



EmPRO INSURANCE COMPANY

Supplemental Application for

Home Healthcare Services

IMPORTANT: Processing of this application will be delayed if it is not completed in its entirety and the requisite attachments are not included.

1800 Northern Blvd
Roslyn, New York 11576
Telephone: (516) 365-6345 Fax: (516) 684-2365

EmPRO INSURANCE COMPANY

HOME HEALTHCARE SUPPLEMENTAL APPLICATION

INSTRUCTIONS

1. Please type or print clearly in ink.
2. Answer all questions completely for desired coverage. If any questions do not apply, please print "N/A" in the space provided.
3. If applicant needs more space, continue on a separate sheet of your firm's letterhead and indicate question number.
4. This form must be completed, signed and dated by a Principal or Officer of the firm.
5. PLEASE ATTACH ANY BROCHURES, LITERATURE OR DESCRIPTIVE MATERIALS PROVIDED TO CLIENTS.
6. Attach current annual financial statements.

PART I. APPLICANT INFORMATION

- a) Client Name: _____
(If more than one entity/subsidiary, please attach description and % owned for each)
- For Profit Not for Profit Partnership Other (Specify) _____
- b) Address: _____
- | | | | |
|--------|--------|-----|-------------------|
| Street | PO Box | | |
| City | State | Zip | County (Required) |
- Phone: _____ Fax: _____
- Website: _____ Email: _____
- c) Facility Tax ID #: _____ d) Total # of Employees _____
- e) Total Annual Gross Receipts: \$ _____
- f) Date Business Established: _____
(Required: Attach principal's resume if in business less than three (3) years)
- g) Type of Firm (Check all that apply):
- Home Health Care Provider Supplemental Staffing
 Nurse Registry Visiting Nurse Agency
 Other (Describe): _____

PART II. HIRING/SCREENING AND CREDENTIALING PROCEDURES

- a) 1. Are employees/contractors references contacted before hired/placed? Yes No
2. How are references checked? Written Verbal Both
- b) Does the applicant review criminal background screening results for all clinical employees/contractors prior to hire/placement? Yes No

If yes, at what level are criminal searches conducted? (Check those applicable)

County State Federal Felony Misdemeanor Convictions

- c) Does the applicant verify certification and/or professional licensure status of employees and independent contractors? Yes No
- d) Has the applicant formalized a drug and alcohol screening program requiring all employees/contractors to satisfy drug and alcohol testing prior to hire/placement and is there a procedure for screening suspect employees/contractors when drug or alcohol abuse is alleged? Yes No
- e) Are all employees/contractors required to sign a formal confidentiality statement? Yes No
- f) When utilizing contracted vendors, does the applicant require vendor submission of the following? (Check all that apply)
- Professional Liability Certificate of Insurance; specify limits required: _____
 - Licensure
 - Historical Loss Data

PART III. ACCREDITATION AND MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS

Check if applicant is a member of any of the following organizations: The National Association of Home Care (NAHC); Community Health Accreditation Program (CHAP); The Joint Commission; State Association Membership, please identify: _____

PART IV. RISK MANAGEMENT/QUALITY IMPROVEMENT

- a) Is the applicant licensed under Article 36 of the New York State Public Health Law? Yes No
If no, under what Article of the Public Health Law is the facility operating under? _____

- b) Has the applicant's license ever been suspended, revoked, voluntarily surrendered, or subject to probate in any state? Yes No
If yes, please explain: _____
- c) Does the applicant utilize a formal written Quality Improvement and Risk Management Program? Yes No
If no, please explain: _____
- d) Is the overall responsibility for risk management assigned to one individual in your firm? Yes No
If yes, please give name and title: _____
If no, please describe how risk management is monitored: _____

- e) Does the applicant have a formalized training and education program requiring staff attendance at mandatory in-servicing? Yes No
- f) If the applicant provides advanced skilled care (i.e., ventilator, chemotherapy, radiation therapy, etc.) what are the clinical expertise requirements and/or professional training for staff that will provide those services?

