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

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## **Submission Requirements**

### **Surgery Center, Imaging Center, Medical Clinic, Medical Staffing**

- Fully completed appropriate insurer application.
- Currently valued loss runs for the last 5 years.
- Detailed description of all claims greater than \$25,000.
- Insured's brochures, website and/or description of operations.
- Copy of the current declarations page to include coverage form, limits and retroactive date if applicable.
- Expiring company and premium with target price if available.
- Last annual financials of the insured.
- Where appropriate, a breakdown of all procedures done by the insured. If possible this should be more detailed than on the application.
- Copy of state facility license.

#### **Surgery Centers – must include the following**

- Any certification the insured has, i.e. AAHC. This includes any inspection or report done by the certifying organization. (This is the full report done not just the cover page. If it is current and addresses appropriate issues, it might allow the waiving of the required inspection.)
- Medical bylaws. If they do not address the doctor's limits requirement, this should be stated on the insured's letterhead.
- Any and all transfer agreements.

#### **Start Up Facilities – must include the following**

- ProForma financials.
- Copy of business plan.
- Copy of procedures manual.
- Resume of key individual(s).



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