

Catlin Underwriting Agency, U.S., Inc.
3700 Buffalo Speedway, Ste. 600
Houston, TX 77098

**APPLICATION FOR MULTI-PRACTICE CLINIC OR LARGE GROUP PRACTICE
FOR PROFESSIONAL LIABILITY INSURANCE**

INSTRUCTIONS: Please complete all sections and sign. If a section does not apply, please indicate by answering "N/A" as appropriate. Attach additional sheets as needed.

I. GENERAL INFORMATION

Clinic (Group) Name				Telephone Number	
				Fax Number	
Location Street Address	City	State	Zip Code	County	
Mailing Street / P.O. Box Address	City	State	Zip Code	County	
Tax Identification Number					

II. NAMES AND DESCRIPTION OF ALL LEGAL ENTITIES (Indicate below if entity to be insured.)

Name	Description	Entity Type:	To be Insured?		Prior Acts Date
			Yes	No	
A			<input type="checkbox"/>	<input type="checkbox"/>	
B			<input type="checkbox"/>	<input type="checkbox"/>	
C			<input type="checkbox"/>	<input type="checkbox"/>	

III. COVERAGE REQUESTED

Effective Date:	Retroactive Date:	Deductible/SIR:
<input type="checkbox"/> \$100,000/\$300,000	<input type="checkbox"/> \$200,000/\$600,000	<input type="checkbox"/> \$250,000/\$750,000
<input type="checkbox"/> \$500,000/\$1,000,000	<input type="checkbox"/> \$500,000/\$1,500,000	<input type="checkbox"/> \$1,000,000/\$3,000,000
A "tail" policy is generally available as an option of your expiring Claims Made Policy. Are you purchasing a tail? <div style="float: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>		

Catlin Underwriting Agency, U.S., Inc.
3700 Buffalo Speedway, Ste. 600
Houston, TX 77098

IV. PROFESSIONAL LIABILITY INSURANCE COVERAGE (for previous three year period).

	Current Year	First Prior Year	Second Prior Year
Insurance Company			
Policy Number			
Limits of Liability	\$	\$	\$
Deductible or SIR and Amount	<input type="checkbox"/> Deductible	<input type="checkbox"/> Deductible	<input type="checkbox"/> Deductible
	<input type="checkbox"/> SIR	<input type="checkbox"/> SIR	<input type="checkbox"/> SIR
	\$	\$	\$
Coverage Form	<input type="checkbox"/> Claims-Made	<input type="checkbox"/> Claims-Made	<input type="checkbox"/> Claims-Made
	<input type="checkbox"/> Occurrence	<input type="checkbox"/> Occurrence	<input type="checkbox"/> Occurrence
Prior Acts Date			
Policy Period	Fr.: To:	Fr.: To:	Fr.: To:

Has any insurance company canceled, refused to issue or renew your Professional Liability insurance policy(ies)?

Yes No If yes, explain: _____

Main Location

Street _____ City _____ State _____ Zip _____

Owned Sq. feet _____ No. of floors _____ Date Acquired _____

Leased

Additional Locations

Location No. 2

Street _____ City _____ State _____ Zip _____

Owned Sq. feet _____ No. of floors _____ Date Acquired _____

Leased

Type of Operation (if not a clinic) _____

Location No. 3

Street _____ City _____ State _____ Zip _____

Owned Sq. feet _____ No. of floors _____ Date Acquired _____

Leased

Type of Operation (if not a clinic) _____

Location No. 4

Street _____ City _____ State _____ Zip _____

Owned Sq. feet _____ No. of floors _____ Date Acquired _____

Leased

Type of Operation (if not a clinic) _____

If additional space is required, use additional sheet.

Catlin Underwriting Agency, U.S., Inc.
3700 Buffalo Speedway, Ste. 600
Houston, TX 77098

- a. Date group entity was established: _____
- b. Length of time at main location: _____
- c. Within the next 12 month period, does the facility plan to:
- obtain another facility or entity? Yes No
 - add to the number of physicians? Yes No
 - expand the number of locations? Yes No

IF ANSWER IS YES TO ANY QUESTION ABOVE, PLEASE DESCRIBE ON YOUR LETTERHEAD.

V. ADMINISTRATION

- a. Name of Chief Executive Officer: _____
- b. Name of Medical Director: _____
- c. Name of Administrator/Risk Manager: _____

VI. PHYSICIANS (Individual applications required)

a. Please indicate the number of

	Current Year	First Prior Year	Second Prior Year
Full-time Physicians			
Part-time Physicians			
Dentists			
Podiatrists			
Total*			

* Please explain any year-to-year change that occurred in excess of 10%.

b. Are all physicians, surgeons, dentists and medical personnel duly licensed/certified to practice medicine in your state? Yes No

c. Number of Independent Contractors _____ (Certificates of Insurance required)

d. If you administer anesthesia, please complete the Anesthesia Supplement.

