

Professional Liability Application for Social Services With No Residential Exposure

PROASSURANCE
MID-CONTINENT
UNDERWRITERS, INC



Instructions: Answer all questions; applicant's name must include the names of all businesses and locations for which coverage is desired. If the answer is none, state none. If the answer is not applicable, state not applicable (N/A). If the space provided is insufficient to fully answer the question, please attach a separate sheet.

Note: Application must be dated and signed by owner, partner, officer, or administrator.

Please type or print in ink.

Part I. General Information

- 1.1 Applicant Name: _____
- 1.2 Mailing Address: _____

- 1.3 Location Address(es): _____

- 1.4 County (parish) of Each Location: _____

- 1.5 Telephone Number: Office: _____ Fax: _____
- 1.6 Person to Contact for Survey: Name: _____ Title: _____
- 1.7 Proposed **Effective Date**: _____ Year Entity Established: _____
- 1.8 The applicant is (please check and complete A or B) below:
 A. The **applicant** is an individual. If so, the individual is a(n):
 Employee (W-2) Student Ind. Contr. (1099) Sole Practitioner
 B. The **applicant** is a:
 Sole Proprietorship Partnership Corporation
 Other; Describe: _____
- 1.9 Entity is: For Profit Non-Profit
Describe source of funds: _____
- 1.10 Requested Limits of Liability (if available):
Professional Liability \$ _____ Each Medical Incident/ \$ _____ Aggregate
General Liability \$ _____ Each Occurrence/ \$ _____ General Aggregate
- 1.11 Annual Gross Receipts or Budget: Estimated Next 12 Months: \$ _____
Last 12 Months: \$ _____
- 1.12 Annual Payroll or Remuneration: Estimated Next 12 Months: \$ _____
Last 12 Months: \$ _____

1.13 Type of Facility: Licensed? Yes No If no, explain: _____

Check One or Describe:

- | | |
|--|--|
| <input type="checkbox"/> Adoption Agency* | <input type="checkbox"/> Meals on Wheels |
| <input type="checkbox"/> Child Day Care* | <input type="checkbox"/> Nanny Services |
| <input type="checkbox"/> Day Care (Senior Citizens)* | <input type="checkbox"/> Employee Assistance Program |
| <input type="checkbox"/> Foster Care* | <input type="checkbox"/> Referral Agency* (Consultants Supplement) |
| <input type="checkbox"/> Hotlines (Phone Crisis Service) | <input type="checkbox"/> Sheltered Workshop* |
| | <input type="checkbox"/> Other: _____ |

*Applicable supplemental questionnaire must be completed.

1.14 Describe the nature of insured's operation including types of services rendered and activities conducted:

1.15 List memberships in professional organizations: _____

1.16 Is the applicant/facility and all professional employees licensed in accordance with applicable state and federal laws? Yes No
If no, explain: _____

Part II. Exposures

2.1 Does facility provide "**Day**" services? Yes No
If yes, what is the number of "day patients" (include "independent living" persons):
Maximum # ____ Average # ____

2.2 Do you conduct a **Sheltered Workshop**? Yes No
If yes, the application for Sheltered Workshops for Retarded and Developmentally Disabled Persons must be completed.

2.3 Are all patients fully ambulatory (including use of cane or walker)? Yes No
If not, explain: _____

2.4 What was your total number of outpatient/client visits last year? _____ Estimated next year? _____

2.5 Do you conduct group therapy sessions? Yes No
If yes, do any sessions exceed four (4) hours in duration? Yes No
If yes, how many annually? _____

2.6 Describe any physical contact that may occur between you and any patients/clients or between two or more patients/clients at your direction: _____

2.7 Describe any services specifically concerned with sexual response/dysfunction of individual patients/clients:

2.8 Is there a Registered Nurse on duty? Yes No
If yes, how many shifts per day? _____

2.9 Is any medication prescribed? Yes No
If yes, list names and frequency: _____

Are medications stored in a secure manner? Yes No
If no, explain in detail: _____

- 2.10 Do you enter into any contractual agreements? Yes No
If yes, enclose copies of all such contracts including those contracts for use with patients/clients.
- 2.11 Enclose a copy of all brochures or advertising materials distributed by you.
- 2.12 Are any activities or events for patients/clients conducted or sponsored away from applicants? If yes, describe: _____ Yes No
- 2.13 Any swimming pools, exercise facilities, or athletic activities? Yes No
If yes, please describe (for pool give information re: pool use rules, lifeguard, fencing, and depth): _____
- 2.14 Describe any "fundraising" or other special events activities conducted: _____
- 2.15 Do you have any other premises or operations not stated in this application? Yes No
If yes, enclose complete description/locations of operations and insurance information.

