

UNIVERSITY OF FLORIDA J. HILLIS MILLER HEALTH CENTER SELF INSURANCE PROGRAM

PHYSICIANS PROFESSIONAL LIABILITY QUESTIONNAIRE

for
Clinical Physician Faculty of the University of Florida

Name: _____
UF ID # _____ FL License #: _____
Date of This Questionnaire: _____
Date of Hire or Anticipated Hire: _____
Employer: _____
Department: _____
Division: _____
Employment FTE: _____ Clinical FTE: _____
Specialty: _____ Subspecialty(ies): _____

Briefly describe your practice or intended practice under this employment.

Employment-Related Patient Care Practice Locations (hospitals, clinics, etc.):

_____ Shands at UF	_____ Shands Lake Shore
_____ Shands at AGH	_____ Shands at Live Oak
_____ Shands Rehab Hospital	_____ Shands at Starke
_____ Shands Vista Pavilion	_____ Shands Jacksonville

_____ Amb Surgery Center Identify: _____
_____ Clinic(s) Identify: _____
_____ VA Hospital Identify: _____
_____ Other Identify: _____

Will you be engaged in any clinical services **outside** the scope of your employment?
_____ Yes _____ No
If yes, please describe:

Please identify your medical malpractice insurer for those activities

**Attach a copy of your C.V., to include:
Education, Additional Training, Practice History, and Board Certifications**

PHYSICIAN UNDERWRITING INFORMATION

Name: _____

Check the "Yes" or "No" block for each of the following:

- | | |
|--|--|
| a. Has your license to practice medicine or your permit to prescribe drugs ever been denied, revoked, suspended, placed on probation, subjected to reprimand, voluntarily surrendered or in any other way limited, or has it been or is it currently under investigation? If "Yes," explain. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Have you ever been or are you currently under a Consent Order? If "Yes", attach a copy of the Consent Order and its termination, if applicable. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c. Have your hospital staff privileges ever been denied, suspended, revoked, placed on probation, voluntarily surrendered or in any other way restricted, or have they been or are they currently under investigation? If "Yes," explain. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d. Has any insurance company ever canceled, declined to issue or refused to renew your professional liability insurance, or offered such insurance only on special terms, or have you been notified of such intent? (Enclose copy of Cancellation Notice or Letter if applicable.) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| e. Have you ever been contacted by an attorney either requesting records of a case in which there are unexpected injuries or notifying you that a malpractice action is being investigated or contemplated? If "Yes", complete the Claim Supplement for each incident. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| f. Has any civil action ever been filed against you alleging medical errors or omissions, or against your employer or any other entity responsible for or alleged to be responsible for your patient care activities, or have you been notified that such an action will be filed? If "Yes", complete the Claim Supplement for each claim. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| g. Have any judgments been made against you, or any out-of-court settlements been made on your behalf, from an incident alleging medical errors or omissions? If "Yes", complete the Claim Supplement for each claim. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| h. Have you ever been convicted of a criminal offense or are you under investigation for a criminal offense? If "Yes," explain. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| i. Have you been treated for alcoholism or drug addiction within the last five years? (Provide dates and locations of all treatments, and the names of your supervising and monitoring physicians.) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| j. Have you received any major medical/surgical treatment for illness or accident during the past five years? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| k. Do you enter into any oral or written contract or agreement guaranteeing the result of any treatment or operation performed by you, personally, or performed under your supervision? If "Yes," explain. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| l. Do you practice any unconventional or experimental therapies? If "Yes," describe. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| m. Do you engage in telemedicine? If "Yes," describe. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| n. Do you serve as Medical Director or Assistant Medical Director for any facility or clinical department that will not be pursuant to this employment? If "Yes," describe. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| o. Do you serve as Medical Director or Assistant Medical Director for any facility or clinical department pursuant to this employment? If "Yes," describe. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| p. As part of this employment, do you supervise any physician/surgeon assistants, ARNP's or CRNA's? If "Yes," provide details: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| q. Do you supervise any physician/surgeon assistants, ARNP's or CRNA's outside the scope of this employment? If "Yes," provide details: | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**"Yes" answers to "e", "f" and "g" require the completion of the Claim Supplement for each incident and/or claim.
Attach a separate sheet to explain/describe other "Yes" answers.**

LIABILITY RATING INFORMATION

Name: _____

Limit your responses to patient care that you are or anticipate will be providing on behalf of the employer, the University of Florida. Including patient care in the rating information below that you are or may be qualified to provide but that is not anticipated to be provided within the scope and course of your employment could result in an unnecessarily higher premium than would otherwise be assessed.

