

## **Professional Entity Application Instructions and Eligibility Requirements**

**PLEASE READ CAREFULLY.**

Your policy will not provide separate limits of coverage to your entity for professional services provided or medical incidents. In order for your Professional Entity to have separate limits coverage and for certain employees to share in this limit with the entity, you **MUST** apply for this coverage. We are enclosing the necessary application for you to complete if you wish to apply for coverage.

Please be advised that each entity applying for this coverage need only return one application regardless of the number of providers in the entity. Only the authorized representative of the entity should complete the application and return it to us. Please coordinate the completion of this application amongst all members of the entity.

**In order for a Professional Entity to be eligible for coverage it must meet the following criteria:**

- **MLMIC must insure at least 75% of the members and/or employed physicians of the entity;**
- **The Professional Entity must be incorporated in New York State;**
- **Members and employed physicians, surgeons, or physician extenders in the practice must be acceptable based on MLMIC's underwriting standards; and**
- **All members, employed physicians and/or physician extenders must carry individual limits of insurance of at least \$1,000,000 each person/ \$3,000,000 total limit.**

The premium for your Professional Entity depends on a number of factors. The cost of coverage for a professional entity is based upon a percentage of the total premium of all members and employees who are physicians, surgeons and extenders. Claims made factors would be applied accordingly for claims made coverage.

Please note, all applications are subject to prior approval.



2 Park Avenue  
New York, NY 10016  
Tel: 212-576-9800

8 British American Blvd.  
Latham, NY 12110  
Tel: 518-786-2700

2 Clinton Square  
Syracuse, NY 13202  
Tel: 315-428-1188

90 Merrick Avenue  
East Meadow, NY  
Tel: 516-794-7200

**Application for Physician/Surgeon Professional Entities Related to a Members Practice – Professional Liability**

Please **type** or **print** responses and answer all questions. Coverage will not be considered until this application is complete.

**PLEASE NOTE:**

- A limit of \$1,000,000 each person/ \$3,000,000 aggregate is the maximum limit available and unless otherwise requested, is the limit that will be provided if this application is approved.
- The type of coverage available (claims made or occurrence) will be determined based on the information provided in this application.
- **All applications are subject to prior approval. If your application is approved, coverage can be provided no earlier than the day following the postmark on the envelope containing the completed and signed application.**

**Requested coverage effective date:** \_\_\_\_\_

1. Legal name of professional entity as it appears on your entity’s Articles of Incorporation or Partnership Agreement:

\_\_\_\_\_

2. Is this entity known by any other names (DBA’s)?  Yes  No

If yes, please list: \_\_\_\_\_

3. Address(es) of entity (street address, city, state, zip code):

\_\_\_\_\_  
\_\_\_\_\_

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

4. Name and title of entity insurance contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

5. Type of entity:  Professional Corporation  Professional Limited Liability Company  
 Partnership  Professional Limited Liability Partnership

6. Is the Professional Entity incorporated in New York State?  Yes  No  
(Please note that incorporation in New York State is a requirement for coverage.)

Date of Incorporation: \_\_\_\_\_ Taxpayer ID#: \_\_\_\_\_

7. Check all of the following which describe the medical service classification(s) for this entity:

Physician office practice or medical group

New York Article 28 healthcare facility (please describe and also list current professional liability insurance company & limits):

\_\_\_\_\_  
\_\_\_\_\_

If the facility / entity is a surgery center, what is the average number of surgeries performed per month? \_\_\_\_\_

If the facility / entity provides services through a outpatient healthcare facility other than a surgery center (e.g. emergency room, urgent care, laboratory, etc.) what is the average number of monthly patient visits? \_\_\_\_\_

Does the facility / entity provide medical services (e.g. laboratory, imaging, physical therapy, etc.) to individuals who are not patients of any Member of the professional entity? \_\_\_\_ Yes \_\_\_\_ No If yes, please explain:

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**Independent Contractors:**

Please provide the following information for each independent contractor associated with the entity under contract or other agreement (use additional sheets if necessary):

(a) Name of independent contractor: \_\_\_\_\_

(b) List all medical professional services provided by this independent contractor (e.g. direct patient care, patient care assistance, locum tenens, diagnostic / imaging services, etc.):

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(c) List all non-medical professional services provided by this independent contractor (e.g. personnel or administrative services, billing services, maintenance services, vendor / supply services, other operational services, etc.):

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(d) List all medical professional services provided by the entity to this independent contractor (e.g. direct patient care, patient care assistance, locum tenens, diagnostic / imaging services, etc.):

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(e) List all non-medical professional services provided by the entity to this independent contractor (e.g. personnel or administrative services, billing services, maintenance services, vendor / supply services, other operational services, etc.):

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\_\_\_\_ other: (please describe any other medical professional services or non-medical professional services provided by this entity to members of the entity or to others):

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8. Have there been claims filed against the entity? \_\_\_\_ Yes \_\_\_\_ No

If yes, please submit currently valued loss runs for each claim.

9. Are you aware of any circumstances that could lead to a claim against the entity? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain:

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10. Is this entity engaged in any activity other than the practice of medicine ? \_\_\_ Yes \_\_\_ No

If yes, please explain:

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11. Have you signed or will you sign any contract / agreement to assume the professional liability of others? \_\_\_ Yes \_\_\_ No

If yes, please identify and explain:

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12. Please submit the following information for **physicians and physician extenders** (Registered Physician or Surgical Assistants, Certified Nurse Practitioners, Certified Nurse Midwives or Nurse Anesthetists) who are currently partners, shareholders, employees, or independent contractors of this entity: ( Please use page 4 to answer this question.)

- Name (indicate whether full time – FT or part time – PT)
- Specialty/type of services rendered
- License number
- Role in entity (partner, shareholder, employee, independent contractor and hours worked per week if part time)
- Current Insurance Company, Policy Number and Limits of Liability
- Type of Coverage (Claims Made or Occurrence)

13. Please submit a list of other employees showing number of employees by specialty type, e.g. nurses, lab techs, therapists, etc. (Please use page 4 to answer this question)

14. Please submit the following material with this application for coverage:

- Copy of your letterhead / stationery
- Articles of Incorporation, Professional Services Corporation Triennial Statement or Partnership Agreement
- Copies of any alternate name or DBA permits

**Important Notice: Claims Made Coverage**

If claims made coverage is indicated, please be aware that no coverage will be extended for any incidents, occurrences or alleged wrongful acts which took place prior to the retroactive date stated in the policy. Coverage is only provided for incidents that occur on or after the retroactive date stated in the policy and which are reported to the Company while the policy is in effect or within 60 days following termination of insurance, unless additional reporting period coverage is purchased, which would provide an unlimited time period to report covered claims. During the first several years, claims made premiums are lower than occurrence premiums, but then they increase substantially, independent of overall rate level increases, until the claims made risk reaches maturity.

**Note: Your signature is required following the Insurance Department Regulation statements which appear below:**

**Release of Information:**

I hereby authorize MLMIC Insurance Company to obtain full information from any insurance company or from any person with respect to the entity named in this application, including but not limited to , any claim or suit or incident pertaining to professional acts or omissions asserted against the entity. I expressly release and discharge from liability any insurance company or persons providing such information. I further authorize that a photocopy of this release is accepted with the same authority as the original.

**New York State Insurance Department Regulation Declares That:**

“Any person who knowingly and with intent to defraud any 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 five thousand dollars and the stated value of the claim for each such violation.

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Authorized Representative

