Conway
E&S, INC.

100 Allegheny Dr., Suite 100
Warrendale, PA, 15086

PHONE 724.779.9700
FAX 724.779.9701

Specified Medical Professions for Professional Liability Application

APPLICANT'S INSTRUCTIONS:

1. Answer all questions. If the answer requires detail, please attach a separate sheet.
2. Application must be signed and dated by owner, partner or officer.
3. Please do not complete application earlier than 45 days before proposed effective date of coverage.
4. PLEASE READ CAREFULLY THE STATEMENTS AT THE END OF THIS APPLICATION.

1. APPLICANT INFORMATION

a. Full name of Applicant (include professional degree if applicant is an individual):

_____

b. Principal business premise address:

_____

Please attach a list of additional office addresses.

c. Number of Employees: Full time _____ Part time _____ Seasonal _____ Total _____

d. Business Phone: _____ Home Phone: _____

e. Date of Birth: _____ Place of Birth: _____

Are you a U.S. citizen? ☐ Yes ☐ No If No, your status, date of entry into USA: _____

f. Square feet of total office space (all locations): _____

g. Your practice:

☐ Solo practitioner (unincorporated) ☐ Professional corporation (for profit)
☐ Solo practitioner (incorporated) ☐ Professional corporation (non-profit)
☐ Partnership ☐ Employee of _____
☐ Professional Association (Give name of employer)
☐ Other (please describe)_____

h. Formal business, corporate or partnership name:

i. Please list the names of all partners or members of your professional association/corporation who provide professional services: _____

_____

_____

j. Please attach a copy of your letterhead.

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k. Is the Applicant a "Covered Entity" under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule? ☐ Yes ☐ No

If yes,

(i) Has the Applicant implemented procedures to comply with the HIPAA Privacy Rule? ☐ Yes ☐ No

(ii) Provide the name and title of the Applicant's Privacy Officer.

_____

2. EDUCATION/EXPERIENCE (Individual Applicant Only)

Institution Name and Address	**Years of Training**	**Degree or Certification Attained**
_____	From _____ To _____	
_____		
_____	From _____ To _____	
_____		
_____	From _____ To _____	
_____		

(i) Where have you practiced your profession during the last ten years?

In From To
In From To
In From To

(ii) Have you ever failed any professional licensing or specialty organization examination? ☐ Yes ☐ No

If yes, please attach a detailed explanation including the dates and location.

3. APPLICANT PRACTICE

a. Please list all the states where you are licensed to practice.
If NONE, please attach an explanation.

b. Please indicate your professional specialty (CHECK ONE):

☐ Chiropractor
☐ Counselor (Describe)
☐ _____
☐ Dental Hygienist
☐ Hearing Aid Fitter
☐ Home Health Care Agcy.
☐ Inhalation Therapist
☐ Laboratory Technician
☐ Medical Personnel Pool
☐ Naprapath
☐ Nurse, Licensed Practical
☐ Nurse, Registered
☐ Nurses Registry
☐ Occupational Therapist
☐ Optician
☐ Optometrist
☐ Orthotist
☐ Other (Specify) _____
☐ Pharmacist
☐ Physical Therapist
☐ Psychologist
☐ Social Worker
☐ Speech Therapist
☐ Veterinarian
☐ Visiting Nurse Assoc.
☐ X-ray Technician
☐ Perfusionist

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c. Please indicate the sources and amounts of actual and projected revenue:

	Source Amount	This Fiscal Year	Amount Next Fiscal Year
(i)	Charitable Contributions:	$_____	$_____
(ii)	Government Funding:	$_____	$_____
(iii)	Fee for Services:	$_____	$_____
(iv)	Other:_____	$_____	$_____
TOTAL GROSS REVENUE		**$**_____	**$**_____

d. Please provide the number of patient or client visits:

Type of Visit	Number of Visits Last 12 Months	Number of Visits Next 12 Months
Clinic	_____	_____
Laboratory	_____	_____
Other (specify)_____	_____	_____
TOTAL NUMBER OF VISITS	_____	_____

e. Please specify any professional societies or associations in which you are a member:

☐ Yes ☐ No

f. Are you associated with or do you work for a physician or surgeon?
If yes, please give the name and the specialty of the physician:

_____
_____
_____

g. Please give the approximate percentage of time spent in the following work locations:

