

Send completed applications to:
Fox Point Programs, Inc.,
3001 Philadelphia Pike,
Claymont, DE 19703
Tel: 800-499-7242 Fax: 844-274-1253
MBCsubmissions@foxpointprg.com

### **INSTRUCTIONS:**

The purpose of this application is not only to provide the **Company** with underwriting and rating information, but more importantly, to help make certain the **Applicant** and the **Company** have a common understanding about what the policy, if issued, will cover and what it will not. Thank you for taking the time to provide us with accurate information.

- 1. Answer all questions. If any question does not apply, explain why not.
- 2. The application must be signed and dated by a principal, partner, officer or director of the firm.
- 3. Attach:
  - A recent brochure or similar materials describing activities or services;
  - The Applicant's most recent financial statement or annual report;
  - · Copies of standard contracts the Applicant enters into with clients; and
  - Any other forms or materials, which will provide the underwriter with information about the services the Applicant performs.

		, State, Zip Code:					
	Tele	ephone Number:		Facsimile Number:			
	B.	Provide the date the <b>Applican</b> Where is the <b>Applicant's</b> firm The <b>Applicant's</b> firm is a:			☐ Sole	· Proprietorship	
	Is coverage desired for a division or related entity engaging in non-medical billing or collection activities or any subsidiary(ies), affiliates, branch offices or other related entities?   Yes  No  If yes, provide the following information for each:						
		me/City & State		Specific description of serv	rices	Relationship to <b>Applicant</b> (including percentage of ownership, if applicable)	
						<del></del>	
ALL	. REI	MAINING QUESTIONS ON THIS A	PPLICATION APPLY TO T	HE PERSONS OR ENTITIES LI	ISTED IN QUES	TIONS 1. & 3. ABOVE.	
	In the past five years has the name of the <b>Applicant's</b> firm been changed and/or has the <b>Applicant's</b> business been reorganized or restructured?   Yes  No  If yes, provide details:						
						d or consolidated with any	
		If yes, provide the following information:					
		Name of Entity	Date of Transa	<u>action</u>	Type of Transa (acquisition, med consolidation)		
		<del></del>	<del></del>				
B. In any of the transactions listed above, did the <b>Applicant</b> assume the liabilities (i.e. res acquired, merged or consolidated entity?   Yes No					responsibility for	or prior acts) of the	
		If yes, provide details of the lia	bility(ies) assumed:	<u> </u>			
6.	A.	Provide the number of the App	olicant's:				
		partners or officers: technical personnel: clerical personnel: List the qualifications of key pe	_	angos rásumás of osob			

	C.	Is the <b>Applicant</b> a member o	f any other trade organi	zations or societies	s? ∐ Yes   ∐ No			
		If so, please list:						
Ol	PEF	RATIONS:						
7.	A.	Provide the following information	ion regarding the <b>Appli</b>	cant's income:				
			Past 12 Months	Currer	nt 12 Months	Estimate for Coming Y	ear	
		Domestic Operations Gross revenues	¢	•	î	¢		
		Foreign Operations	Φ	•	Φ	Φ		
		Gross revenues	\$	Ş	\$	\$		
	B.	Please indicate if the <b>Applica</b> is derived from that activity:	nt engages in the follow	ving activities and	give the approxima	te percentage of total rever	nue tha	
		ACTIVIT	<u>Y</u>		PERCENTAGE			
		Billing – Medical Collections – Medical Collections – Non-medical Transcription Coding Bankruptcy Adjustment Servi Electronic Claims Submissior Clean-up of Accounts Receiv Reimbursement Consulting Office Staffing HMO/Managed Care Contract Medical Records Abstracting Bookkeeping/Accounting/Tax Data Analysis Sale of Software/Hardware Contract Evaluation Credentialing Services Office Management - Please describe:	n able t Negotiations	Yes       No         Yes       No				
		Other - Please describe:		☐ Yes ☐ No	%			
	C. Please state the number of doctors and doctor/group practices that the <b>Applicant</b> bills for:							
	Doctors: Doctor/group practices:							
	D.Is the <b>Applicant</b> requesting coverage for any other types of claims, exposures or activities?   Yes							
		If yes, please describe:						
	ASS	E ABOVE LIST AND INFORMATION SURANCE THAT SUCH ACTIVITI LICY TO DETERMINE COVERAG	ES ARE OR WILL BE INS					
8.		Briefly describe the <b>Applicant's</b> three largest jobs or projects during the past five years including the type of services performed and the revenues generated from each						
9.	A. What procedures or compliance plan does the <b>Applicant</b> employ to avoid claims or reduce exposures which may arise from the <b>Applicant</b> 's activities? (Please provide a copy.)						e from	
B. If compliance plan is in force, has anyone in the <b>Applicant's</b> organization received an HBMA Certification The HBMA Compliance Program Implementation Course™? ☐ Yes ☐ No					MA Certificate of Completion	n from		
10.	A.	A. Does the <b>Applicant</b> use a written contract?  Yes  No						
	If no, explain how the <b>Applicant</b> reaches agreement with its client regarding the services to be rendered							
	В.	Does the <b>Applicant</b> ever	_	_	_			
	٥.	If yes, explain those circu	-	CIS III IIS COITHACIS	. L 163 L 110			
		-		mnity agreement in	uring to the Applic	ant's benefit? ☐ Yes ☐	1 No	
		If no, explain those circuit		minty agreement in	anny to the Applic	ant a penent:   162	1 140	
		·	· · · · · · · · · · · · · · · · · · ·	rantoos or warrant	ios2 🗆 Voc. 🗀 Þ	Jo.		
		3) Do any of the <b>Applicant</b> '	=		ies: 🗀 res 🗀 l	NU		
		II VES EXPLAIN THE NATURA	OF THE HUSISHIES OF WAI	LATIIV				