VII. SUPPORT STAFF

Catlin Underwriting Agency, U.S., Inc.
3700 Buffalo Speedway, Ste. 600
Houston, TX 77098

Employees and Contractors Total _____

Please enter the total number of full-time equivalent employees/contractors by classification on page 4.

CLASSIFICATIONS

	I. Number of FTE Employees	II. Number of FTE Contractors
Section A		
Midwife	_____	_____
Nurse Anesthetist	_____	_____
Nurse Practitioner	_____	_____
Operating Room Technician (Surgical)	_____	_____
Operating Room Technician (Non-Surgical)	_____	_____
Paramedic	_____	_____
Physician Assistant**	_____	_____
Scrub Nurse	_____	_____
Surgeon Assistant**	_____	_____
Total Ancillary Personnel	_____	_____
Section B		
Audiologist	_____	_____
Laboratory Technician	_____	_____
Nurse (R.N. & L.P.N.)	_____	_____
Optometrist	_____	_____
Perfusionist	_____	_____
Physical Therapist	_____	_____
Psychologist	_____	_____
Pulmonary Therapist	_____	_____
Registered Pharmacist	_____	(Inc. Pharmacy) _____
X-Ray Technician (w/o Therapy)	_____	_____
X-Ray Technician (with Therapy)	_____	_____
Other Miscellaneous Medical Personnel	_____	_____
Medical Assistants	_____	_____
Clerical	_____	_____

Catlin Underwriting Agency, U.S., Inc.
3700 Buffalo Speedway, Ste. 600
Houston, TX 77098

Total Miscellaneous Medical Personnel _____

** This classification applies to physician or surgeon assistants who have completed an approved course of study leading to university certification, national certification if required by the state, and who perform their duties under the direct supervision of a licensed physician or surgeon, assisting in the facility and/or research endeavors of the physician or surgeon.

VIII. OPERATIONS

a. Are any of the named insureds a party to any agreement or contract with any entity/individual which is not a part of this entity? Yes No
If yes, explain: _____

b. Patient Mix:

1. Fee for service	_____	10	_____	%
2. Pre-paid (HMO, PPO)	_____	30	_____	%
3. Medicare	_____	15	_____	%
4. Medicaid	_____	45	_____	%

Please explain the medical services that are not on a "fee for service" basis: _____

c. Average annual patient load: _____ (audited at policy expiration)

Percentage of transient patients _____ %

d. Does the clinic attract patients because of reputation in any particular field of medicine? Yes No

If Yes, please specify _____

e. Does the clinic own control, or staff one or more of the following:

- | | |
|--|--|
| a. Facilities for overnight patient monitor/care | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Hospital | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c. Surgicenter/Clinic Surgical Outpatient Unit | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d. Emergency Room | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| e. Birthing Center | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| f. Substance Abuse Programs | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| g. Radiation and/or Shock Therapy | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Catlin Underwriting Agency, U.S., Inc.
3700 Buffalo Speedway, Ste. 600
Houston, TX 77098

- h. Laboratory (Limited Lab facilities for patients only) Yes No
- i. X-ray Facility (Diagnostic) Yes No
- j. Pharmacy – Annual gross sales if Druggists Liability is requested \$ Yes No
- k. Optical Goods Store – If Yes, indicate annual gross sales \$ Yes No
- l. Hearing Aid Store – If Yes, indicate annual gross sales \$ Yes No

IF ANSWER IS YES TO ANY QUESTIONS ABOVE, PLEASE DESCRIBE ON YOUR LETTERHEAD.

Specify hospitals at which the clinic physicians hold staff or courtesy privileges:

Hospital Name	General	Child	JCAHO or ADA APPROVED	
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

IX. LOSS CONTROL

- a. Does the clinic have a Loss Control program? Yes No
 If Yes, show date of last site inspection _____
 Also, please describe nature of program on your letterhead.
- b. Does the clinic have an arbitration plan? Yes No
 If Yes, please describe nature of program on your letterhead.
- c. Does a Peer Review Committee exist? Yes No
- d. Please describe how fee related complaints are handled. _____
- e. Does the clinic provide for continuing education programs? Yes No
- f. Are any research or teaching programs conducted? Yes No
 If Yes, please describe on your letterhead.
- g. Is there a Credentials Committee? Yes No
- h. Are informed consent forms used? Yes No
- i. Describe how you dispose of contaminated materials, human tissue, nuclear materials, or other hazardous materials. _____
- j. Do you have an EPA Registration Number? Yes No
 If Yes, attach the RCRA or Super Fund application Forms.
- k. Are oxygen and other gas cylinders used? Yes No

Catlin Underwriting Agency, U.S., Inc.
3700 Buffalo Speedway, Ste. 600
Houston, TX 77098

If Yes, indicate where stored. _____

I. Radiation

Does the clinic use radium or other isotopes?