- g) Does the applicant conduct patient/client surveys? Yes No
- h) If the applicant enters into contractual agreements is there a review process requiring the following elements? N/A
- o Hold Harmless and indemnification clauses favorable to the applicant Yes No
 - o Insurance requirements Yes No
 - o Confidentiality clause Yes No
 - o Terms and renewal conditions clearly outlined Yes No
 - o Termination clause Yes No
 - o Defined roles and responsibilities Yes No

Please attach copies of all agreements.

PART V. CLAIMS HISTORY

- a) Have any claims/suits been made within the last seven (7) years against the applicant? Yes No
If yes, please attach a copy of insurance company loss reports for each claim or suit. Specify date, description, amount paid and amount outstanding for each claim.
- b) Is the applicant aware of any circumstances which may result in any claim or suit being made (including requests for medical records)?
If yes, please explain: _____
- c) Has any insurance company or Lloyd’s declined, canceled or refused to renew any of the applicant’s insurance? Yes No
If yes, please explain: _____

PART VI. PREVIOUS PROFESSIONAL LIABILITY INSURANCE (PAST FIVE YEARS)

Company	Limits of Liability	Effective Dates	Annual Premium	Claims Made or Occurrence Form	Retroactive Date (Claims Made Only)

PART VII. PREVIOUS GENERAL LIABILITY INSURANCE (PAST FIVE YEARS)

Company	Limits of Liability	Effective Dates	Annual Premium	Claims Made or Occurrence Form	Retroactive Date (Claims Made Only)

PART VIII. EMPLOYEES—ANNUAL STAFFING

Employee Type	# Full Time	# Part Time	Annual Hours	Annual Payroll
Nurse (RN)				
LPN/LVN				
Nurse Practitioner				
Physical Therapist				
Respiratory Therapist				
Speech Therapist				
Occupational Therapist				
Social Worker				
Pharmacist				
Home Health Aide/CNA				
Homemaker				
Sitter/Companion				
Physician				
X-Ray Technicians				
Medical Directors				
Pharmacy Ass't/Techs				
Other (Specify)				

PART IX. INDEPENDENT CONTRACTORS—ANNUAL STAFFING

Employee Type	# Full Time	# Part Time	Annual Hours	Annual Payroll
Nurse (RN)				
LPN/LVN				
Nurse Practitioner				
Physical Therapist				
Respiratory Therapist				
Speech Therapist				
Occupational Therapist				
Social Worker				
Pharmacist				
Home Health Aide/CNA				
Homemaker				
Sitter/Companion				
Physician				
X-Ray Technicians				
Medical Directors				
Pharmacy Ass't/Techs				
Other (Specify)				

PART X. TYPES OF LOCATIONS WHERE SERVICES ARE PROVIDED (TOTAL MUST EQUAL 100%)

- | | |
|--|---|
| <input type="checkbox"/> Private Homes _____ % | <input type="checkbox"/> Clinics _____ % |
| <input type="checkbox"/> Nursing Homes _____ % | <input type="checkbox"/> Doctor's Offices _____ % |
| Assisted/Independent Living _____ % | <input type="checkbox"/> Laboratories _____ % |
| <input type="checkbox"/> Hospitals _____ % | <input type="checkbox"/> Other Locations (please specify) _____ % |
| <input type="checkbox"/> Prison Facilities _____ % | _____ % |
| <input type="checkbox"/> Schools _____ % | _____ % |

PART XI. TYPES OF SERVICES PROVIDED (TOTAL MUST EQUAL 100%)

- | | |
|--|--|
| <input type="checkbox"/> Personal Care/Companion _____ % | <input type="checkbox"/> Training/Certification Program Open to General Public _____ % |
| <input type="checkbox"/> Rehabilitation _____ % | <input type="checkbox"/> Hospice _____ % |
| <input type="checkbox"/> Infusion Therapy _____ % | <input type="checkbox"/> Supplemental Staffing-Medical _____ % |
| <input type="checkbox"/> Blood Transfusion _____ % | <input type="checkbox"/> Supplemental Staffing-Non-Medical _____ % |
| <input type="checkbox"/> Pain Management _____ % | <input type="checkbox"/> Respite Care _____ % |
| <input type="checkbox"/> Chemo Therapy _____ % | <input type="checkbox"/> Social Services _____ % |
| <input type="checkbox"/> Surg. Nursing/Operating Techs _____ % | <input type="checkbox"/> Meals on Wheels _____ % |
| Describe Services: _____ | <input type="checkbox"/> Medical Equipment Supplier _____ % |
| <input type="checkbox"/> Obstetrical Services _____ % | <input type="checkbox"/> Infant/Pediatric Care _____ % |
| <input type="checkbox"/> Adult Day Care* _____ % | <input type="checkbox"/> Retail Pharmacy _____ % |
| <input type="checkbox"/> Child Day Care _____ % | <input type="checkbox"/> Closed Pharmacy _____ % |
| <input type="checkbox"/> Respiratory Therapy _____ % | <input type="checkbox"/> Mail Order Pharmacy _____ % |
| <input type="checkbox"/> Clinical Trials _____ % | <input type="checkbox"/> Clinics Owned/Operated _____ % |
| <input type="checkbox"/> Radiation Therapy _____ % | <input type="checkbox"/> Other _____ % |
| <input type="checkbox"/> Laboratory Services _____ % | Describe Services _____ |