Part III. Risk Management

- 3.1 Do you require staff to report all incidents (accidents)? Yes No
Are records of such reports kept on file by you? Yes No
If not, explain: _____
- 3.2 Are precautions taken to prevent patients/clients leaving premises or "wandering" without applicant's knowledge, such as exit alarms, etc.? Yes No
Please describe: _____
- 3.3 Is there a written emergency evacuation plan? Yes No
- 3.4 State the frequency of fire drills: _____
- 3.5 Does the applicant/facility have personnel trained in emergency medical care in the facility during all hours of operation? Yes No
Please describe: _____
- 3.6 Explain arrangements for medical emergencies (e.g., physician on call, transfer arrangement with hospital, etc.): _____

3.7 Number of **Professional Staff:** (E = Employed; C = Contract)

| <u>E</u> | <u>C</u> | <u>E</u> | <u>C</u> |
|--------------------------|----------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Dietitians/Nutritionists | | Physiotherapists/Physical Therapists |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Occupational Therapists | | Psychologists/Psychotherapists |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Pharmacists | | Psychiatrists* |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Physicians*/Dentists* | | Speech Therapists |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Nurse Practitioners | | RNs/LVNs/LPNs |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Physician Assistants | | Respiratory Therapists |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Social Workers | | Case Managers |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Marriage/Family Counselors | | School Counselors |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Teachers | | Other: _____ |

Complete the following for each Physician, including Medical Director, Dentist, Chiropractor, Podiatrist, Psychiatrist, Nurse Practitioners, and Physician Assistants:

* Complete Physician Supplement when applicable.

| Name | Professional Status | E, C, or I | Maintains Own Malpractice Ins. | Limit of Liability | Cert. of Ins. Obtained |
|------|---------------------|---|--------------------------------|--------------------|------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | E = Employee C = Contract I = Independent | | | |

3.8 Do you have any physicians on staff admitting patients or treating patients who have restricted licenses? If yes, explain on separate sheet. Yes No

3.9 Name, qualification, and number of years of experience of the Medical Director, all managers, and supervisors:

| Name | Title | Experience/Training | Association Membership |
|------|-------|---------------------|------------------------|
| | | | |
| | | | |

3.10 Does the applicant have written screening and hiring policies and procedures for all prospective employees, independent contractors/consultants, and volunteers? Yes No
If yes, please provide copies of the procedures, including samples of employment applications.

3.11 Are there written guidelines regarding sexual misconduct? Yes No
If yes, please provide copies of all policies and procedures including training materials.

Part IV. History

4.1 List prior **professional liability** insurers for the past five years, starting with the most recent year. If none, state none.

| | Insurer Number | Policy Liability | Limits of Premium | Eff. Date | Claims-Made Form | |
|----|----------------|------------------|-------------------|-----------|------------------|-----|
| | | | | | No | Yes |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |

If claims-made, what is the most recent retroactive date? _____

4.2 List prior **general liability** insurers for the past five years, starting with the most recent year. If none, state none.

| | Insurer Number | Policy Liability | Limits of Premium | Eff. Date | Claims-Made Form | |
|----|----------------|------------------|-------------------|-----------|------------------|-------|
| | | | | | No | Yes |
| 1. | _____ | _____ | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ | _____ | _____ | _____ |

If claims-made, what is the most recent retroactive date? _____

4.3 Have any claims been made or occurrences reported during the past six years against any of the proposed insureds or against any entity in which any proposed insured has or has had an interest? No Yes

If yes, please describe; indicate status of the claim or suit and any amount(s) paid or reserved (attach an additional sheet if necessary): _____

4.4 Does any proposed insured have any knowledge of an event, circumstance, or occurrence (other than any listed in 4.3 above) prior to the effective date of the proposed policy, or does any proposed insured foresee that a claim may be brought as a result of said event, circumstance, or occurrence? No Yes

If yes, describe the event and indicate the reason for anticipation of a claim: _____

I understand and agree this Application and any and all supplements attached hereto may be made a part of any policy issued, and any such policy will be issued in reliance upon the representation made herein. I further understand and agree that failure to provide a true and accurate response to the foregoing questions may, at the option of the Company, result in the voiding of insurance issued in reliance on this Application and/or denial of claims under any policy issued.

I authorize and consent to investigations of information bearing upon moral character, professional reputation, and fitness to engage in the activities of my business including authorization to every person or entity, public or private, to release to the company providing insurance coverage and ProAssurance Mid-Continent Underwriters, Inc., any documents, records, or other information bearing upon the foregoing.

I understand and agree these investigations shall not be confined to information submitted in this application, but shall include any other sources of information deemed relevant by the Company as may be authorized by law.

Applicant and all owners, employees, and contractors are licensed or duly authorized in all states or jurisdictions where professional services are provided. Applicant warrants the truth of all answers to the above questions, and applicant has not withheld information which is calculated to influence the judgment of the insurance company in considering this application.

Important: This application must be signed by the applicant. Signing this form does NOT bind the company to complete the insurance.

Date

Applicant/Title