Yes No

If Yes, describe on your letterhead safety precautions taken.

Describe type and frequency of tests for stray X-Ray radiation.

m. Do floor and ceiling of room in which radium and X-Ray are used have lead lining or equivalent protection?

Yes No

n. Does the clinic edit or sell publications, video tapes or other media?

Yes No

If Yes, please explain. _____

Catlin Underwriting Agency, U.S., Inc.
3700 Buffalo Speedway, Ste. 600
Houston, TX 77098

X. NEW PHYSICIANS

a. How are qualifications of new physicians checked? (Describe)

b. Are all prospective physicians required to be Certified or Board Eligible? Yes No
If No, explain reasons on your letterhead.

XI. MEDICAL RECORDS PROCEDURES (Check those applicable)

- a. Terminal Dicit
 Color Coded
 Alphabetic
 Numerical with Cross Reference File
 Centralized
 Fastened in Folder
 Loose Leaf Binder
 Progress Notes Written (signed and dated by Physician)
 Progress Notes Types (signed by Dictating Physician)
 Drug Allergies Noted in Patient File
 Medical Records Librarian
 Medical Records Supervisor
 Medical Records Committee

b. How are records keeping deficiencies handled?

c. Are all records kept at the Main Facility Location? Yes No
If No, indicate where and by whom they are kept.

XII. ACCREDITATION

a. Are you a member of a national organization? Yes No
Explain: _____

b. Is the clinic certified or accredited a national organization? Yes No
Explain: _____

(Include copy of most recent survey, certification, or accreditation.)

Catlin Underwriting Agency, U.S., Inc.
3700 Buffalo Speedway, Ste. 600
Houston, TX 77098

XIII CLAIMS INFORMATION

Has any claim or suit for alleged malpractice ever been brought against you, or are you aware of circumstances that might reasonably lead to such a claim of suit? Yes No If yes, complete a claims supplement for each claim. Total Number of Claims Open Closed

Please provide the following information.*

- a. On a separate page, list Names, Specialty Field, State of License, and Number of Hours Worked of all employed physicians, employed surgeons, interns and residents.
- b. Breakdown of surgical procedures being performed at the facility annually, by type.
- c. JCAHO Report with Recommendations including Status of Recommendations.
- d. Current Financial Statement.
- e. Copy of by-laws of the Clinic.
- f. The Job Description of the Risk Manager.
- g. All Hold Harmless Agreements.
- h. Actuarial Review for the S.I.R.
- i. Trust Agreement for the S.I.R.
- j. Copies of all contracts with Independent Physician's Groups
- k. Contracts with Area Hospitals

*** The information requested is mandatory before a quotation can be promulgated.**

Catlin Underwriting Agency, U.S., Inc.
3700 Buffalo Speedway, Ste. 600
Houston, TX 77098

We hereby certify that if Prior Acts coverage is being requested, we have no knowledge of any professional liability claims which have been asserted against us, or any affiliated professional association, corporation or subsidiary, or of any occurrence, incident, or circumstance likely to result in such claim on or after the requested initial effective date of the Prior Acts coverage, except the following. (Provide a brief description of each such claim, occurrence, incident or circumstance):

I understand that falsification or material inaccuracy of any part of the above information can result in the immediate cancellation of my policy, and that no claims shall be paid nor coverage provided in the event of such falsification or material inaccuracy.

I agree to be bound by the terms and conditions contained in the policy to be issued, in the event this application is approved.

I hereby certify that the above information is correct, and that I have no knowledge of any incidents, pending claims, or any other activities that might result in a claim other than those listed on this application. I authorize release and exchange of information involving underwriting or claims matters among insurance carriers.

Chief Executive Officer or
Chief of Medical Staff
(Signature Required)

Date

Clinic Administrator
(Signature Required)

Date

Signing this application does not bind any carriers to complete the insurance. All information requested in this application is considered material and important. If any carrier agrees to be bound under the terms of this application, your policy is void if you withhold any information from us, mislead us, or attempt to defraud or lie to us about any matter contained in this application.