APPLICATION IS NOT ACCEPTED WITHOUT SIGNATURE

This application shall be deemed appended to and a part of any policy of insurance issued to me based on this application.

My signature on this application shall be deemed to be a concurrent execution of the attached Subscriber's Agreement of Physicians' Reciprocal Insurers ("PRI"). I understand that in order to maintain my status as a policyholder of EmPRO Insurance Company, I must maintain my status as a subscriber of PRI. Termination of either contract shall result in the automatic termination of the other.

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.

The answers to the foregoing questions are complete and correct to the best of my knowledge and belief.

Signature: _____

Name (please print): _____

Title: _____

Date: _____

**PHYSICIANS' RECIPROCAL INSURERS
SUBSCRIBER'S AGREEMENT AND POWER OF ATTORNEY**

This Subscriber's Agreement and Power of Attorney (the "Agreement") is made by and between Physicians' Reciprocal Insurers (hereinafter "PRI") and the "Subscriber," holder of an insurance policy, to which this Agreement is appended, issued by PRI or by a wholly owned subsidiary of PRI, subject to the approval of those insurance regulator(s) having jurisdiction over holders of policies issued by any subsidiary of PRI under the laws of states other than New York. For purposes of this Agreement, PRI and its wholly owned subsidiary are hereinafter, collectively, the Exchange.

WHEREAS, the Subscriber desires to participate as a subscriber of the Exchange pursuant to which PRI or its wholly owned subsidiary will issue policies of insurance.

NOW THEREFORE, the Subscriber hereby agrees as follows:

POLICIES OF INSURANCE

1. The Exchange shall issue non-assessable policies of professional liability insurance and ancillary general liability insurance to policyholders insuring against liability for claims arising from alleged incidents of malpractice.

ATTORNEY-IN-FACT

2. The Subscriber hereby designates and appoints PRIMMA LLC, a wholly owned subsidiary of PRI, ("PRIMMA") as the Attorney-in-Fact to act for and bind the Subscriber in all transactions relating to or arising out of the operations of PRI, subject to such limitations as may be lawfully provided, including, but not limited to, the issuance of non-assessable policies of professional liability insurance and ancillary general liability insurance issued to policyholders insuring against liability for claims arising from alleged incidents of malpractice on behalf of the Exchange as well as the authority to reinsure any portion of the policies of liability insurance issued by the Exchange as permitted by law.
3. The Subscriber hereby acknowledges and agrees that service of summons or other legal process on PRIMMA or on any persons appointed by PRIMMA to receive such process, shall, in any action, suit or proceeding arising out of any contract, agreement or transaction of the Exchange, be equivalent to personal service of such summons or other legal process on each and every Subscriber.

POWERS AND DUTIES OF PRIMMA

4. PRIMMA shall have the duty to provide all services necessary and appropriate to operate and administer the day-to-day affairs of PRI as provided by law and the Management Agreement between PRI and PRIMMA, including, but not limited to, marketing, procuring and underwriting insurance business; collecting premiums; and administering, investigating and defending claims arising from policies of insurance issued by the Exchange.
5. In April of each year, PRIMMA shall render to Subscribers a statement showing a summary of collective transactions of PRI during the preceding calendar year.

