NCMIC
Insurance Company

What you need to know about NCMIC's Claims-Made Malpractice Insurance for Naturopathic Doctors

Claims-Made Coverage

Claims-Made Coverage: This type of policy provides coverage for claims that are made against you and reported in writing during the policy period or during an extended reporting period. Incidents that result in a claim must occur on or after the retroactive date of the policy and before the policy terminates. Upon termination of the policy, you have the option to purchase an Extended Reporting Endorsement or "Tail Coverage," which will allow claims to be reported for an indefinite period of time, as long as the incident occurred on or after the retroactive date and before termination of the policy. Note: the Extended Reporting Endorsement may not be available if your policy cancels for non-payment of premium.

Retroactive Date: The claims-made policy only covers incidents that occur on or after the policy's retroactive date. The retroactive date is stated on the declarations page and can be concurrent with the effective date of the policy or a date other than the effective date of the policy, upon which you and we agree coverage will be applicable. However, if you purchased an extended reporting endorsement from your current carrier, your prior policy was an occurrence policy or you have had a gap in coverage, the retroactive date will be concurrent with the effective date of the new claims-made policy.

Effective Date of Coverage

Upon approval of your application, your policy effective date may be no earlier than the day your completed application is received by NCMIC. If you choose to fax or email your application, the earliest effective date will be the day after it is received.

Professional Entity Coverage Options

- **Shared Limits:** This provides shared limits of liability coverage for the entity for no additional cost.

- **Separate Limits (Group Policy):** This provides separate limits of liability coverage for the entity as well as the insureds listed on the Schedule of Insureds. The premium for this coverage will be 20% of the total undiscounted base premium for each insured listed on the Schedule of Insureds. Important Note: In order to qualify for this coverage, all naturopathic employees, officers, directors, and partners must be insured with NCMIC on a group policy.

Application Checklist

- ✔ Include a copy of your most recent declarations page from your previous carrier.
- ✔ Include a copy of all active licenses/registrations you hold.
- ✔ If coming from a previous carrier, the effective date of the policy must be on or after the cancellation date of your previous policy.

Please completely fill out all areas on the application.

If any areas do not apply, please state, "N/A."

NCMIC Insurance Company

Request for Claims-Made Malpractice Insurance for Naturopathic Doctors

To help with timely approval of your request for coverage, please complete all questions and provide any additional requested documentation as indicated. If information provided isn't complete, coverage approval may be delayed or rejected. If your answer to any question is "NONE" or "NOT APPLICABLE," please write "N/A."

Application number: _____

Section A – GENERAL INFORMATION

1. Name: _____
   LAST FIRST MIDDLE INITIAL
2. Designation(s) (N.D., LAc, D.C., etc.): _____
3. Last four digits of your Social Security Number: _____
4. Date of Birth: _____ /_____ /_____ 5. Gender: ☐ Male ☐ Female
6. Name of Practice: _____
   This practice is a: ☐ DBA (doing business as) ☐ Legal Entity
   ✔ **If "legal entity," please complete the Request for Professional Entity Coverage Application.**
7. Name and address for each location at which you practice, affiliation and percentage of practice:
   Practice Name: _____ _____%
   Address: _____
   ☐ Owner *(percent of ownership ____%)* ☐ Contract Worker ☐ Employee
   ☐ Tenant ☐ Medical director ☐ Home office*
   Practice Name: _____ _____%
   Address: _____
   ☐ Owner *(percent of ownership ____%)* ☐ Contract Worker ☐ Employee
   ☐ Tenant ☐ Medical director ☐ Home office*
   Practice Name: _____ _____%
   Address: _____
   ☐ Owner *(percent of ownership ____%)* ☐ Contract Worker ☐ Employee
   ☐ Tenant ☐ Medical director ☐ Home office*

   ***If applicable, please provide details on the attached Home-Based Office Form.**
8. Are you seeking coverage for your practice at all of the locations where you will practice?.....☐ YES ☐ NO
   If "No," please explain: _____
   _____
9. Home Address: _____
   Street City State County Zip
10. Mailing/Billing Address: _____
    Street City State County Zip
11. Office Phone: (_____) _____ Fax: (_____) _____ Home/Cell Phone: (_____) _____
12. Email Address: _____ Website Address: _____
    Your email address will never be sold. It will be used to send you important notices.
13. Name of institution where you received your naturopathic training: _____

Section A – GENERAL INFORMATION (continued)

14. Graduation Date: _____ /_____ /_____ Original License/Registration Date: _____ /_____ /_____

15. List all states where you currently practice, the license/registration number, the issuance date, the date of expiration and the percentage of your practice in each state:

