

Insurance Guidelines

Requirements When Submitting a Professional Liability Insurance Policy and Certificate of Insurance as a Condition of Licensure for a Health Care Facility

Certificate of Insurance:

1. The name of the owner of the business operating the facility must match the name listed on the insurance policy and the most recent license renewal application.
2. The “Doing Business As” (DBA) name of the facility as licensed by the State of Colorado must be listed on the certificate and match what was submitted with the most recent license renewal application. If there are multiple facilities - each facility must be listed on the certificate.
3. The full facility address as licensed by the State of Colorado must match what is listed on the insurance policy.
4. The correct amounts of coverage as required under the Health Care Availability Act (HCAA) for professional liability insurance must be listed on the certificate.
5. The insurer affording coverage for the professional liability insurance must be listed on the certificate and must be a Colorado authorized company registered with the Division of Insurance. Please visit: <http://cdilookup.asisves.com/CompanySearch.aspx>
6. The policy number, effective date and expiration date must be listed on the certificate.
7. The State of Colorado Health Facilities and Emergency Medical Services Division, 4300 Cherry Creek Drive South, Denver, CO 80246 must be listed as the certificate holder.

Professional Liability Insurance Policy:

1. The entire policy must be submitted; including the declarations page, endorsements, etc. All forms submitted must accurately reference one another.
2. The policy must identify each health care institution separately licensed with the State of Colorado.
3. Each health care institution listed on the policy must meet the minimum amounts of coverage as outlined in section 13-64-301, C.R.S. (\$500,000 per incident and \$3,000,000 annual aggregate per year).
4. All policies submitted to the Department must have a \$0 dollar deductible and no self-insured retention.
5. The policy must list the owner of the business operating the facility.
6. The owner of the business listed on the policy must be the same as owner of the business listed on the most recent license application.
7. If a trade name or “doing business as” (DBA) is listed on the most recent license renewal application, it must also be listed on the policy and match what is listed on the certificate.
8. The policy must list the entire facility address as licensed by the State of Colorado and match what is listed on the certificate and most recent license application.
9. The policy number must be listed along with the effective date and the expiration date.
10. The policy number and insurer affording coverage must match what is listed on the certificate.
11. If the named insured is the management company and not the owner of the business; the following additional documentation is required:

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- a. A copy of the executed management agreement which states the licensee is assigning the professional liability insurance responsibility to the management company and the management company must maintain the insurance throughout the duration of the license.
 - b. The facility must identify what page and paragraph of the management agreement the above information is located.
 - c. Provide the relationship between the licensee and the management company, including the percentages owned by both entities.
12. To ensure compliance with the HCAA when multiple locations are listed on one policy, the language listed below may expedite the approval process:
- a. *The commercial professional liability insurance policy # xxxxxx coverage is for the following 2 health care institutions:*
 - i. *XYZ, LLC dba XYZ ambulatory surgical center located at xxxxxxxx*
 - ii. *XYZ, LLC dba ABC convalescent care center located at xxxxxxxx*
 - b. *Each of these health care institutions has coverage in the minimum indemnity amounts of \$500,000 per incident and \$3,000,000 annual aggregate per year.*