Surgery Class:

- | | |
|--------------|---|
| NONE | Includes incision of boils & superficial fascia, suturing of minor lacerations and non-surgical removal/excision of superficial skin lesions. Excludes performing and/or assisting with surgery or OB procedures. |
| MINOR | Includes simple operations not considered to involve a risk to life, circumcisions, & non-major OB procedures. Excludes all surgeries and procedures that meet the criteria of major surgery. |
| MAJOR | Includes removal of tumors, open bone fractures, amputations, removal of any gland or organ, plastic surgery, tonsillectomy, adenoidectomy, caesarean section, and any operation in or upon any body cavity including but not limited to cranium, thorax, abdomen or pelvis or any other operation which because of the condition of the patient or the length or circumstances of the operation presents a distinct hazard to life. |

Medical or Surgical Specialty:

<input type="checkbox"/> Anesthesiology	<input type="checkbox"/> Neurology	<input type="checkbox"/> Pathology	<input type="checkbox"/> Radiology
<input type="checkbox"/> Emergency Medicine	<input type="checkbox"/> OB & Gynecology	<input type="checkbox"/> Pediatrics	<input type="checkbox"/> Surgery
<input type="checkbox"/> Family Practice/Gen.	<input type="checkbox"/> Ophthalmology	<input type="checkbox"/> Podiatry	<input type="checkbox"/> Other (define): _____
<input type="checkbox"/> Internal Medicine	<input type="checkbox"/> Orthopaedics	<input type="checkbox"/> Psychiatry	
<input type="checkbox"/> Neurological Surgery	<input type="checkbox"/> Otolaryngology	<input type="checkbox"/> Radiation Therapy	

Medical or Surgical Sub-Specialty:

<input type="checkbox"/> Abdominal	<input type="checkbox"/> Gynecology	<input type="checkbox"/> Ophthalmology	<input type="checkbox"/> Psychiatry
<input type="checkbox"/> Aerospace Medicine	<input type="checkbox"/> Hand	<input type="checkbox"/> Oral Surgery	<input type="checkbox"/> Psychoanalysis
<input type="checkbox"/> Allergy	<input type="checkbox"/> Head & Neck	<input type="checkbox"/> Orthopaedics	<input type="checkbox"/> Psychosomatic Med.
<input type="checkbox"/> Broncho-Esophagology	<input type="checkbox"/> Hematology	<input type="checkbox"/> Otolaryngology	<input type="checkbox"/> Pulmonary
<input type="checkbox"/> Cardiac	<input type="checkbox"/> Infectious Disease	<input type="checkbox"/> Otorhinolaryngology	<input type="checkbox"/> Radiology
<input type="checkbox"/> Cardiovascular Disease	<input type="checkbox"/> Intensive Care	<input type="checkbox"/> Otorhinolarynx/Plastic	<input type="checkbox"/> Rheumatology
<input type="checkbox"/> Colon & Rectal	<input type="checkbox"/> Laryngology	<input type="checkbox"/> Pain Management	<input type="checkbox"/> Rhinology
<input type="checkbox"/> Dermatology	<input type="checkbox"/> Neonatology	<input type="checkbox"/> Pathology	<input type="checkbox"/> Schlerotherapy
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Neoplastic Disease	<input type="checkbox"/> Pediatrics	<input type="checkbox"/> Thoracic
<input type="checkbox"/> Endocrinology	<input type="checkbox"/> Nephrology	<input type="checkbox"/> Pharmacology, Clin.	<input type="checkbox"/> Traumatic
<input type="checkbox"/> Family Practice	<input type="checkbox"/> Nuclear Medicine	<input type="checkbox"/> Physiatry	<input type="checkbox"/> Urology
<input type="checkbox"/> Forensic Medicine	<input type="checkbox"/> Neurology	<input type="checkbox"/> Physical Med/Rehab	<input type="checkbox"/> Vascular
<input type="checkbox"/> Gastroenterology	<input type="checkbox"/> Nutrition	<input type="checkbox"/> Plastic	<input type="checkbox"/> Other (define): _____
<input type="checkbox"/> General	<input type="checkbox"/> Obstetrics	<input type="checkbox"/> Podiatry	
<input type="checkbox"/> Geriatrics	<input type="checkbox"/> Occupational Med.	<input type="checkbox"/> Preventative Med.	