_____% Administrative Office _____% Laboratory _____% Hospital Ward (specify)
_____% Classroom _____% Operating Room
_____% Patient's Home _____% Nursing Home
_____% Emergency Dept of Hospital _____% Outpatient Clinic _____% Professional Office
_____% Other (specify) _____

h. Please indicate the approximate division of your patients or clients among:

_____% Hemodialysis _____% Psychiatric _____% Bariatrics
_____% Holistic Medicine _____% Drug Addicts _____% Physical Rehabilitation
_____% Surgical _____% Alcoholics _____% Disability Evaluation
_____% Stress Testing _____% Obstetrical _____% Research or Experimental
_____% Communicable _____% Dental _____% _____
_____% Family Planning _____% Pediatric _____% _____

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i. Please indicate the number and type of your employees and/or volunteers.
IF NONE, STATE NONE.

Type of Profession	**No.**	**Type of Profession**	**No.**
Inhalation Therapists	_____	Opticians	_____
Laboratory Technicians	_____	Optometrists	_____
Nurse Anesthetists	_____	Perfusionists	_____
Nurses, Licensed Practical	_____	Pharmacists	_____
Nurse Practitioner	_____	Physiotherapists	_____
Nurses, Registered	_____	Social Workers	_____
Speech Therapists	_____	Other (please specify)	_____

j. Are all of the above individuals licensed in accordance with applicable state and federal regulations?

☐ Yes ☐ No

If no, please attach an explanation.

4. APPLICANT PROCEDURES

a. Do you render professional services directly to patients? ☐ Yes ☐ No

If yes, please describe in detail and indicate the extent of supervision by others.

Description of Professional Services	Percent of Time Supervised	Qualifications of Supervisor
_____	_____ %	_____
_____	_____ %	_____
_____	_____ %	_____

b. Do you render professional services that do not involve contact with a patient? ☐ Yes ☐ No

If yes, please describe these services in detail.

c. (i) Do you perform or assist in any surgical procedures? ☐ Yes ☐ No

(ii) Please list ALL surgical procedures performed (including minor surgery):

_____

_____

_____

(iii) Is anesthesia (other than topical or by means of local infiltration) administered by either yourself or others?

☐ Yes ☐ No

If yes, please attach a detailed explanation.

(iv) Do you perform or assist in any surgical procedure(s) in a professional office or similar non-hospital facility?

☐ Yes ☐ No

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d. Do you perform radiation therapy? ☐ Yes ☐ No
e. Do you perform psychiatric shock therapy? ☐ Yes ☐ No
f. Do you compound in bulk, manufacture or wholesale medicine? ☐ Yes ☐ No
If yes, please provide a detailed explanation.

g. (i) Do you perform veterinary services? ☐ Yes ☐ No
If yes, please indicate the approximate division of your work among the following categories.
_____ % Greyhounds _____ % Thoroughbreds
_____ % Animals valued over $5,000.
Please attach an explanation including the frequency and the type(s) of animals treated.

h. Do you administer artificial insemination? ☐ Yes ☐ No
If yes, please answer the following questions:
(i) What type(s) of animals are involved? _____
(ii) Are you responsible for the storage of the semen? ☐ Yes ☐ No
If yes, please explain.
(iii) What percent of your practice is involved with artificial insemination? _____ %

i. Are you ever responsible for identifying contagious diseases in your locality and/or for recommending remedial action? ☐ Yes ☐ No
If yes, please attach a detailed explanation.

5. PERSONNEL

a. Please list the number and type of independent contractors who provide professional services on your behalf. IF NONE, STATE NONE.

No.	Type of Profession	No.	Type of Profession	No.	Type of Profession
	Inhalation Therapists		Laboratory Technicians		Nurse Anesthetists
	Nurses, Licensed Practical		Nurse Practitioner		Nurse, Registered
	Opticians		Optometrists		Perfusionists
	Pharmacists		Physiotherapists		Social Workers
	Speech Therapists		Other (specify)		

b. Do you supervise any individuals who are not your own employees? ☐ Yes ☐ No

If yes, please provide a detailed explanation of responsibilities and relationships to the entity which employs these individuals.

c. Please indicate by profession the number of individuals you supervise.

