

# Healthcare Facility Medical Management Services Professional Liability Supplemental Application



PO Box 590009 • Birmingham, AL 35259-0009 • 800.282.6242 • Fax 205.868.4040

Management Company: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_

## 1. Services Provided by Management Company

A. Is applicant involved in utilization review for others on a fee basis?  Yes  No

If *yes*, please provide answers to the following:

	Last 12 Months	Projected Next 12 Months
Number of cases reviewed:	_____	_____
Amount of healthcare benefits denied:	_____	_____
Number of full-time utilization reviewers:	_____	_____

B. Is applicant involved in providing health care benefit claims handling and adjusting services?  Yes  No

If *yes*, please provide answers to the following:

	Last 12 Months	Projected Next 12 Months
Annual revenues derived from such service:	_____	_____
Approximate number of claims processed:	_____	_____
Number of claims denied:	_____	_____

C. Other management services provided:

- |   |  |
|---|--|
| <input type="checkbox"/> Payroll Administration         | <input type="checkbox"/> Clerical                                      |
| <input type="checkbox"/> Data Processing                | <input type="checkbox"/> Supply Procurement                            |
| <input type="checkbox"/> Accounting                     | <input type="checkbox"/> Lease Negotiation                             |
| <input type="checkbox"/> Claim Filing                   | <input type="checkbox"/> Contract Negotiation (MCO, Employment, Other) |
| <input type="checkbox"/> Sales and Marketing            | <input type="checkbox"/> Premium Financial Services                    |
| <input type="checkbox"/> RM/Loss Control Services       | <input type="checkbox"/> Actuarial Services                            |
| <input type="checkbox"/> Administration                 | <input type="checkbox"/> Other (give details):                         |
| <input type="checkbox"/> Insurance Placement/Consulting |  |
| <input type="checkbox"/> Human Resources                |  |
| <input type="checkbox"/> Legal Services                 |  |

How long is your standard contract with professional associations? \_\_\_\_\_

## 2. Credentialing by Management Company

A. Who is responsible for the credentialing of contracted health care providers?

B. If applicant is involved in credentialing/peer review services for others on a fee basis, what is the total revenue for:

Last 12 months: \_\_\_\_\_

Projected next 12 months: \_\_\_\_\_

Number of physicians credentialed or reviewed: \_\_\_\_\_

C. How often does the re-credentialing process of contracted health care providers take place?

- D. If credentialing is subcontracted:
- i. Does applicant review the process?  Yes  No
  - ii. Is the subcontractor required to maintain errors and omissions insurance?  Yes  No  
If *yes*, what limits are required by the applicant? \_\_\_\_\_
  - iii. Are you added as Additional Insured or provided with Hold Harmless clause?  Yes  No
- E. Does applicant query any available data bank on a contracted provider during the credentialing process?  Yes  No
- F. Are on-site visits conducted by applicant of contracted health care providers?  Yes  No  
How often? \_\_\_\_\_
- G. Are restrictions placed on the practice of any health care provider who has a mental or physical disorder that may impair their ability to practice medicine?  Yes  No  
If *yes*, please provide details: \_\_\_\_\_
- H. Have any providers been removed or disqualified from applicant's approved panel in the past 36 months?  Yes  No  
If *yes*, how many? \_\_\_\_\_  
Please provide details: \_\_\_\_\_

**3. Management Company Personnel**

---

- A. Total number of employees: \_\_\_\_\_
- B. Does applicant employ physicians, surgeons or any other clinical health care professionals in any medical capacity except to perform administrative duties, peer review, or utilization review functions?  Yes  No  
If *yes*, provide details and schedule of employees: \_\_\_\_\_  
\_\_\_\_\_
- C. Do applicant's legal representatives review and approve all contracts, sales, literature, and brochures prior to their use?  Yes  No

**4. Management Company General Information**

---

Fully describe any operations with which you are involved that have not been addressed in prior questions.

**5. Schedule of Entities to be Managed**

---

- A. Please schedule each entity, hospital, clinic or other health care facility for which management services are provided:
- | Name  | # Beds | # Outpatient Visits |
|-------|--------|---------------------|
| _____ | _____  | _____               |
| _____ | _____  | _____               |
| _____ | _____  | _____               |

B. Please schedule physician groups and individual physicians:

Name

Specialty

_____	_____
_____	_____
_____	_____

C. Are all contracted health care providers (physicians and others) required to maintain medical malpractice insurance?

Yes  No

If *yes*, what minimum limits are required? \_\_\_\_\_

**6. Insurance Policy Information for Entities to be Managed**

Policy Period: From \_\_\_\_\_ To \_\_\_\_\_ Retroactive Date: \_\_\_\_\_

Limits of Liability: \_\_\_\_\_ Applicable Deductible: \_\_\_\_\_

**Fraud Warning** – I acknowledge the applicable fraud warning for my state as shown on the Fraud Warning Notices Page.

**Consent to Conditions of Consideration of the Application for Insurance**

I accept the following conditions during the processing and consideration of my application—regardless of whether or not I am granted insurance—and for the duration of the insurance which may be issued to me:

To the fullest extent permitted by law, I extend absolute immunity to, and release ProAssurance, its directors, officers, agents, employees and other authorized representatives from any and all liability for any acts pertaining to my application for insurance, including ultimate cancellation, rejection, or approval for insurance, and any communications, reports, records, statements, documents, or disclosures, including otherwise privileged or confidential information, made or given in good faith with respect to such application.

**Important:** Incomplete or incorrect information could require retroactive upward premium adjustment and, in the event of a claim, could lead to a denial of coverage. The following is an Authorization to Release Information which requires your signature. Please read it carefully.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Insurance Agent/Broker (if applicable):	
Agent: _____	Phone: _____
Agency: _____	Fax: _____
Address: _____	Email: _____
_____	License No.: _____
Signature: _____	

**Important Notice About the  
Policy of Insurance for Which  
You Have Applied**

**This Document Affects Your Legal Rights**

**Read the Following Information Carefully**

1. The policy for which you have applied includes a binding arbitration agreement.
2. The arbitration agreement requires that any disagreement related to this policy must be resolved by arbitration and not in a court of law.
3. The results of the arbitration are final and binding on you and the insurance company.
4. In an arbitration, an arbitrator, who is an independent, neutral party, gives a decision after hearing the positions of the parties.
5. When you accept this insurance policy you agree to resolve any disagreement related to the policy by binding arbitration instead of a trial in court including a trial by jury.
6. Arbitration takes the place of resolving disputes by a judge and jury and the decision of the arbitrator cannot be reviewed in court by a judge and jury.

**Acknowledgement of Arbitration Agreement**

I have read this statement. I understand that I am voluntarily surrendering my right to have any disagreement between the insurance company and myself resolved in court. This means I am waiving my right to a trial by jury.

I understand that upon receipt of the policy I should read the arbitration clause contained in the policy and that I have the right to reject this policy within three (3) days of the date of delivery if I do not want to accept the requirement for arbitration.

---

Applicant's Signature	Date	Time
-----------------------	------	------

---

Agent	Date	Time
-------	------	------

**Note:** You will need to sign this notice to be considered for coverage.