



- b. Please describe operations: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- c. List any subsidiary(ies) or affiliate(s), description of operations, % of ownership and date acquired: \_\_\_\_\_  
 \_\_\_\_\_
- d. Managed Care Organization Census Data:
- |  |              |              |
|--|--------------|--------------|
| (i) Enrollees:   | Last 12 Mos. | Next 12 Mos. |
| Total insured enrollees:   | _____        | _____        |
| Percentage of all enrollees in self-insured plans for which applicant acts as administrator:         | _____        | _____        |
| Percentage of all enrollees in charitable, governmental or religious body sponsored insurance plans: | _____        | _____        |
- (ii) Health Care Providers:
- Estimated number of participating health care providers: \_\_\_\_\_
- Estimated number of enrollees patients treated by participating health care providers: \_\_\_\_\_
- Are participating health care providers required to maintain individual medical professional liability insurance?  
 Yes  No If Yes, what limits of liability are required? \_\_\_\_\_
- e. If subsidiary(ies) not 100% owned by parent, provide details of the owners and percentage owned by each: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- f. Within the next 12 months, do you plan to:  
 Acquire or merge with another group or entity or make any major operational changes? .....[  Yes [  No  
 If Yes, please attach details.
- g. Do you, or any subsidiary or affiliate employ physicians, surgeons, dentists, or other health care professionals, in any medical capacity other than to perform administrative duties, peer review, utilization review or case management functions? .....[  Yes [  No
- h. Do you own, operate, or supervise a hospital, inpatient or outpatient clinic, pharmacy, dispensary or other medical facility? .....[  Yes [  No  
 If Yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_
- i. Are you involved in any operations that are not specifically addressed herein? .....[  Yes [  No  
 If Yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_
- h. 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. \_\_\_\_\_

Our Business Associate Agreement is available at [www.shand.com](http://www.shand.com) or by fax by calling (847) 572-6268 (Form No. ZZ50002). This is the only Business Associate Agreement we will recognize.

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**3. SERVICES**

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- a. Do you provide or contract with others to provide review of health care services including:  
Necessity/Cost of health care? .....[  Yes [  No  
Credentiailling of health care providers? .....[  Yes [  No  
Peer review and quality of health care?.....[  Yes [  No  
Utilization review and Case Management?.....[  Yes [  No  
Professional review board or committee activities?.....[  Yes [  No  
Other services? \_\_\_\_\_.....[  Yes [  No  
For all Yes answers, please provide a description of services rendered:
- b. Provide or contract with others to provide:  
Benefit/Claims Handling.....[  Yes [  No  
If Yes, please provide a description of claims handling services: \_\_\_\_\_  
\_\_\_\_\_
- c. Provide or contract with other to provide:  
Marketing/Advertising.....[  Yes [  No  
Management .....[  Yes [  No  
Data Processing.....[  Yes [  No  
Insurance/Risk Management/Actuarial .....[  Yes [  No  
For all Yes answers, please provide a description of services rendered: \_\_\_\_\_  
\_\_\_\_\_
- d. Revenues/Fees/Receipt from Services:
- |                  | Last 12 Mos. | Next 12 Mos. |
|------------------|--------------|--------------|
| Question a above | _____        | _____        |
| Question b above | _____        | _____        |
| Question c above | _____        | _____        |
- e. For those services itemized in (a), (b), and (c) above that are provided by others under contract are contractors required to show evidence of professional liability insurance? .....[  Yes [  No  
If Yes, what limits of liability are required? \_\_\_\_\_

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**4. CLAIMS/HISTORY**

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- a. If you answer "Yes" to any of the following, please attach details:  
Are you aware of any claims that have been made against you or incidents that may give rise to a claim? .....[  Yes [  No  
Please attach a schedule of claims and suits made against you in the past five years, including date of incident, date claim made, description of the incident, and the current paid and reserved indemnity and expense amounts.
- b. Are you, as of this date, aware of any conduct, circumstance(s) or claim(s) against you that have not been reported to your current or prior insurer(s)? .....[  Yes [  No
- c. Has any Director/trustee or Officer been charged or convicted of any criminal act in the past five years, or is any Director/trustee or Officer the subject of a pending criminal proceeding?.....[  Yes [  No
- d. Has any insurer canceled, refused to issue or renew any insurance policy? .....[  Yes [  No
- e. Has any federal or state regulatory authority or any certifying or accrediting body criticized or noted deficiencies in any of your operations or finances? .....[  Yes [  No
- f. During the past seven years, have you, your directors, officers, trustees, employees, volunteers or staff, review or committee members had any claim or suit brought against you for wrongful termination, employment-related discrimination, sexual harassment or retaliatory treatment against employees, including complaints filed with the Equal Employment Opportunity Commission to any similar state or local agency or authority? .....[  Yes [  No

- g. Are you, or any of your directors, officers, trustees, employees, volunteers or staff, review or committee members aware of any fact, conduct, or circumstance which might give rise to a claim or suit alleging wrongful termination, employment-related discriminations, sexual harassment or retaliatory treatment against employees? .....[ ] Yes [ ] No

With prejudice to any other rights and remedies of the Company, any claim or suit arising from any fact, conduct, circumstances or situation required to be disclosed in response to any of the above questions, is excluded from the proposed insurance.

**5. SUPPLEMENTARY INFORMATION**

Please include the following with the application: (Check items included):

- o Specimen of each type of contract and service agreement used for providers, subscribers, other.
- o Peer review procedures, utilization review procedures, and credentialing process.
- o Latest audited financial information or forecasted budget.
- o Advertising brochures and marketing materials.
- o Claim processing procedures, including denial of benefits procedures and complaint or grievance process.
- o Organizational chart (if more than one entity).
- o Employment application forms.
- o Employee benefits hand book.
- o Employee evaluation forms.
- o If an LLC: Operating or Organizing Agreement Indemnification provisions of the by-laws, charter or articles of incorporation.

\* 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.

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 Bedford Underwriters Ltd., PO Box 278, Plymouth, WI 53073.

\_\_\_\_\_  
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.