LICENSE/REGISTRATION NUMBER	STATE	ISSUANCE DATE	EXPIRATION DATE	% OF PRACTICE IN STATE

Total must equal 100% ☐

✔ **Please attach a copy of each active license/registration you hold.**

16. Are you a member of AANP or your state naturopathic association? ☐YES ☐NO

Section B – COVERAGE INFORMATION

1. Are you currently insured? ☐YES ☐NO

2. Please provide the following information regarding your professional liability insurance for the past five years:

INSURANCE COMPANY	DATES OF COVERAGE	CLAIMS-MADE OR OCCURRENCE	POLICY LIMITS	IF CLAIMS-MADE, WAS TAIL PURCHASED?
				☐YES ☐NO
				☐YES ☐NO
				☐YES ☐NO

✔ **Please provide a copy of your current/expiring Declarations Page showing your retroactive date, policy period and limits of liability.**

3. Desired Effective Date: _____ /_____ /_____
When your application is approved, your policy effective date can be on or after the day your completed application is received by NCMIC. If you choose to fax or email your application, the earliest effective date will be the day after it is received.

4. Are you requesting retroactive coverage from NCMIC? ☐YES ☐NO
Retroactive Date: _____ /_____ /_____ (as evidenced on the current declarations page)

5. Desired Limits of Coverage ***(per incident/aggregate per policy year)***:

☐ $1 million/$3 million
☐ $500,000/$1 million
☐ $250,000/$750,000
☐ $200,000/$600,000
☐ $100,000/$300,000

The following are exceptions by state:

- Colorado - ONLY limits available:
  - ☐ $1 million/$3 million
- Connecticut - ONLY limits available:
  - ☐ $1 million/$3 million
  - ☐ $500,000/$1.5 million
- Kansas - ONLY limits available:
  - ☐ $1 million/$3 million
  - ☐ $500,000/$1 million
  - ☐ $250,000/$750,000
  - ☐ $200,000/$600,000

Section C – PRACTICE INFORMATION

1. Have you discontinued any procedures within the past 5 years? ☐YES ☐NO
   ✔ **If "yes," please describe:** _____
2. Do you practice telemedicine? ☐YES ☐NO
   ✔ **If "yes," please explain how a provider-patient relationship is established:**

   _____

   _____

   Do you have an active license/registration and recognition for telemedicine activities in each state? ☐YES ☐NO

   Please list all states in which your patients reside: _____

   _____
3. On average, are your office hours less than 20 hours per week including paperwork? ☐YES ☐NO
   a. Number of hours per week in direct professional work with patients: _____
   b. Total number of patients you see weekly: _____

Section D – PROFESSIONAL EXPERIENCE

1. Have you ever been convicted of, pleaded guilty to, or pleaded no contest to any violation of a law or ordinance other than a minor traffic offense? ☐YES ☐NO
2. Have you been treated for alcoholism, mental illness or drug addiction? ☐YES ☐NO
   ✔ **If "yes," please attach a statement from your sponsor/treatment professional and provide your treatment completion date.**
3. Do you have any health problems (or any type of disability) which might affect your practice of naturopathic medicine? ☐YES ☐NO
4. Have you ever been the subject of disciplinary proceedings or reprimanded by an administrative agency, hospital or professional association? ☐YES ☐NO
5. Have you ever been declined, canceled or refused issuance or renewal of malpractice insurance? ☐YES ☐NO
   ✔ **If "yes," please provide a copy of the notice.**
6. Has your professional/naturopathic license/registration ever been suspended, restricted, revoked or voluntarily surrendered, or has probation ever been invoked? ☐YES ☐NO
7. Has any claim or suit for alleged sexual misconduct ever been brought against you? ☐YES ☐NO

▶ **IF YOU ANSWERED "YES" TO ANY QUESTIONS IN SECTION D, please provide copies of applicable court or board documents.**

Section E – CLAIM INFORMATION

1. In the past 5 years, have you been involved, directly or indirectly, in a claim or suit arising out of the rendering or failure to render professional services?* ☐YES ☐NO
   ✔ **If "yes," please indicate the number of each:** Pending suits: _____ Closed claims: _____
2. Other than the situations indicated in Question 1 above, are you aware of any of the following:
   - Requests for patient records from a patient, family member, attorney or patient representative related to an adverse outcome or treatment of a patient? ☐YES ☐NO
   - A letter from an attorney regarding your treatment of a patient? ☐YES ☐NO

