



INFORMATION PRIVACY AND SECURITY INSURANCE

For Clinics, Labs and other Healthcare Facilities

Please answer all questions completely, leaving no blanks. If there is insufficient space, please continue your response on separate letterhead. This form must be completed, dated and signed by three corporate officers with information security or privacy risk management responsibility, as defined at the end of this application form.

The submission of this application does not oblige us to offer you coverage or you to accept the coverage we offer. If you accept the coverage we offer, this application form and all materials submitted with it, including the risk assessment we conduct with you, will attach to and form part of the policy when issued.

1. GENERAL INFORMATION

Name of Entity applying for coverage:	
Street Address:	Where are you Incorporated?
City:	
State & Zip:	
Website URLs:	
Your incident Coordinator ¹ name and position:	Telephone:
	E-mail:
Policy Limit Requested:	Requested Inception Date:
Retention Requested:	

2. INFORMATION on CLINICS or LABS or OTHER FACILITIES to be COVERED

Total Revenue from all the Clinics, Labs, or other facilities to be covered in the last fiscal year				
Total Revenue from the hospital in the last fiscal year				
Please list any Clinics, Labs, or other facilities to be covered with at least 1 of the following criteria: <ul style="list-style-type: none"> • There are more than 10 beds in the facility for overnight use • The sum of full and part time employees is greater than 150 				
Name	Address (Street, City, State)	What do they do?	Number of Beds	Total Number of Employees

¹ The officer in your organization who you agree is authorized to make decisions and give commitments to us on your behalf concerning the investigation and response to possible information incidents and concerning the defense and settlement of claims.

3. RESPONSIBLE AUTHORITIES

<p>1. Do you have a SVP of Risk Management (or equivalent) who manages all aspects of your risk including mitigation, preparation, and response? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide their name, title, email address and phone number.</p>
<p>2. Who is responsible for your IT Systems? Please provide their name, title, email address and phone number.</p> <p>Who do they report to? Please provide their name, title, email address and phone number.</p> <p style="text-align: right;">Are ALL of your IT Systems under this person's supervision? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>3. Who is responsible for your IT Security Systems? Please provide their name, title, email address and phone number.</p> <p>Who do they report to? Please provide their name, title, email address and phone number.</p> <p style="text-align: right;">Are ALL of your IT Security Systems under this person's supervision? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>4. Who is your designated HIPAA Privacy Officer? Please provide their name, title, email address and phone number.</p> <p>Who do they report to? Please provide their name, title, email address and phone number.</p> <p style="text-align: right;">Are ALL of your Privacy officers under this person's supervision? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

4. CORPORATE STRUCTURE

<p>1. Do you have subsidiaries or other owned entities that do other than deliver healthcare that together account for more than 15% of your revenue? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide their names, location and websites</p>
<p>2. Have you made any acquisitions that have not yet been fully integrated into your IT System, IT Security, or your Privacy plan and process? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe how they are not yet integrated, if you plan to integrate them, and when you expect to complete the integration.</p>

5. PRIOR INSURANCE

<p>1. Do you currently have insurance covering media, privacy or network security exposures?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide the details:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;">Insurer</th> <th style="text-align: left; width: 15%;">Limits</th> <th style="text-align: left; width: 15%;">Deductible</th> <th style="text-align: left; width: 15%;">Policy Period</th> <th style="text-align: left; width: 15%;">Premium</th> <th style="text-align: left; width: 15%;">Retroactive Date</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Insurer	Limits	Deductible	Policy Period	Premium	Retroactive Date						
Insurer	Limits	Deductible	Policy Period	Premium	Retroactive Date							
<p>2. Has any E&O, D&O, professional liability, privacy, network security or media insurance ever been declined or cancelled in the last 5 years?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details.</p>												

6. PRIOR CLAIMS AND ALLEGED INCIDENTS

<p>1. Have you in the last 5 years received any claims or allegations of invasion or injury to privacy, identity theft, theft of information, breach of information security, software copyright infringement or content infringement or been required to provide notification to individuals due to an actual or suspected disclosure of personal information?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, Provide details of each such claim, allegation or incident, including costs, losses or damages incurred or paid by you, and any amounts paid as a loss under any insurance policy:</p>
<p>2. Have you in the last 5 years been subject to any action, investigation or subpoena from any regulatory body regarding any alleged violation of any law or regulation?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details of any such action, investigation or subpoena:</p>
<p>3. Have you in the last 5 years experienced an extortion attempt or demand with respect to your computer systems?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details:</p>
<p>4. Have you in the last 5 years notified consumers of a data breach incident in accordance with a data breach notification law?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details:</p>
<p>5. After enquiry, does any individual with information security or privacy risk management responsibility (as defined at the end of this application form) at any proposed insured, have knowledge or information of any fact, circumstance, situation, event or transaction which may give rise to a claim or privacy breach notification under the proposed insurance?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide full details:</p>



THE UNDERSIGNED ARE AUTHORIZED BY THE APPLICANT AND DECLARE THAT THE STATEMENTS IN THIS APPLICATION AND ALL WRITTEN STATEMENTS, THE ASSESSMENT DOCUMENT OR PROCESS, AND ALL MATERIALS FURNISHED TO THE INSURER IN CONJUNCTION WITH THIS APPLICATION ARE TRUE.

THIS APPLICATION AND MATERIALS SUBMITTED WITH IT SHALL BE RETAINED ON FILE WITH THE INSURER AND SHALL BE DEEMED ATTACHED TO AND BECOME PART OF THE POLICY IF ISSUED. THE INSURER IS AUTHORIZED TO MAKE ANY INVESTIGATION AND INQUIRY IN CONNECTION WITH THIS APPLICATION AS IT DEEMS NECESSARY.