	О.		Yes No					
		If n	o, explain why they have not					
	D.	1)	Does the <b>Applicant</b> subcontract to other parties for the performance of services on its behalf?   Yes   No					
			If yes, provide a description of services performed by independent contractors, percentage of the <b>Applicant's</b> total revenues generated by those services and a sample agreement utilized with independent contractors.					
		2)	Does the <b>Applicant</b> wish to include its independent contractors as additional insureds under the <b>Applicant's</b> coverage?  Yes No					
			If yes, provide a list of current independent contractors and procedures used in screening, qualifying and monitoring the <b>Applicant's</b> independent contractors. Additional premium may be charged for such coverage extension, if effected.					
11.	Doe	es th	e <b>Applicant</b> perform any of the services described in 7.B. for any "related persons/entities"?					
	For	pur	poses of this application, "related persons/entities" means:					
	В. С.	Any Any Any	e <b>Applicant</b> in any capacity other than as applicant; y enterprise in which the <b>Applicant</b> owns an interest or is a partner; y enterprise which is a parent, affiliate or subsidiary of the <b>Applicant</b> ; or y enterprise directly or indirectly controlled, operated or managed by a person or enterprise described in Items A., B., or C. by e.					
		es, p	rovide details as to relationship, services performed and percentage of total revenues derived from "related s/entities"					
12.			e <b>Applicant</b> wish to include any customers or clients as additional insureds under the <b>Applicant's</b> coverage?					
	If y	f yes, please provide names, addresses and copies of the <b>Applicant's</b> agreements with those organizations. Additional premium nay be charged for such coverage extension, if effected						
CL	.AII	ИΕ	XPERIENCE:					
13.	3. A. Have any claims, suits or proceedings been made during the past five years against the <b>Applicant</b> or any of the <b>App</b> predecessors in business, subsidiaries or affiliates or against any of their past or present partners, owners, officers, so persons or employees?   Yes  No							
		If yes, complete a Supplemental Claim Information form for each.						
		The policy for which the Applicant is applying, if issued, will not insure any claims, suits or proceedings made against the Applicant before the inception date of the policy or any subsequent claims, suits or proceedings arising therefrom.						
	B.	s. Is the <b>Applicant</b> aware of any actual or alleged fact, circumstance, situation, error or omission, which may reasonably be expected to result in a claim being made against the <b>Applicant</b> or any of the persons or entities described in 13.A. above?  Yes \sum No						
		-	es, please explain:					
		to a	e policy for which the Applicant is applying, if issued, will not insure any claims that can reasonably be expected arise from any actual or alleged fact, circumstance, situation, error or omission known to the Applicant before the eption date of the policy.					
14.	par	Has the <b>Applicant</b> or any the <b>Applicant's</b> predecessors in business, subsidiaries or affiliates or any of their past or present partners, owners, officers, sales persons or employees been investigated and/or cited by any regulatory agency for violations arising out of the <b>Applicant's</b> or their activities?						
	If y	es, p	lease provide details:					
PF	RIO	R C	OR CURRENT COVERAGE:					
15.	A.	Provide the following information for similar insurance, if any, carried during the last five years. Include any coverage which may be directly related or respond in part to the exposure for which the <b>Applicant</b> is applying for coverage under this application:						
		CC	<u>DMPANY</u> <u>LIMIT</u> <u>DEDUCTIBLE</u> <u>PREMIUM</u> <u>POLICY TERM</u>					
	B.	the bee	s any application for similar insurance made on behalf the <b>Applicant</b> or any of the <b>Applicant's</b> predecessors in business or ir present partners, owners, officers, sales personnel or employees ever been declined or has any such insurance ever en cancelled or refused renewal?   Yes No (Not applicable in Missouri.) es, please give details:					