Section E – CLAIM INFORMATION (continued)

- A patient, family member or a patient representative's dissatisfaction with the outcome of a procedure, treatment or diagnosis? ☐YES ☐NO
- Any circumstances that might reasonably lead to a claim or suit, even if the claim or suit is without merit? ☐YES ☐NO

3. Have all circumstances listed in Question 2 above been reported to your current or prior insurance carrier? ☐YES ☐NO

✔ **If "yes," please attach a current loss run for each carrier, as appropriate.**

✔ **If "no," please explain why these circumstances were not reported:**_____

_____

_____

*For the purposes of this section the word claim is defined as any demand for damages, resolved or pending, regardless of the result, arising from your professional activity brought against you, any partner, associate, employee, or any professional corporation or partnership.

If you answered "YES" to any of the above questions, provide details on a Past Claim/Incident Information Form.

Section F – TREATMENT INFORMATION

1. Please indicate the percentage of patient encounters you perform for each treatment noted below:

Basic Naturopathic Practice (Botanical Medicine, Homeopathy, Nutritional & Lifestyle Counseling) _____ %

Acupuncture (please complete Acupuncture Supplement) _____ %

Chelation Therapy for treatment of heavy metal toxicity

Oral _____ %

Rectal _____ %

IV _____ %

Chinese Herbal Medicine _____ %

Prolotherapy

PRP _____ %

Homeopathic solutions _____ %

Naturopathic Manipulation _____ %

Sclerotherapy for the treatment of spider veins _____ %

Midwifery, Obstetrical, Prenatal and/or Neonatal Care _____ %

Please describe:_____

_____

IV/IM Vitamin and Mineral Therapy _____ %

Do you mix your own solutions? ☐YES ☐NO

Do you refer patients out who require extravasation? ☐YES ☐NO

Pain Management (please complete Pain Management Supplement) _____ %

Please list procedures: _____

_____

Trigger Point Injections _____ %

Please describe solutions used: _____

_____

Hormone Replacement Therapy _____ %

Do you treat using bioidentical HRT pellets? ☐YES ☐NO

Section F – TREATMENT INFORMATION (continued)

Testosterone Injections ..... _____ %

Medical Marijuana ..... _____ %

Do you sell medical marijuana in your practice?..... ☐YES ☐NO

If "yes," please explain:_____

_____

Other procedures not listed above:_____ _____ %

_____

Total (must equal 100%) _____ %

Section G – SIGNATURE REQUIRED

By signing this application, I certify and attest that the statements, information, and answers provided herein are true and accurate. I understand that NCMIC Insurance Company (NCMIC) shall rely upon the statements, information, and answers provided on this application to determine whether to accept this application for insurance and, if the application is accepted, to determine at what rate to insure.

New Hampshire residents: By signing this application, I represent that the statements, information, and answers provided herein are true and accurate. I understand that NCMIC Insurance Company (NCMIC) shall rely upon the statements, information, and answers provided on this application to determine whether to accept this application for insurance and, if the application is accepted, to determine at what rate to insure.

Acceptance of the premium does not constitute approval of the application. By signing this application the applicant authorizes NCMIC to conduct any and all background investigations in support of this application of insurance.

For Residents of all States Except Colorado, Maine, Maryland, Pennsylvania, Washington and District of Columbia: 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 or knowingly helps with intent to defraud, commits a fraudulent insurance act, which may be a crime and may subject the person to criminal and civil penalties.

Colorado: 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.

District of Columbia: 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.

Maine 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 may include imprisonment, fines or a denial of insurance benefits.

Maryland: Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Pennsylvania: 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.

X _____ X _____

SIGNATURE DATE

X _____ X _____

AGENT SIGNATURE DATE

Mail to:
NCMIC Insurance Company
P.O. Box 9118
Des Moines, IA 50306

Fax to:
1-800-996-2642

Scan and email to:
submissions@ncmic.com

Questions? Call toll free
1-800-952-9935

The Naturopathic Malpractice Insurance Plan is offered through NCMIC Diversified Health RPG Assn. Coverage is underwritten by NCMIC Insurance Company.

NCMIC
Insurance Company

Billing Information

This Billing Information form must be completed and signed prior to policy issuance and valid payment received before coverage is in force.

