



313 Swanson Drive  
Lawrenceville, GA 30043

(678) 935-5040 (800) 423-1520  
(678) 935-5032 (888) 206-2024 fax

***Healthcare Professional Services, Inc.***

---

## **Submission Requirements**

### **Miscellaneous Healthcare Practitioners**

- Fully completed appropriate insurer application.
  - Application must include complete insurer history with an explanation for any gaps in coverage.
  - Appropriate claim supplement forms for all previous claims with narratives detailing course of treatment, allegations and current status of claim.
- Current loss runs from all insurers, with most markets requiring a minimum of the last 10 years.
- Copy of current medical license.
- Copy of Board Certification, if applicant is a board certified practitioner.
- Copy of CV (curriculum vitae). Also referred to as a medical resume.
- Copy of current insurer Declarations page showing current policy retroactive date of coverage.
- Copies of any advertising or web site information that applicant may be using regarding their practice services.
- Copy of current business letterhead.
- Articles of Incorporation are required by several insurers if the applicant operates a legally named entity and is requesting shared limits coverage for said entity.



*The Medical Malpractice Specialists*  
[www.healthcareprofservices.com](http://www.healthcareprofservices.com)