No.	Type of Profession	No.	Type of Profession
	Physicians		Laboratory technicians
	X-ray technicians		Other (please specify)

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6. APPLICANT AFFILIATIONS

a. Do you own or operate any business other than that shown in Question 1(a) above? ☐ Yes ☐ No

If yes, please give details on a separate sheet.

b. Are you employed by any individual or entity other than that shown in Question 1(a) above? ☐ Yes ☐ No

If yes, please attach an explanation describing details of your responsibilities.

c. Are you under contract to any individual or entity other than that shown in Question 1(a) above? ☐ Yes ☐ No

If yes, please attach an explanation describing details of your responsibilities.
If your contract contains a hold-harmless agreement, a copy of the contract must be attached.

d. Are you employed by or under contract to any government entity? ☐ Yes ☐ No
If yes, please attach an explanation including the details of your responsibilities.

e. Do you advertise your professional services in any manner (other than a simple list ing in a telephone directory)? ☐ Yes ☐ No
If yes, please attach a copy of ALL of your advertisements.

f. Are you associated with any agency or organization that engages in any kind of advertising for, or solicitation of, patients? ☐ Yes ☐ No
If yes, please attach a detailed explanation and a copy of ALL of your advertisements.

g. Do you own (wholly or in part), operate, or administer any hospital, nursing home or other institutions where medical services are customarily rendered? ☐ Yes ☐ No
If yes, please give details including the name, location, size and number of beds.

_____

_____

h. If you have a training school, please complete the following. Attach a separate sheet if needed.

Specify Profession For Which Students Are Being Trained	Max. No. Of Students Per Session	No. of Sessions Per Year	% of Time Involved in Clinical Setting	Number of Faculty	Qualifications of Faculty (e.g. MD, RN, PhD, etc.)

i. (i) Do you use a collection agency? ☐ Yes ☐ No
If yes, please state the name of the agency

(ii) Does the agency have the authority to file a collection suit at its discretion? ☐ Yes ☐ No

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7. APPLICANT HISTORY/CLAIMS

(Attach a detailed explanation for any YES answers)

a. Have you or any of your employees:

(i) Ever been the subject of disciplinary or investigative proceedings or reprimand by a governmental or administrative agency, hospital or professional association? ☐Yes ☐No

(ii) Ever been convicted for an act committed in violation of any law or ordinance other than traffic offenses? ☐Yes ☐No

(iii) Ever been treated for alcoholism or drug addiction? ☐Yes ☐No

(iv) Ever had any state professional license or license to prescribe or dispense narcotics refused, suspended, revoked, renewal refuses or accepted only on special terms or ever voluntarily surrendered same? ☐Yes ☐No

(v) Ever had any insurance company or Lloyd's cancel, decline, refuse to renew or accept only on special terms their malpractice insurance? ☐Yes ☐No

b. Please list prior professional liability insurance carried for each of the past four years.
IF NONE, STATE NONE.

Policy Insurance Carrier	Policy Number	Limits of Liability	Deductible (If any)	Premium	Inception Date	Expiration Date	Claims Made Policy Form?	Retro Date
							Yes☐ No☐	
							Yes☐ No☐	
							Yes☐ No☐	
							Yes☐ No☐	
							Yes☐ No☐	

c. Has any claim or suit been brought against you and/or any of your employees? ☐Yes ☐No
If yes, a Supplemental Claim Information Form must be completed for each claim or suit.

d. Are you aware of any circumstances which may result in a malpractice claim or suit being made or brought against you or any of your employees? ☐Yes ☐No

If yes, please give details on a separate sheet.

* NOTICE TO APPLICANT: The coverage applied for is SOLELY AS STATED IN THE POLICY, which provides coverage on a "CLAIMS MADE" basis for ONLY THOSE CLAIMS THAT ARE FIRST MADE AGAINST THE INSURED DURING THE POLICY PERIOD unless the extended reporting period option is exercised in accordance with the terms of the policy.

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WARRANTY: I/We warrant to the Insurer, that I understand and accept the notice stated above and that the information contained herein is true and that it shall be the basis of the policy of insurance and deemed incorporated therein, should the Insurer evidence its acceptance of this application by issuance of a policy. **I/We authorize the release of claim information from any prior insurer to the underwriting manager, Company and/or affiliates thereof.**

_____ _____

Name of Applicant Title (Officer, partner, etc.)

_____ _____

Signature of Applicant Date

SIGNING this application does not bind the Applicant or the Insurer or the Underwriting Manager to complete the insurance, but one copy of this application will be attached to the policy, if issued.