BOARD OF GOVERNORS

6. PRI shall be governed by an advisory committee, known as the "Board of Governors," which shall have ultimate power and responsibility for the management and control of the affairs of PRI. The Board of Governors shall consist of not less than nine persons elected by the Subscribers, at least two-thirds of whom are Subscribers or officers of Subscribers and not more than one-third of whom may be the Attorney-in-Fact or any person designated by the Attorney-in-Fact. Each member of the Board of Governors shall serve for a term of three years, and not more than one-third of the Board members shall be elected at each annual meeting of Subscribers.
7. There shall be an Annual Meeting of Subscribers held in New York State, a place and time to be chosen each year by the Board of Governors and designated in a Notice of Meeting sent to all Subscribers no less than 30 days prior to such meeting, and at which meeting each Subscriber shall have power to vote in person or by proxy for all members of the PRI Board of Governors to be chosen or appointed at such time. Each Subscriber will be sent a ballot which will contain the names and addresses of the Board of Governors' nominees.

8. At the Annual Meeting, the election of the Board shall take place and all ballots not returned shall be deemed to designate the Chairman as the proxy holder of the non-responding Subscribers. The Chairman will then conduct the election and certify the election of the nominated Subscribers.
9. A majority of the members of the Board of Governors shall constitute a quorum for the transaction of business.
10. If the Exchange should for any reason cease to grant insurance to a Subscriber member of PRI's Board of Governors, or their firm or corporation, such person shall thereupon cease to be a member of said Board.
11. No member of the Board of Governors shall as such incur any personal liability for any loss of any kind, from any cause, save only such loss as may be incurred by reason of their own malfeasance.

POWERS AND DUTIES OF THE BOARD OF GOVERNORS

12. The Board of Governors shall have full power and authority to:
 - a. Adopt such rules and regulations for PRI and PRIMMA, as Attorney-in-Fact for PRI, not inconsistent herewith, as it shall see fit, including, but not limited to, fixing the compensation of PRIMMA, as the Attorney-in-Fact for PRI as provided in the PRI-PRIMMA Management Agreement, and directing PRIMMA in the safeguarding of all moneys and other assets and in making and changing of investments of PRI.
 - b. Suspend, remove, and terminate PRIMMA, as Attorney-in-Fact, for good cause pursuant to the terms of the the PRI-PRIMMA Management Agreement.
 - c. Fill any vacancy which may occur in the office of the Attorney-in-Fact at any time, by selecting and appointing a successor and executing thereto in the name and on behalf of each Subscriber such power of attorney, designation or other instrument as may be necessary or proper to enable it to act as Attorney-in-Fact with all the powers and authority herein given by the Subscribers to the aforesaid Attorney-in-Fact, without any further action on the part of Subscribers; and the Board of Governors shall mail to each Subscriber timely notice of each and every such change made.
 - d. Fill for the unexpired term any vacancy which may occur for any reason in the Board of Governors.
 - e. Fix its own fees from time to time within such limits as hereafter may be provided in the regulations adopted by it.
 - f. Appoint sub-committees of the Board of Governors and delegate to such sub-committees authority to exercise any or all of its own powers except as herein otherwise provided.
 - g. Fix the time and places of its own meetings.
 - h. Elect officers, which shall include a Chairman.
 - i. Select auditors who shall examine the books and accounts of PRI and report thereon to said Board.
 - j. Call annual meetings or special meetings of Subscribers at any time, by mailing to the last known address of each timely notice thereof stating when and where said meetings are to be held.
 - k. Determine what acts, incapacity or failure to act shall constitute a disqualification of any Subscriber to act further as such.

SUBSCRIBER RIGHTS, PRIVILEGES AND OBLIGATIONS

13. The Subscriber shall have the following rights, privileges and obligations as an underwriter of PRI, subject to the terms of the insurance contracts required or permitted by law to be issued:
 - a. The Subscriber hereby agrees to exchange with all other Subscribers contracts of liability insurance, or reinsurance, in the form and containing terms and conditions as are approved by the Exchange, but no Subscriber shall assume any liability as an insurer in any policy so granted.
 - b. Upon application and acceptance, the Subscriber shall receive a policy of liability insurance and a copy of this Agreement appended thereto.