1. Applicant's Name _____
   LAST FIRST MIDDLE INITIAL
2. Choose your billing frequency: ☐ Annually ☐ Semi-Annually (not available in CT) ☐ Quarterly (not available in CT) ☐ Tri-Annually (CT only)
3. Select your payment method: ☐ Bank Account ☐ Credit/Debit Card
4. Would you like to have this premium payment and future premium payments automatically charged to this account on each premium due date? ***(You will receive reminder notices approximately 30 days in advance.)***.....☐YES ☐NO
   • *If NO, the payment information below will be used for a one-time payment.*

Please complete the requested payment information below.

BANK ACCOUNT INFORMATION:

Bank Name: _____

ABA/Routing Number:_____ Account Number: _____

Name (as it appears on the account): _____

Accountholder Address: _____
STREET CITY STATE ZIP

CREDIT/DEBIT CARD INFORMATION:

Card Type: ☐ NCMIC MilesAway® Credit Card ☐ MasterCard® ☐ VISA® ☐ American Express® ☐ Discover®

Card Number: _____ Expires: _____/_____
MO. YR.

Name (as it appears on card):_____

Billing Address: _____
STREET CITY STATE ZIP

PLEASE READ, SIGN AND DATE (for all payment methods)

For recurring payments through my bank account or credit/debit card:

BANK ACCOUNT: I hereby request and authorize NCMIC to draft my bank account to pay my premium. Drafts will occur on each premium due date via electronic debits, checks or drafts payable to the order of NCMIC. I agree that NCMIC's rights in respect to each draw shall be the same as if it were a check signed by me. This will remain in effect until I notify NCMIC to cease recurring payments. Should my bank account change, it is my responsibility to notify NCMIC.

CREDIT/DEBIT CARD: I hereby request and authorize NCMIC to charge my credit/debit card to pay my premium. Charges will occur on each premium due date. The authorization will remain in effect until I notify NCMIC to cease recurring payments. NCMIC will assume my credit/debit card renews on a two-year basis and submit charges accordingly (except MilesAway, which renews on a three-year basis). Should my credit/debit card change, it is my responsibility to notify NCMIC.

For one-time payment: I acknowledge that I am the accountholder or have authorization to use this bank account or credit/debit card for a one-time payment. I hereby request and authorize NCMIC to draft this bank account or charge the credit/debit card listed above for the current premium due. This authorization is only valid for the current premium due and does not apply to any future payments due.

X _____ **X** _____
ACCOUNTHOLDER SIGNATURE DATE

NCMIC
Insurance Company

Home-Based Office

Complete this form ONLY if all or part of your practice is home-based.

1. Name: _____
LAST FIRST MIDDLE INITIAL

2. Are there separate entrances for your home and office? ☐YES ☐NO

3. Is there a separate patient reception room in your home office? ☐YES ☐NO

4. Do you have individual treatment rooms? ☐YES ☐NO

5. What equipment do you use for treatment? _____

_____

6. How many people do you have on staff? _____

7. Do you have general liability coverage for your home-based office? ☐YES ☐NO

8. What percentage of your practice is based out of your home? _____%

X _____ X _____
SIGNATURE DATE

X _____ X _____
AGENT SIGNATURE DATE

NCMIC
Insurance Company

Past Claim/Incident Information

Complete this form ONLY if you have had professional liability or professional discipline incidents occur or claims brought against you.
Please make copies of this form as needed *(each claim/incident requires an individual form).*

1. Doctor's Name _____
   LAST FIRST MIDDLE INITIAL
2. Patient's Name _____
   LAST FIRST MIDDLE INITIAL
3. Date of incident from which claim or suit resulted or is likely to result: _____
4. Allegations made against you: _____
   _____
   _____
5. Explain, in detail, the specifics of the incident which led to the claim: _____
   _____
   _____
   _____
   _____
6. Did the incident result in a claim against you? ..... ☐YES ☐NO

   If "YES," please complete questions 7-12.
7. Date claim was made against you: _____
8. Present status or disposition of claim including amount reserved or amount of settlement, if any: _____
   _____
   _____
9. Please provide the following information regarding where the claim was filed.
   State:_____ County:_____
   Court:_____ Court Claim No.:_____
10. Is the claim open or closed? ..... ☐ Open ☐ Closed

    If "CLOSED," please provide the following information:
    Date claim closed:_____ Loss Amount:_____
11. What insurance company was/is involved?: _____

    Please attach loss information from previous insurance company at time of claim.
12. Name of doctors, hospitals, institutions or any other professionals, if any, involved in the claim or suit:
    _____
    _____
    _____

If you need additional space for claim information, please include details on a separate sheet.