Medical Techniques or Procedures:

<input type="checkbox"/> Acupuncture (other than acupuncture anesthesia)	<input type="checkbox"/> Lymphangiography
<input type="checkbox"/> Angiography	<input type="checkbox"/> Myelography
<input type="checkbox"/> Arteriography	<input type="checkbox"/> Needle Biopsy (see exclusion 2 below)
<input type="checkbox"/> Catherization (see exclusion 1 below)	<input type="checkbox"/> Phlebography
<input type="checkbox"/> Colonoscopy	<input type="checkbox"/> Pneumatic or Mechanical Esophageal Dilation (see exclusion 3 below)
<input type="checkbox"/> Discogram	<input type="checkbox"/> Pneumoencephalography
<input type="checkbox"/> Endoscopic Retrograde Cholangiopancreatography	<input type="checkbox"/> Radiation Therapy
<input type="checkbox"/> Electroconvulsive Therapy	<input type="checkbox"/> Radiopaque Dye Injections into blood vessels, lymphatics, sinus tracts or fistulae (see excl 4 below)
<input type="checkbox"/> Laparoscopy	
<input type="checkbox"/> Lasers	

- Exclusion 1: Does not include occasional emergency insertion of pulmonary wedge pressure recording or temporary pacemaker, urethral caths, or umbilical cord cath for diagnostic purpose or for monitoring blood gases in newborns on oxygen
- Exclusion 2: Does not include fine needle aspiration, and does not include liver, kidney or bone marrow biopsy
- Exclusion 3: Does not include dilation with bougie or olive
- Exclusion 4: Not applicable to Radiologists

INCIDENT REPORTING REQUIREMENTS
of
UNIVERSITY OF FLORIDA J. HILLIS MILLER HEALTH CENTER SELF INSURANCE PROGRAM

Non-Delegable Responsibility:

Each individual who is an employee or agent of a protected entity of the Program has a non-delegable responsibility to report to the Program any occurrence or circumstance which has the potential of becoming a liability claim against yourself and/or your employer and/or the facility at which the circumstance occurred.

Incidents or Circumstances Required to be Reported:

Recognizing that no definition of a reportable incident will cover all circumstances and that it is often the magnitude of an injury rather than the actual quality of the care delivered that causes malpractice claims to be filed, the following conditions or incidents are among those which must be reported if they manifest while the patient is undergoing therapy or surgery:

- A. Death
- B. Brain damage (permanent or temporary)
- C. Spinal damage
- D. Paralysis, paraplegia, quadriplegia
- E. Surgical procedure on the wrong patient
- F. Attempted wrong site surgery, to include prepping the wrong site
- G. Wrong site or wrong procedure surgery
- H. Any condition that requires transfer to a higher level of care within or outside the facility
- I. Retained foreign body, irrespective of intent
- J. Procedures to remove unplanned retained foreign object
- K. Surgical repair of injuries or damage from planned surgical procedure where damage is not a recognized specific risk disclosed to the patient and documented through informed consent process
- L. Total or partial loss of limb, or loss of the use of a limb
- M. Sensory organ or reproduction organ impairment
- N. Disability or disfigurement
- O. Any birth to a term baby that is stillborn or expires shortly after delivery
- P. Injury/death to either mother or child during delivery
- Q. Delay or misdiagnosis of a patient's condition resulting in increased morbidity
- R. Injury to any part of the anatomy not undergoing treatment
- S. Any assertion by a patient of medical injury or a threat of litigation
- T. Allegations of rape or sexual abuse or misconduct
- U. Patient or family assertion that no consent was obtained for treatment (medical or surgical)
- V. Any condition requiring specialized medical attention resulting from non-emergency medical intervention to which the patient has not given informed consent
- W. Infant abduction or discharge of an infant to the wrong parents
- X. Any other unexpected or adverse outcome or an event where established policy or procedure was not followed
- Y. Any other conditions that you feel may result in a claim

