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Application for Counseling Center, Therapy Centers & Individual Professionals (Prof./GL)

1. Name of applicant _____
 Street address _____
 City _____ State _____ Zip _____

2. Individual Corporation Partnership Professional Association
 Other (Explain) _____

3. List full name of individual or partners and their interests: _____

4. Date established: _____

5. Indicate applicant's professional specialty (see questions 24-28): _____

6. Full description of operations: _____

7. Check all procedures you use when hiring professional, paraprofessional, or any other employee who will provide patient care services at your facility.

	<u>None</u>	<u>Verbal</u>	<u>Written</u>
a. Educational background or residency program check, when applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Previous employers check.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Personal references check.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Check for any pending license suspensions or revocations or any pending disciplinary actions by other facilities, or any professional liability or work-related claim that has previously been made against any individuals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Police background check.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any answer is "None", refer to company.

8. Please list the number and specialties of employed professionals: _____

9. Do you want your policy to cover your employees for their liability? There is a charge. Yes No
 NOTE: The policy already protects *you* for the acts of your employees.

10. AUDIT – Your premium will be **adjustable** on your exposure. If you exceed your estimated receipts, outpatient visits or other rating units, your premium will increase.
 Enter name and phone # of your audit contact person. _____
 Enter address where business records are kept. _____

11. Are you in private practice? Yes No Are you an employee? Yes No
 Indicate percent of time spent in the following work locations:
 _____ % Administrative office _____ % Outpatient clinic _____ % Classroom
 _____ % Laboratory _____ % Emergency Dept. of hospital _____ % Patient's home
 _____ % Professional office _____ % Nursing home _____ % Operating room
 _____ % Hospital ward (specify) _____
 _____ % Other _____

12. If services performed are counseling, please indicate % of total counseling:
- | | | |
|---------------------------|------------------------------|--------------------------------|
| _____ % Family planning | _____ % Drug detoxification* | _____ % S.T.D. |
| _____ % Abortion* | _____ % Drug methadone | _____ % Alcohol |
| _____ % Legal* | _____ % Family | _____ % Adoption screening* |
| _____ % Marital | _____ % Criminal* | _____ % Foster Care screening* |
| _____ % Sexual offenders* | _____ % Crisis intervention* | _____ % Domestic abuses* |
| _____ % Narcotics | _____ % Hot line* | _____ % Other (specify) |
- *If any, provide specifics.

13. a. If a "For-Profit Corp.", previous 12 months receipts: \$ _____
 Anticipated receipts for policy period: \$ _____
- b. If a "Not-For-Profit", previous 12 months outpatient visits: _____
 Anticipated outpatient visits for policy period: _____
 Operating budget or funding: \$ _____
- c. Anticipated number of "Hot Line" calls for policy period: _____
- d. Is applicant engaged in, associated with or involved in any other enterprise? Yes No
 If yes, provide details _____

14. List any professional association of which applicant is a member: _____

15. Describe any professional training, licensing or certification needed for this operation: _____

16. If you are an employee, please describe your management or supervisory duties: _____

17. If you contract your services to others on an independent contractor basis, whom do you work for? _____

18. Prior insurance carrier and loss history (If none, check here):

Year	Insurance Company	Policy Number and Premium	Loss Paid & Reserved	Loss Description

19. During the past five (5) years, have any claims been presented to your current or prior insurance carrier(s)? If yes, provide details. Include description of claim, date of loss, amount(s) paid and reserved. Yes No

20. Is applicant, or any other person for whom coverage is being requested, aware of any circumstances which may result in a claim? If yes, provide details. Yes No

21. Has applicant, or any other person for whom coverage is being requested, had any application for liability insurance denied, or any policy cancelled or non-renewed in the past five (5) years? If yes, please provide details. Yes No

IF SEXUAL MOLESTATION COVERAGE IS DESIRED, PLEASE ANSWER THE FOLLOWING QUESTIONS.

30. Please indicate the liability limits you are requesting.
 \$25,000/50,000 \$50,000/100,000 \$100,000/300,000 \$300,000/300,000
31. Please describe your hiring practices. _____

32. Do you have written guidelines regarding sexual misconduct? Yes No
33. What steps have you taken to prevent or avoid a sexual misconduct incident?
(e.g. same gender caregiver/client) _____

34. Have you or any employee, volunteer or other person working for you
ever been arrested or convicted of a crime? If yes, give details. Yes No

35. Has your facility had any incidents or claims brought against it for sexual
molestation or any other allegation of misconduct? If yes, give details. Yes No

36. Has any facility that you have been associated with in the past ever had any
incidents occur or claims brought against it while you were there? If yes, give details. Yes No

Notice to applicants: In most states any person who knowingly and with intent to defraud files an application for insurance containing any materially false information, or conceals for the purposes of misleading information concerning any fact material hereto, commits a fraudulent act, which is a crime.

Applicant's Signature: _____

Title: _____

Date: _____

Producing Agent: _____