THE APPLICANT AGREES THAT IF THE INFORMATION SUPPLIED ON THIS APPLICATION CHANGES BETWEEN THE DATE OF THIS APPLICATION AND THE EFFECTIVE DATE OF THE INSURANCE, THE APPLICANT WILL, IN ORDER FOR THE INFORMATION TO BE ACCURATE ON THE EFFECTIVE DATE OF THE INSURANCE, IMMEDIATELY NOTIFY THE INSURER OF SUCH CHANGES, AND THE INSURER MAY WITHDRAW OR MODIFY ANY OUTSTANDING QUOTATIONS OR AUTHORIZATIONS OR AGREEMENTS TO BIND THE INSURANCE.

WE HAVE READ THE FOREGOING APPLICATION FOR INSURANCE AND REPRESENT THAT THE RESPONSES PROVIDED ON BEHALF OF THE APPLICANT ARE TRUE AND CORRECT.

WARNING

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

NOTICE TO COLORADO INSURED: 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 INSURERS 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 IN THE THIRD DEGREE.

NOTICE TO LOUISIANA AND 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 MINNESOTA APPLICANTS: A PERSON WHO FILES A CLAIM WITH INTENT TO DEFRAUD OR HELPS COMMIT A FRAUD AGAINST AN INSURER IS GUILTY OF A CRIME. **NOTICE TO MAINE, 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 MAY INCLUDE IMPRISONMENT, FINES OR A DENIAL OF INSURANCE BENEFITS.



NOTICE TO OKLAHOMA APPLICANTS: 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 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 NEW YORK APPLICANTS AND KENTUCKY: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIMS 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 NEW YORK APPLICANTS 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.

This application must be signed by three corporate officers with information security and privacy risk management responsibility, **who have authority to sign on the Applicant's behalf.**

A person with information security and privacy risk management responsibility means any member of the management committee, chairperson, chief executive officer, chief operating officer, chief financial officer, risk manager, any member of the Risk Management, IT, Legal or Human Resources staffs or any other individual acting in any information risk management capacity with the applicant.

Signed:
Title

Date: Day Month Year

Signed:
Title

Date: Day Month Year

Signed:
Title

Date: Day Month Year

Assessment Addendum to Application

Overview

1. How many locations do you have? _____

2. Where are they located?
 - a. Standalone office(s) open to the public
 - b. In-house clinic inside a corporation.
 - c. Within school(s)
 - d. Other or a combination of the above three, please explain:

3. Do you have a HIPAA-trained person on staff who is responsible for the compliance of confidential documents?
 - a. Yes
 - b. No
 - a. If no, is this function outsourced?
 - i. Yes,
If Yes who is it outsourced too? _____
 - ii. No

4. How many Doctors and/or Nurse Practitioners do you have in total? _____

5. How many Nurses? _____

6. How many other staff do you have? _____

7. Are there any beds for overnight use by patients in any of your clinics?
 - a. Yes
 - b. No

8. Does any of your clinics do surgeries?
 - a. Yes
 - b. No

9. Is there a monitored alarm system in each of your clinic(s)?
 - a. Yes
 - b. No
 - c. Some, please explain: _____

10. Have any of your clinics in the last five years had a HIPAA-reportable breach?

- a. Yes
- b. No

11. How many medical records do you have in total between all clinic(s)? _____

12. Where are your medical records stored?

- a. All on the clinic's premises
- b. Elsewhere

If elsewhere, please explain: _____

13. How are your medical records recorded?

- a. Hard Copy
- b. Electronic
- c. Both Hard Copy & Electronic

14. When you fax any medical information, do you have all of the approved destinations preloaded into the fax machine?

- a. Yes
- b. No

If your clinic(s) have hard copy medical records, please answer the following

1. Is the place where the medical records are stored locked?

- a. Yes
- b. No

2. What kind of lock system do you use?

- a. Electronic lock
- b. Key or Combination Lock
- c. Personal identification card
- d. Other, please explain: _____

3. Is the storage area:

- a. Opened during clinic hours
- b. Only opened when a record is required then re-locked.
- c. Other, please explain: _____

4. Which positions have access to the area where medical records are stored?

5. Is it approved under any circumstances that a medical record can be taken off the premise(s)?
 - a. Yes
 - b. No

6. What is your process for destroying medical records when you are allowed to do so?
 - a. Burned or shredded in the clinic
 - b. Burned or shredded by a vendor
 - c. Other, please explain:

7. If you use a vendor, do they insure you against any liability you incur as a result of their actions?
 - a. Yes
 - b. No

If your clinic(s) have electronic medical records, please answer the following

1. What percent of your records are electronic? _____
2. What is the name of the software you use for your medical records? _____
3. What version are you using? _____
4. Do you have an in-house IT person who is responsible for care and maintenance?
 - a. Yes
 - b. No
 - i. Do you outsource this function? if so, to whom?

5. Where is your electronic medical record data stored?
 - a. Servicers in your own facilities
 - b. Located at someone else's facility offsite (including the cloud)
 - i. Does your vendor insure you against any liability you may have as a result of their actions?
 1. Yes
 2. No
6. Is the information in your medical records encrypted?
 - a. Yes all the time, even at rest
 - b. Only when the data is in motion
 - c. Not at all

7. Do you allow medical records to be downloaded onto a mobile device of any kind?
 - a. Yes
 - i. If yes, do you require the information of the mobile device to be fully encrypted?
 1. Yes
 2. No
 - b. No

If you said yes to question 7(a), please answer the following:

8. Do you limit the number of medical records that can be downloaded to mobile devices?
 - a. Yes
 - b. No
9. Do you require that all mobile devices that are allowed to contain medical records also contain remote erasing ability?
 - a. Yes
 - b. No