16. Provide the following information for <b>General Liability</b> coverage currently in force:									
	COMPANY		<u>LIMIT</u>	<u>DEDUCTIBLE</u>	POLICY TERM				
			\$	\$					
17.	Limit of Liability desired:	\$							
	Retention:	\$							
RE	EPRESENTATIONS:								
Ву	signing this application, the	e Applicant agre	es that:						
A.				any attachments to it are accurate					
B.	The statements and answers the <b>Applicant</b> furnishes to the <b>Company</b> are representations the <b>Applicant</b> makes to the <b>Company</b> on behalf of all persons and entities proposed for coverage;								
	. Those representations are a material inducement to the <b>Company</b> to provide a proposal for insurance;								
D. E.	Any policy the <b>Company</b> issues will be issued in reliance upon those representations;								
⊏.	The <b>Applicant</b> will report to the <b>Company</b> immediately, in writing, any material change in the <b>Applicant's</b> operations, condition or answers provided in this application that occur or are discovered between the date of this application and the effective date of any								
_	policy, if issued; and								
۲.	. Upon receipt of any such notice, the <b>Company</b> reserves the right to modify or withdraw any proposal for insurance the <b>Company</b> has offered.								
			ı	WARNING					
				D OR KNOWING THAT S(HE)					
AC	GAINST THE INSURER, S				AINING A FALSE OR DECEPTIVE				
	STATEMENT MAY BE GUILTY OF INSURANCE FRAUD.								
NAME (PLEASE TYPE OR PRINT)  NAME (SIGNATURE OF AUTHORIZED REPRESENTA					ORIZED REPRESENTATIVE)				
TIT	LE			DATE					
		TO I	BE COMPLET	ED BY PRODUCER(S) ONLY:					
RET	TAIL PRODUCER:			WHOLESALE PRODUCER:					

## **NOTICE TO ARKANSAS APPLICANTS:**

NEW HAMPSHIRE SURPLUS LINES AGENT IDENTIFICATION NUMBER:

**Producer Name:** 

Telephone No.:

City, State:

ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.

**Producer Name:** 

Telephone No.:

City, State:

# **NOTICE TO COLORADO APPLICANTS:**

IT IS UNLAWFUL TO KNOWINGLY PROVIDE FALSE, INCOMPLETE, OR MISLEADING FACTS OR INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING OR ATTEMPTING TO DEFRAUD THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES, DENIAL OF INSURANCE AND CIVIL DAMAGES. ANY INSURANCE COMPANY OR AGENT OF AN INSURANCE COMPANY WHO KNOWINGLY PROVIDES FALSE, INCOMPLETE, OR MISLEADING FACTS OR INFORMATION TO A POLICYHOLDER OR CLAIMANT FOR THE PURPOSE OF DEFRAUDING OR ATTEMPTING TO DEFRAUD THE POLICYHOLDER OR CLAIMANT WITH REGARD TO A SETTLEMENT OR AWARD PAYABLE FROM INSURANCE PROCEEDS SHALL BE REPORTED TO THE COLORADO DIVISION OF INSURANCE WITHIN THE DEPARTMENT OF REGULATORY AGENCIES.

### **NOTICE TO DISTRICT OF COLUMBIA APPLICANTS:**

WARNING: IT IS A CRIME TO PROVIDE FALSE OR MISLEADING INFORMATION TO AN INSURER FOR THE PURPOSE OF DEFRAUDING THE INSURER OR ANY OTHER PERSON. PENALTIES INCLUDE IMPRISONMENT AND/OR FINES. IN ADDITION, AN INSURER MAY DENY INSURANCE BENEFITS IF FALSE INFORMATION MATERIALLY RELATED TO A CLAIM WAS PROVIDED BY THE APPLICANT.

## **NOTICE TO FLORIDA APPLICANTS:**

ANY PERSON WHO KNOWINGLY AND WITH INTENT TO INJURE, DEFRAUD, OR DECEIVE ANY INSURER FILES A STATEMENT OF CLAIM OR AN APPLICATION CONTAINING ANY FALSE, INCOMPLETE, OR MISLEADING INFORMATION IS GUILTY OF A FELONY OF THE THIRD DEGREE.

### **NOTICE TO KANSAS APPLICANTS:**

ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR ANOTHER PERSON FILES AN APPLICATION FOR THE ISSUANCE OF, OR THE RATING OF, AN INSURANCE POLICY OR STATEMENT OF CLAIM OR ANY WRITTEN STATEMENT 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 THE PERSON TO CRIMINAL PENALTIES.

