



Boston Insurance Specialists, Inc.

800 South Main Street, Suite 101, Mansfield, MA 02048

Phone: 800.784.1887, Fax: 508.337.3698

Definitions:

“Residential/Personal Care Facility (RCF)”:

A facility that provides personal care, residential and social care with some routine health care, but not continuous skilled nursing care. Residents of homes for the aged must be ambulatory; group homes are for trainable developmentally disabled. (There is no daily medical attention.) Patients are responsible for their own medication.

“Intermediate Nursing Care or Intermediate Care Facility (ICF)”:

A facility where the residents' physiological and psychological functions are stable, but require individually planned treatment and services under the direction of a licensed nurse and supervision of a licensed physician (not on staff). Emphasis is on maintenance of maximum independence and return to the community as soon as possible. Some assistance in medication administration.

“Skilled Nursing Care or Skilled Care Facility (SCF)”:

A facility where the residents' conditions, needs, and/or services are of such complexity and sophistication so as to require the frequent or continuous observation and intervention of a registered nurse, and the supervision of a licensed physician (not on staff). Skilled nursing care includes some or all of the following: medication administration, injections, tube feedings, catheterizations, or other procedures ordered by physician.

1. **Full Named Insured*:** _____

*Note: If more than one Named Insured, explain the ownership/operational interest of each.

2. **Operating as:** Profit Non-Profit

Number of licensed beds: _____ How long under present management? _____

3. **Named Insured is:** Building owner Tenant General lessee

4. **Building owner** (if other than Named Insured): _____

5. **Are there any other occupants of the premises?**..... Yes No

If yes, identify: _____

6. **Officers and general partners**

Titles

_____	_____
_____	_____
_____	_____
_____	_____

7. **How many years has the facility been in business under the current ownership?** _____

8. **How many years experience does the current ownership have in health facilities?** _____

How many years does the current management have in health facilities? _____

9. **In what professional or industry association(s) is the facility a member in good standing?** _____

10. **Name of administrator:** _____

(a) How long at this facility? _____

(b) Experience as administrator or assistant administrator: _____ years

11. **Who is in charge when administrator is absent?** (name and title) _____

12. **Number of administrators at the facility during the prior 10 years:** _____



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- (g) Any swimming pools? Yes No
 If yes, is it fenced? Yes No
 Are patients allowed to use the pool? Yes No
 If yes, what security measures are taken? _____
 Is staff trained in CPR and emergency training for water emergencies? Yes No
 What is the ratio of staff to patients? _____
- (h) Equipped with sprinkler system? Yes No
 All rooms and halls equipped with smoke detectors? Yes No
- (i) Equipped with fire alarm? Yes No
 Central station Local alarm
- (j) Are there alarms or monitors on exit doors to prevent patients from leaving the premises without authorization? Yes No
 If no, how is ingress/egress monitored? _____
- (k) What security measures are used to control unauthorized entrances to the facility? _____
 Explain: _____
- (l) Are doors equipped with panic hardware? Yes No
- (m) Distance to the nearest fire station? _____ Distance to the nearest fire hydrant? _____
- (n) Are handrails provided in hallways and bathrooms? Yes No
- (o) Are bathtubs and showers equipped with non-skid surfaces? Yes No
- (p) Does facility have tempering valves to control the temperature of the patients' water? Yes No
 If yes, how often are they checked? _____
- (q) Temperature of hot water: _____ °F
- (r) Are there separate hot water systems for utility and bath areas? Yes No
- (s) Does the home have emergency lighting? Yes No
- (t) Where are the powered equipment and fuel stored? _____
 Are there any underground storage tanks? Yes No
- (u) What is the overall condition of the property including maintenance and housekeeping?
 Excellent Good Average Fair Poor
- (v) Cooking: Gas Electric None If none, describe food service: _____
 1. Is stove vented outside with hood and grease filter? Yes No
 2. Are filters clean? Yes No
 3. Are hood and cooking surfaces protected with automatic extinguishing system? Yes No
 4. Are all cooking surfaces directly protected? Yes No
 5. Is automatic fuel shutdown interlocked to system? Yes No
 6. Is there any deep fat frying? Yes No

23. Emergency Procedures:

- (a) Written emergency evacuation plan? Yes No
- (b) Does plan include advance arrangement including transportation and temporary shelter? Yes No
- (c) Are evacuation procedures posted in all parts of your facility? Yes No
- (d) Are drills conducted regularly for each shift? Yes No



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(e) Is the entire staff familiar with the emergency evacuation plan? Yes No

(f) Is the plan filed with the local fire department?..... Yes No

24. Classify number of employees by shift:

	1st Shift	2nd Shift	3rd Shift		1st Shift	2nd Shift	3rd Shift
Physicians, interns, residents				Respiratory therapists			
Graduate nurses—RN				Social workers			
Practical nurses—LPN				Speech therapists			
Nurses' aides				Recreational therapists			
Student nurses				Occupational therapists			
Physical therapists				X-ray technicians			
Inhalation therapists				Lab technicians			
Dieticians				Maintenance/security			
Beauticians/barbers				Special technicians			
Dentists				Housekeeping			
Administrative				Laundry			
Kitchen				Other (describe):			

Total number of employees: _____ Full time: _____ Part time: _____

25. Physicians:

(a) Residents are expected required to have their own physician.