- c. The Subscriber shall have the right to vote at all meetings of Subscribers, either in person or by proxy. All meetings of Subscribers shall be noticed by mail to all Subscribers not less than thirty (30) days prior to such meeting. The notice may include ballot materials concerning any matters requiring a vote at such meeting, which ballots must be completed and returned to PRI as noticed. On the scheduled date of a meeting of Subscribers, a vote on all previously noticed transactions shall take place and all ballots not returned shall be deemed to designate the Board of Governors, voting by a simple majority, as the proxy holder of the non-responding Subscribers.
- d. The Subscriber reserves the right to revoke this Agreement and the Power of Attorney granted to PRIMMA herein as of the end of any calendar quarter upon written notice to PRIMMA.
- e. In the event that PRI shall declare and make a Distribution to Subscribers and Non-Subscriber Policyholders, each Subscriber and Non-Subscriber Policyholder shall receive its Pro Rata Share of such Distribution. “Pro Rata Share” means, as of any date of determination, a percentage determined by dividing (i) the amount of annual premium payable under the Subscriber’s or Non-Subscriber Policyholder’s policy then in effect, by (ii) the total amount of annual premium payable under all policies issued by PRI and its subsidiaries then in effect, unless governing law provides otherwise. The date for determining the Pro Rata Share shall be established by the Board of Governors in conjunction with the authorization of any Distribution and shall, to the extent required, be approved by the New York State Department of Financial Services. “Distribution means a dividend, a cash payment, or any benefit inuring to Subscribers in conjunction with any restructuring of PRI. “Non-Subscriber Policyholder” means holders of policies issued by any subsidiary of PRI in a state in which policyholders are not permitted by applicable insurance law or regulation to be Subscribers, but have been allowed by applicable insurance law to economically participate in a Distribution as if they were Subscribers.

GENERAL PROVISIONS

- 14. PRI shall maintain a surplus to policyholders at least equal to the amount required to be maintained by Section 4103 of the New York Insurance Law for a similarly licensed stock property/casualty insurance company.
- 15. It is understood that the license of PRI and all other documents, data systems, books and records used in conducting the business of the Exchange are and shall remain the property of PRI.
- 16. This Agreement and the Power of Attorney herein contained shall supersede all previous Agreements and Powers of Attorney, if any, executed by all Subscribers, but any and all outstanding policies of liability insurance written under powers so superseded shall continue in full force and effect.
- 17. It is hereby expressly stipulated that this Power of Attorney shall be and hereby is strictly limited to uses contemplated by and expressed in this Agreement and no other.
- 18. All amendments, modifications or changes to this Agreement must be approved by the Board of Governors, may not be inconsistent with New York Insurance Law or any regulation thereto, and must be approved, in writing, by the Superintendent of the New York State Department of Financial Services prior to making such amendment, modification or change.
- 19. Every amendment, modification or change to this Agreement shall be submitted to all Subscribers contemporaneously in accordance with New York Insurance Law Section 6107(d)(4) and shall take effect as to all Subscribers who have not objected within sixty (60) days after the date of such submission. Failure of any Subscriber to object within sixty (60) days shall constitute such Subscriber’s acceptance of such amendment, modification or change. Any Subscriber who objects, in writing, within sixty (60) days from the date of submission to such amendment, modification or change shall be deemed to have withdrawn from membership of the PRI and said Subscriber’s liability insurance policy(s) with the Exchange shall be cancelled concurrent with such withdrawal.
- 20. In consideration of the foregoing, the Subscriber does hereby covenant and agree that Subscriber will fully and faithfully carry out, execute and perform everything in which PRIMMA shall, by virtue hereof, bind Subscriber, and in the same manner Subscriber does hereby ratify and confirm all that PRIMMA may lawfully do or cause to be done by virtue hereof.
- 21. This Agreement shall be governed by the laws of the State of New York.
- 22. Pursuant to Section 6106(a)(2) of the New York Insurance Law, the acceptance of a policy or binder of insurance with this Agreement printed thereon preceded by the words: “The acceptance of this policy or binder, shall constitute that execution and delivery by the insured of the Subscriber’s Agreement, which is appended to this policy or binder, and hereby made a part thereof,” shall constitute the execution and delivery of this Subscriber’s Agreement by that insured as fully and to the same extent as though this Agreement has been signed and acknowledged by the insured.