## **NOTICE TO KENTUCKY APPLICANTS:**

ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE 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.

## **NOTICE TO LOUISIANA APPLICANTS:**

ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.

## **NOTICE TO MAINE APPLICANTS:**

IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES OR A DENIAL OF INSURANCE BENEFITS.

### **NOTICE TO MARYLAND APPLICANTS:**

ANY PERSON WHO KNOWINGLY AND WILLFULLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR WHO KNOWINGLY AND WILLFULLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.

## **NOTICE TO NEW JERSEY APPLICANTS:**

ANY PERSON WHO INCLUDES ANY FALSE OR MISLEADING INFORMATION ON AN APPLICATION FOR AN INSURANCE POLICY IS SUBJECT TO CRIMINAL AND CIVIL PENALTIES.

## NOTICE TO NEW MEXICO APPLICANTS:

ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES.

## **NOTICE TO NEW YORK APPLICANTS:**

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.

### **NOTICE TO OHIO APPLICANTS:**

ANY PERSON WHO, WITH INTENT TO DEFRAUD OR KNOWING THAT HE IS FACILITATING A FRAUD AGAINST AN INSURER, SUBMITS AN APPLICATION OR FILES A CLAIM CONTAINING A FALSE OR DECEPTIVE STATEMENT IS GUILTY OF INSURANCE FRAUD.

## **NOTICE TO OKLAHOMA APPLICANTS:**

WARNING: ANY PERSON WHO KNOWINGLY, AND WITH INTENT TO INJURE, DEFRAUD OR DECEIVE ANY INSURER, MAKES ANY CLAIM FOR THE PROCEEDS OF AN INSURANCE POLICY CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION IS GUILTY OF A FELONY.

### NOTICE TO OREGON APPLICANTS:

ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS MATERIALLY FALSE INFORMATION IN AN APPLICATION FOR INSURANCE MAY BE GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.

### NOTICE TO PENNSYLVANIA APPLICANTS:

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.

## **NOTICE TO PUERTO RICO APPLICANTS:**

ANY PERSON WHO KNOWINGLY AND WITH THE INTENTION OF DEFRAUDING PRESENTS FALSE INFORMATION IN AN INSURANCE APPLICATION, OR PRESENTS, HELPS, OR CAUSES THE PRESENTATION OF A FRAUDULENT CLAIM FOR THE PAYMENT OF A LOSS OR ANY OTHER BENEFIT, OR PRESENTS MORE THAN ONE CLAIM FOR THE SAME DAMAGE OR LOSS, SHALL INCUR A FELONY AND, UPON CONVICTION, SHALL BE SANCTIONED FOR EACH VIOLATION WITH THE PENALTY OF A FINE OF NOT LESS THAN FIVE THOUSAND DOLLARS (\$5,000) AND NOT MORE THAN TEN THOUSAND DOLLARS (\$10,000), OR A FIXED TERM OF IMPRISONMENT FOR THREE (3) YEARS, OR BOTH PENALTIES. SHOULD AGGRAVATING CIRCUMSTANCES BE PRESENT, THE PENALTY THUS ESTABLISHED MAY BE INCREASED TO A MAXIMUM OF FIVE (5) YEARS, IF EXTENUATING CIRCUMSTANCES ARE PRESENT, IT MAY BE REDUCED TO A MINIMUM OF TWO (2) YEARS.

## **NOTICE TO RHODE ISLAND APPLICANTS:**

ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.

# **SURPLUS LINES NOTICE FOR RHODE ISLAND APPLICANTS:**

THIS INSURANCE CONTRACT HAS BEEN PLACED WITH AN INSURER NOT LICENSED TO DO BUSINESS IN THE STATE OF RHODE ISLAND BUT APPROVED AS A SURPLUS LINES INSURER. THE INSURER IS NOT A MEMBER OF THE RHODE ISLAND INSURERS INSOLVENCY FUND. SHOULD THE INSURER BECOME INSOLVENT, THE PROTECTION AND BENEFITS OF THE RHODE ISLAND INSURERS INSOLVENCY FUND ARE NOT AVAILABLE.

## **SURPLUS LINES NOTICE FOR SOUTH CAROLINA APPLICANTS:**

THIS COMPANY HAS BEEN APPROVED BY THE DIRECTOR OR HIS DESIGNEE OF THE SOUTH CAROLINA DEPARTMENT OF INSURANCE TO WRITE BUSINESS IN THIS STATE AS AN ELIGIBLE SURPLUS LINES INSURER, BUT IT IS NOT AFFORDED GUARANTY FUND PROTECTION.

# NOTICE TO TENNESSEE, VIRGINIA AND WASHINGTON APPLICANTS:

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.