Standard reporting guideline:

The best guideline to follow for determination of whether a circumstance is reportable is that of common sense, sustained by the ever present awareness of the possibility of a claim. The standard practice should be: **when in doubt, report.**

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COVERAGE RESTRICTION & INFORMATION:

Medical malpractice liability protection provided by the above named Programs is restricted to incidents and claims arising out of patient care rendered within the scope and course of your employment with the University of Florida.

Coverage **may** be extended to community services approved by the employer and extends to Good Samaritan acts.

Specific coverage questions can be directed to:
Underwriting & Insurance Services
Telephone: 352-273-7006

PHYSICIAN REPRESENTATIONS:

I hereby declare that the statements and responses I have provided in this questionnaire are, to the best of my knowledge and recollection, complete and correct and that I have not deliberately suppressed or misstated any material facts.

Further, I have read and agree to abide by the Incident Reporting Requirements.

(signature)

Name: _____

Date: _____

Telephone Contact Numbers: _____

Mailing Address: _____

E-Mail: _____

EMPLOYER REPRESENTATIONS: Chairman or Division Chief

I hereby declare that the statements and responses the physician has provided in this questionnaire identifying the practice locations, patient care categories, and FTE's for his/her employment activities are correct. I further represent that if any material change occurs during the term covered by this application, I will notify the Underwriting Division of the Self Insurance Program.

Chairman or Division Chief (signature)

Name: _____

Title: _____

Date: _____

UNDERWRITING FORM - CLAIM SUPPLEMENT

Name: _____

Patient (or Plaintiff)

Date of Incident

If no lawsuit, how did you become aware of this as a potential or actual malpractice claim?

Where did the incident occur (facility, city and state)?

Give a summary of the allegations or potential allegations:

Give a summary of the alleged or potentially alleged injuries/damages:

Give a summary of your involvement in the patient's treatment:

If the claim has been resolved, provide details, dates, and amounts:

If the claim has not been resolved, provide current status:

Defense Attorney (name/address):

Insurer (name/address):

Attach an additional sheet if you need additional space or wish to provide additional information.

AUTHORIZATION FOR RELEASE OF INFORMATION

The undersigned hereby authorizes the release of information as specified below to:

The University of Florida J. Hillis Miller Health Center Self Insurance Program, hereafter referred to as "Program".

The undersigned hereby authorizes his/her present and prior professional liability insurance carriers and any and all attorneys who have represented the undersigned in connection with any claim of professional liability to release to the below named, upon its request, information regarding closed, pending, or anticipated claims and any underwriting or other information which in the judgment of any such carrier, attorney or the Program may have a bearing upon his/her professional liability risk factors.

The undersigned also authorizes all medical associations, medical societies and managed care organizations in which he/she is or has been a member, all hospitals in which he/she now holds or has held staff privileges, the state board of medical examiners for the state in which he/she has practiced, the state department of public health for the state in which he/she has practiced or resided, motor vehicle departments, and any and all physicians having information regarding the undersigned, to release to the Program upon its request any information any such person or entity may have which, in the judgment of any such person or entity, has a bearing upon his/her professional liability risk factors.

(name, typed or printed)

(signature)

Date: _____

UNDERWRITING FORM - INSURANCE HISTORY

Name: _____

List all previous and/or current medical malpractice insurance carriers.

Carrier: _____

Policy Number: _____ Policy Period: _____

Coverage Type: Claims-made Occurrence

Carrier: _____

Policy Number: _____ Policy Period: _____

Coverage Type: Claims-made Occurrence

Carrier: _____

Policy Number: _____ Policy Period: _____

Coverage Type: Claims-made Occurrence

Carrier: _____

Policy Number: _____ Policy Period: _____

Coverage Type: Claims-made Occurrence

Carrier: _____

Policy Number: _____ Policy Period: _____

Coverage Type: Claims-made Occurrence