ONLY if you have these operations**

**40. TYPE OF EQUIPMENT SOLD OR RENTED (complete table below)**

		<b>SALES REVENUE</b>	<b>RENTAL REVENUE</b>
<b>CATEGORY I.</b>	<b>EXPENDABLE ITEMS</b> - intended for one time usage and disposed (ie adhesive tape, bandages, hypodermic needles, etc.)	\$ _____	\$ _____
<b>CATEGORY II.</b>	<b>NON-EXPENDABLE ITEMS</b> - Excluding diagnostic or treatment equipment or devices. This category includes, but is not limited to, hospital beds, bathroom safety bars, portable toilets, lifts, or hoists, walkers, strollers, canes, crutches, wheelchairs, etc.	\$ _____	\$ _____
<b>CATEGORY III.</b>	<b>DIAGNOSTIC OR TREATMENT DEVICES</b> - This category includes oxygen and other medical gases used in conjunction with respiratory therapy (excluding ventilators), treatment devices or equipment not used to sustain life or perform critical life monitoring functions. Also include are blood pressure gauges, IV pump, portable EKG machines or sending devices.	\$ _____	\$ _____
<b>CATEGORY IV.</b>	<b>LIFE SUSTAINING OR CRITICAL LIFE MONITORING EQUIPMENT OR DEVICES</b> - this category includes dialysis or heart/lung machines, apnea monitors, SIDS monitors or any other life dependent monitors or any other equipment or devices that malfunction/failure or improper function could result in death or serious deterioration in health condition.	\$ _____	\$ _____

41. Does the applicant **REPAIR or PERFORM MAINTENANCE** on any medical supplies and/or equipment? Yes  No

a. If "yes" please advise the total Annual Sales: \_\_\_\_\_

b. Types of equipment serviced?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COVERAGE HISTORY**

42. Please list professional liability insurance carried for each of the past five years.

<b>Insurer</b>	<b>Dates covered</b>	<b>Limits of Liability Per claim/ agg.</b>	<b>Deductible</b>	<b>Premium</b>	<b>Retroactive date</b>



43. If the applicant is currently insured under a commercial general liability policy please list coverage for the past five years.

Insurer	Dates covered	Limits of Liability Per claim/ agg	Deductible	Premium	Occurrence or Claims - Made?

If the current expiring GL policy is claims- made what is the retroactive date? \_\_\_\_\_

**CLAIMS AND HISTORY** - Please explain or complete a supplemental claim for form for all "Yes"

44. Has the applicant or any of its employees ever had any professional license or license to prescribe and or dispense narcotics ever been limited, suspended, revoked, denied, or investigated by any licensing board or regulatory agency? **Explain on page 9 or attach additional pages as needed.**  YES  NO

45. Has the applicant or any of its employees ever been charged with, or convicted of a crime **other** than minor traffic violations? **Explain on page 9 or attach additional pages as needed.**  YES  NO

46. Has the applicant or any of its employees ever been diagnosed or treated for alcoholism, drug addiction, any chemical dependency, or mental or chronic physical illness? **Explain on page 9 or attach additional pages as needed.**  YES  NO

47. Has any claim or suit ever been made against the applicant **OR** any other person proposed for this insurance? **How Many?** \_\_\_\_\_ **(Complete Supplemental Claims form for Each.)**  YES  NO

48. Is the Applicant or any person proposed for this insurance aware of any act, error, omission, fact, circumstance, or records request from any attorney which may result claim or suit? **If yes, please explain in detail, completing a supplemental claim form for each.**  YES  NO

49. Has any claim or suit been made against the Applicant or any person proposed for this insurance that has not been reported to the Applicant's current or prior insurer? **If yes, please explain in detail, completing a supplemental claim form for each.**  YES  NO







**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 an 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 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/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 a any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

**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 a 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 the 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 and denial of insurance benefits.

**The Applicant acknowledges that the answers provided herein are based on a reasonable inquiry and/or investigation. The Applicant warrants that the above statements and particulars together with any attached or appended documents are true and complete and do not misrepresent, misstate or omit any material facts.**

**The Applicant agrees to notify us of any material changes in the answers to the questions on this questionnaire which may arise prior to the effective date of any policy issued pursuant to this questionnaire and the Applicant understands that any outstanding quotations may be modified or withdrawn based upon such changes at our sole discretion. Completion of this form does not bind coverage. Applicant's acceptance of the company's quotation is required prior to binding coverage and policy issuance. All written statements and materials furnished to the company in conjunction with this application are hereby incorporated by reference into this application and made a part of this application.**

Applicant: \_\_\_\_\_ Title: \_\_\_\_\_

FEIN #: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agent/Broker Name: \_\_\_\_\_



## SUPPLEMENTAL CLAIM / INCIDENT INFORMATION

**If reporting more than one claim or incident, please photocopy and complete a separate form for each. Attach additional sheets if necessary for adequate explanation. All questions must be answered or marked **Not Applicable (N/A)**, and each sheet must be signed.**

Name of Patient: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Incident  Claim

Date reported to insurance company: \_\_\_\_\_

Name of insurance company: \_\_\_\_\_

Date of incident and your treatment: \_\_\_\_\_

Allegations / Circumstances:

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

Additional Defendants: \_\_\_\_\_

What is the present condition of the patient?

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

### STATUS OF CLAIM

- Suit threatened, no action taken
- Suit filed but dropped by claimant
- Summary judgment in your favor

### Court outcome in YOUR favor:

- Jury verdict
- Directed verdict

### Unresolved/Open

- Awaiting mediation
- Awaiting court action

Reserve amount:

\$ \_\_\_\_\_

- Suit settled out of court

a. Date claim paid: \_\_\_\_\_

b. Amount paid: \$ \_\_\_\_\_

Did you want to settle?  Yes  No

### Court outcome in favor of plaintiff:

- Jury verdict
- Directed verdict

Amount of loss payment: \$ \_\_\_\_\_

Name and address of the attorney assigned to your case: \_\_\_\_\_

\_\_\_\_\_

To your knowledge, was any settlement paid by another party involved (i.e., your P.A., P.C., partners, employees, etc.)?

Yes:  No:

Explain in detail what action(s) you have taken to prevent recurrence of this type of claim:

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