X _____ X _____
SIGNATURE DATE

X _____ X _____
AGENT SIGNATURE DATE

NCMIC Insurance Company

Request for Professional Entity Coverage

Please complete a separate request for each corporation/entity to be insured. All questions must be answered. If there is not enough space, please attach a separate sheet of paper with complete details including the question that you are addressing. Coverage will be effective only upon approval by NCMIC.

Section A – GENERAL INFORMATION

Name: _____
LAST FIRST MIDDLE INITIAL

NCMIC Policy Number: _____

Mailing Address: _____
STREET CITY STATE ZIP

Practice Phone: (_____)_____ Practice Fax: (_____) _____

Email Address: _____
Your email address will never be sold. It will be used to send you important messages.

Section B – CORPORATE/ENTITY INFORMATION

1. Name of entity: _____

2. Practice Address: _____
STREET CITY STATE ZIP

3. Date of Incorporation: _____ /_____ Federal Tax ID No.: _____
MO YR

4. Do you have a website? ..... ☐ Yes ☐ No
✓ **If "yes," please list website address:** _____

5. Are you the owner or the majority shareholder of this legal entity? ..... ☐ Yes ☐ No

6. Do you have malpractice coverage for this entity under another policy? ..... ☐ Yes ☐ No
✓ **If "yes," please attach a copy of that policy's declarations page.**

7. Is the purpose of your professional entity naturopathic in nature?..... ☐ Yes ☐ No
If "no," please explain: _____

8. Are there other licensed professionals practicing in this entity/office other than yourself? ..... ☐ Yes ☐ No
If "yes," please provide the requested information for each licensed individual in your office.
IMPORTANT: All licensed professionals must have malpractice coverage with equal or greater limits of liability.

Name	Designation	Insurance Company	Limits of Liability	Expiration Date

Please attach a declarations page for each individual listed above.

9. Are there other owners, officers and/or directors of the professional entity other than yourself?... ☐ Yes ☐ No
If "yes," please provide the requested information for yourself and each officer and/or director of the professional entity. IMPORTANT: Naturopathic directors and officers must be insured with NCMIC with equal or greater limits of liability. Coverage will be added to only one policy, most often the professional entity president's policy. Please provide proof of coverage.

Name	Title	Professional Designation	Relationship to Insured (if applicable)	% of Ownership

Please attach a declarations page for each individual listed above.

Section C – SELECT YOUR COVERAGE

The following options for coverage are available – please check the coverage you desire:

☐ **Shared Limits (Not available in CT):** This provides shared limits of liability coverage for the entity at no additional cost.

☐ **Separate Limits (Group Policy):** This provides separate limits of liability coverage for the entity as well as the insureds listed on the Schedule of Insureds. The premium for this coverage will be 20% of the total undiscounted base premium for each insured listed on the Schedule of Insureds. **Important Note:** In order to qualify for this coverage, all naturopathic employees, officers, directors, and partners must be insured with NCMIC on a group policy.

☐ **Sole Practitioner (Only available in CT):** This coverage provides shared limits of liability at no additional charge to a Naturopathic Doctor's professional entity, as long as the entity does not employ any other licensed health care providers.

Section D – PLEASE READ, SIGN AND DATE

By signing this application, I certify and attest that the statements, information, and answers provided herein are true and accurate. I understand that NCMIC Insurance Company (NCMIC) shall rely upon the statements, information, and answers provided on this application to determine whether to accept this application for insurance and, if the application is accepted, to determine at what rate to insure.

New Hampshire residents: By signing this application, I represent that the statements, information, and answers provided herein are true and accurate. I understand that NCMIC Insurance Company (NCMIC) shall rely upon the statements, information, and answers provided on this application to determine whether to accept this application for insurance and, if the application is accepted, to determine at what rate to insure.

For Residents of all States Except Colorado, Maine, Maryland, Pennsylvania, Washington and District of Columbia: 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 or knowingly helps with intent to defraud, commits a fraudulent insurance act, which may be a crime and may subject the person to criminal and civil penalties.

Colorado: 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.

Section D – PLEASE READ, SIGN AND DATE (CONTINUED)

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Pennsylvania: 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.

X_____ X_____

SIGNATURE DATE

X_____ X_____

AGENT SIGNATURE DATE

Section E – RETURN THIS FORM

Mail to:	Fax to:	Scan and email to:	Questions? Call toll free
NCMIC Insurance Company P.O. Box 9118 Des Moines, IA 50306	1-800-996-2642	submissions@ncmic.com	1-800-952-9935

The Naturopathic Malpractice Insurance Plan is offered through NCMIC Diversified Health RPG Assn. Coverage is underwritten by NCMIC Insurance Company.