(b) Does facility employ or contract any of the following:

EMPLOYED

CONTRACTED

Psychologists Yes No If yes, how many? _____ Yes No If yes, how many? _____

Dentists Yes No If yes, how many? _____ Yes No If yes, how many? _____

Psychiatrists Yes No If yes, how many? _____ Yes No If yes, how many? _____

Physicians Yes No If yes, how many? _____ Yes No If yes, how many? _____

(c) What are the duties of the contracted physicians? _____

(d) What are the average hours per week for all contracted physicians? _____

(e) Does insured obtain and maintain evidence of Professional Liability coverage for contracted professionals? Yes No

(f) What minimum limits are required? _____

26. Are pre-employment physicals required? Yes No

27. Is prior employment history checked?..... Yes No

Attach a copy of the facility's hiring guidelines.



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28. Is English the primary language of all professional staff? Yes No

If no, what procedures does the insured have in place to ensure the staff is fluent enough in English to provide adequate care? _____

Does the facility provide in-service training in languages other than English? Yes No

29. Does applicant have Workers' Compensation coverage in force? Yes No

30. Does applicant lease employees? Yes No

If yes, explain: _____

31. Does the facility ever use a nurses' registry or other temporary services to provide any staff?..... Yes No

(a) If yes, are they covered by their own Workers' Compensation?..... Yes No

(b) If yes, do they have their own Professional Liability Coverage?..... Yes No

(c) Are certificates of insurance obtained? Yes No

What are the limits? _____

(d) Is the registry or service licensed?..... Yes No

32. Do nurses make outside calls? Yes No

If yes, number per week: _____

33. Does applicant provide outpatient hospice care? Yes No

Attach application GLS-APP-32g.

If yes, describe: _____

34. Does applicant provide outpatient home care? Yes No

If yes, describe: _____

35. Are physicians or RNs private practitioners (independent contractors) or actual employees of insured?

36. Does the facility maintain its own: Barber/beauty shop? Yes No

Pharmacy?..... Yes No

Gift shop? Yes No

(a) Do the operators have their own professional liability? Yes No

(b) If no, complete and return Professional Application.

37. Are there any volunteers or volunteer programs?..... Yes No

Types of tasks performed: _____

Number of volunteers by shift: 1st _____ 2nd _____ 3rd _____



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38. Explain arrangement for medical emergencies (M.D. on call, transfer arrangement with hospital, etc.):

39. Patient ages: From _____ (youngest) to _____ (eldest)

40. Is there a safety committee? Yes No

How often does it meet? _____

41. Are employees taught to lift using proper techniques? Yes No

(a) Are Hoyer Lifts being used? Yes No

(b) Are Gate Belts being used? Yes No

42. Are all wheelchairs equipped with locks for the wheels? Yes No

43. Is there a regular extermination program by an outside firm? Yes No

(a) If yes, who? _____

(b) How often? _____

(c) Is certificate of insurance on file? Yes No

44. Does the facility control the possession of smoking materials? Yes No

If yes, how? _____

Provide a copy of the facility's smoking policy.

45. Are there established visiting hours? Yes No

If yes, what are they? _____

46. Are the medications kept under locked conditions? Yes No

Do only authorized personnel have keys? Yes No

47. Does the facility have a policy on restraint usage? Yes No

If yes, please attach a copy of the policy.

48. Any other premises or operations exposures not stated in this application? Yes No

If yes, attach a complete description and underwriting/rating information.

49. Number of AIDS/HIV patients: _____

(a) Are patients isolated? Yes No

If yes, how? _____

(b) What training is provided to new/existing staff? _____

(c) Is staff informed of all patients with AIDS/HIV? Yes No

(d) Does insured do any blood testing? Yes No

(e) Attach a copy of the insured's written infection control plan.

(f) How is infectious waste stored and disposed of? _____

(g) Are employees tested for AIDS/HIV? Yes No

How often? _____



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(h) Describe how the laundry from the AIDS/HIV patients is handled: _____

Previous Insurer: Indicate premium and losses for the past three years. Describe all losses.

YEAR	COMPANY	POLICY NUMBER	PREMIUM	LOSSES PAID	LOSSES RESERVED	DESCRIPTION

50. Have any claims during the past five years ever been made or suit brought against the applicant because of any alleged malpractice, error, mistake or premises accident arising in any manner out of applicant's operation? Yes No

If yes, date: _____

Brief description: _____

51. During the past three years has any company ever canceled, declined or refused to issue similar insurance to the applicant? (Not applicable in Missouri)..... Yes No

If yes, explain: _____

SCHEDULE OF HAZARDS

Loc. No.	Classification	Class. Code	Premium Bases: (s) Gross Sales (p) Payroll (a) Area (c) Total Cost (t) Other	Terr.	Rate		Premium	
					Prem./Ops.	Products/Comp. Ops.	Prem./Ops.	Products/Comp. Ops.



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This application does not bind the applicant nor the Company to complete the insurance, but it is agreed that the information contained herein shall be the basis of the contract should a policy be issued.

FRAUD WARNING:

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 subjects such person to criminal and civil penalties.

FRAUD WARNING (APPLICABLE IN TENNESSEE AND WASHINGTON):

It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits

FRAUD WARNING APPLICABLE IN THE STATE OF NEW YORK:

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.

APPLICANT'S NAME AND TITLE: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

(Must be signed by an active owner, partner or executive officer.)

PRODUCER'S SIGNATURE: _____ DATE: _____

NAME AND PHONE NUMBER OF INDIVIDUAL TO CONTACT FOR INSPECTION/AUDIT: _____

IMPORTANT NOTICE

As part of our underwriting procedure, a routine inquiry may be made to obtain applicable information concerning character, general reputation, personal characteristics and mode of living. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided.