

MEDICAL LABS AND MEDICAL IMAGING CENTERS

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: 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 contact: _____

7. Date Established _____ Years under current management _____

8. 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: _____ | |

9. Enterprise is: For Profit Not For Profit



OPERATIONS AND PROFESSIONAL ACTIVITIES

10. Please describe nature of applicant's operations

11. Applicant's operations are: Mobile Stationary

12. 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 – specify:	\$ _____	\$ _____
Total Gross Revenue	\$ _____	\$ _____

13. Please indicate total number of:

Tests in the **last** 12 months _____

Tests in the **next** 12 months _____

14. Please provide percentage of specimens / images:

- a. Collected directly from patients _____ %
- b. Received by the applicant from outside sources _____ %

15. Please provide the percentage of services provided for:

Hospitals	_____ %	Nursing Homes	_____ %
Physician offices	_____ %	Industrial Facilities	_____ %
Veterinary Clinics	_____ %	Other (describe):	_____ %

16. Please indicate the number and types of Medical **IMAGING** Tests performed. Check here if "None"

TYPE OF TEST	IN LAST 12 MONTHS	PROJECTED FOR NEXT 12 MONTHS
Bone Density Scan		
CAT/ CT Scans		
EKG/EEG		
Mammograms		
MRI		
PET scans		
Ultrasound/ Sonography		
X-Ray		
Other (describe):		



17. Please indicate the number and types of Medical **LAB** Tests performed. Check here if "None"

TYPE OF TEST	IN LAST 12 MONTHS	PROJECTED FOR NEXT 12 MONTHS
Cytopathology		
Histopathology		
HIV / AIDS Testing		
Drug or Alcohol Testing		
DNA Testing to include paternity		
OTHER:(specify)		
OTHER:(specify)		

18. Is the applicant involved in any of the following (explain all "yes" answers in the space provided below or additional pages as needed):

- a. Blood banking or cross matching? YES NO
- b. Manufacturing, dispensing, or testing pharmaceuticals? YES NO
- c. The use of radioactive material other than used in X-Ray equipment? YES NO
- d. Therapy or treatment procedures? YES NO
- e. Medical, genetic, AIDS or drug research YES NO
- f. Manufacturer and/or sell laboratory equipment or supplies, reagents or software YES NO

19. Is the applicant involved in reading or interpreting of X-Rays, Medical images, Pathology Slides or other similar tests? YES NO
 If yes, who is performing these services? Please also indicate if this is contracted or employed individual or group.

_____ Employee Contractor

20. If the applicant is providing any reading or interpretation services, are said results conveyed to the patient on the applicant's letterhead? YES NO
 N/A

21. Please indicate any accreditations or approval's held by the applicant:

- Joint Commission
- CLIA Approved Lab
- National Institute on Drug Abuse (NIDA) Approved
- ACR accreditation
- Other: _____
- Other: _____



STAFFING

22. Please provide number of employed and contracted staff:

Profession	Employed		Contracted	
	Full-time	Part-time	Full-time	Part-time
Lab Technicians				
RN/LPN				
Pathologists				
Phlebotomists				
Physician (other than pathologists or radiologists)				
Radiologists				
X-Ray Technicians				
Other: Specify				

23. Are all above individuals licensed in accordance with applicable state and federal regulations? YES NO

24. Do all physicians (**employed and contracted**) carry their own professional liability coverage? YES NO

If yes, what limits do they carry? _____

25. Please provide the name and specialty of the applicant's Medical Director: _____

Does the applicant's Medical Director have direct patient care? YES NO Please specify Full Time or Part Time

26. Please indicate all of the hiring/screening procedures used for professionals and paraprofessionals who provide patient care services at your facility:

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



GENERAL LIABILITY - complete only if you are requesting GL coverage

28. Building Description

	<u>Buildings / Locations</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

29. 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

30. Has any claim for General Liability **ever** been made against any person(s) or entity(ies) proposed for this insurance? If Yes, complete a supplemental claims form for each. YES NO

31. Is (are) any person(s) or entity(ies) proposed for this insurance aware of any fact, circumstance or situation which may result in a General Liability claim, such that would fall under the proposed insurance? If Yes, complete a supplemental claims form for each. YES NO

COVERAGE HISTORY

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

Insurer	Dates covered	Limits of Liability Per claim/ agg	Deductible	Premium	Retroactive date

33. 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? _____



purpose of defrauding or attempting to defraud the policyholder or claiming with regard to a settlement or award payable for insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

NOTICE TO DISTRICT OF COLUMBIA APPLICANTS: WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

NOTICE TO FLORIDA APPLICANTS: Any person who knowingly and with intent to injure, defraud or deceive any insurance company files a statement of claim containing any false, incomplete or misleading information is guilty of a felony of the third degree.

NOTICE TO HAWAII APPLICANTS: For your protection, Hawaii law requires you to be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.

NOTICE TO KENTUCKY APPLICANTS: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance 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.

NOTICE TO LOUISIANA 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 fines and confinement in prison.

NOTICE TO MAINE 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 may include imprisonment, fines, or denial of insurance benefits.

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 CLAIMS INFORMATION

If reporting more than one claim, then please photocopy this form 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: _____
Date reported to insurance company: _____
Name of insurance company: _____
Date of incident and your treatment: _____
Allegations: _____

Additional Defendants: _____
What is the present condition of the patient? _____

Status of Claim

<input type="checkbox"/> Suit threatened, no action taken	Court outcome in your favor:	Unresolved/Open
<input type="checkbox"/> Suit filed but dropped by claimant	<input type="checkbox"/> Jury verdict	<input type="checkbox"/> Awaiting mediation
<input type="checkbox"/> Summary judgment in your favor	<input type="checkbox"/> Directed verdict	<input type="checkbox"/> Awaiting court action
<input type="checkbox"/> Suit settled out of court	Court outcome in favor of plaintiff:	Reserve amount:
a. Date claim paid: _____	<input type="checkbox"/> Jury verdict	\$ _____
b. Amount paid: \$ _____	<input type="checkbox"/> Directed verdict	
c. Did you want to settle?	Amount of loss payment:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	

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: _____