

4700 Country Club Drive Jefferson City, MO 65109 Phone: 573-893-5300 Fax: 573-893-3748

## **Facility Professional Liability Application**

### **Section I - Facility Information**

Name of Applicant and Mailing Address:			
D.B.A. Name of Parent Company			any
Name of Administrator		Name of CFO	
Federal Tax Identification Number	Annual Receipts \$	<u> </u>	Annual Payroll \$
☐ Geriatric hospital ☐ General hospital ☐ Psychiatric hospital ☐ Rehabilitation hospital ☐ Comparison of the comparison	Individual C Partnership Corporation Joint venture Government Limited Liability Compan	D. □ Profit □ Non-profit □ Charitable	D. Accredited by J.C.A.H.O. Licensed by state Accredited by A.O.A. Medicare approved Member of A.H.A. Accredited by C.A.R.F.
Section II - Facility Locations  Primary Facility Address (Street, City, State, Zip County	Primary Practice Phone 1		Primary Practice Fax Number
Secondary Location Address (Street, City, State, County	Secondary Practice Phon	_	Secondary Practice Fax Number
<ol> <li>May we communicate with you by fax?</li> <li>May we communicate with you by e-ma</li> </ol>	il?		E-Mail Address
	For Agent's Use Onl	ly (If applicable)	
Name of Agency:	Na	me of Agent:	
			r:
e-mail Address: Fax Number:			
Are you authorized to place casualty insurance	e under subdivision 1(4)		

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Section III - Coverage Selection

Requested Effective D	ate of Coverage:				
Requested Retroactive	e Date:	Month	Day Ye	ear	
If no Retroactive Date (	☐ Current coverage ☐ Prior Acts Covera from my current	age will be obtained from c is on occurrence form age will not be obtained fro			
Important: Covand	verage will become effecti I receipt of payment.	ve only after the complet	ion of all underwriting fun	ctions, acceptance by the	Association,
Coverage Type and Li	imits of Liability (check	all that apply)			
\$500,000  Facility ( \$1,000,0  Commer \$500,000  Commer \$1,000,0	Claims Made Professional I Deach medical incident/\$1,000 each medical incident/\$1,000 each medical incident/\$1,000 each incident/\$1,500,000 each incident/\$1,500,000 each incident/\$3,000,000 each i	500,000 annual aggregate Liability Coverage 3,000,000 annual aggregate as Made Coverage general aggregate as Made Coverage 0 general aggregate	essional Liability Coverage	imits)	
Section IV - Insur					
Professional Liability:	Current Coverage	First Year Prior	Second Year Prior	Third Year Prior	Fourth Year Prior
Name of Carrier					
Form of Coverage	☐ Occurrence ☐ Claims-Made	☐ Occurrence ☐ Claims-Made	☐ Occurrence☐ Claims-Made	☐ Occurrence ☐ Claims-Made	☐ Occurrence☐ Claims-Made
Effective Date and Expiration Date					
Retroactive Date (NA for occurrence)					
Was Extended Reporting Coverage obtained?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
General Liability:					
	Current Coverage	First Year Prior	Second Year Prior	Third Year Prior	Fourth Year Prior
Name of Carrier					
Form of Coverage	☐ Occurrence ☐ Claims-Made	☐ Occurrence ☐ Claims-Made	☐ Occurrence ☐ Claims-Made	☐ Occurrence ☐ Claims-Made	☐ Occurrence ☐ Claims-Made
Effective Date and Expiration Date					
Limits of Liability					



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1.	Has your facility ever operated without professional liability coverage?	☐ Yes	□ No	
2.	Has your facility ever operated without commercial general liability coverage?	☐ Yes	☐ No	
3.	Was your professional liability coverage ever placed with a non-admitted carrier?	☐ Yes	☐ No	
4.	If previously insured on a claims-made form, has your facility ever failed			
	to obtain Extended Reporting Coverage?	☐ Yes	☐ No	
5.	Do you owe any outstanding premium to any carrier?	☐ Yes	☐ No	
f anv	answer to questions 1 - 5 above is "Yes", please provide dates and explanations below:			

### Section V - Professional Employees or Contractors

Following is list of professional allied health care providers for which coverage does not extend and a separate policy is required. If coverage is desired, please complete a separate application of each.

Professional Employees or Contracted Individuals: (Indicate the total number of individuals in each category)

·
Employed physicians
Contracted physicians
Employed surgeons
Contracted surgeons
Podiatrists
Oral surgeons/Dentists
Physician assistant/Surgeon assistant
Nurse midwives
Nurse anesthetists
Nurse practitioner
Psychologist
Profusionists
Chiropractor
Certified Nurse Anesthetists
Cytotechnologist
Emergency Medical Technicians
Residents/Interns
Optometrist
<b>Total Number of Professionals</b>

Other Covered Employees or Contractors: (Indicate the total number of individuals in each category.)

Registered nurses
LPN's
Student nurses
X-Ray technicians
Pharmacists
Physical Therapists
Paramedics
Volunteers
Other employees
 <b>Total Other Covered Individuals</b>



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#### Section VI - Exposure Data Information

Facilities and Services Available: (Please check all that apply)

Abortion Clinic	Ambulance	Blood Bank
Burn Unit	CCU	Coronary Rescue
Day Care	Dialysis	Dietary
Emergency	Gift Shop	ICU
Inhalation Therapy	Long-Term Care	Morgue
Neonatal ICU	Nursery	Obstetrical
Open Heart	Operating Rooms	Pathology
Pharmacy	Physical Therapy	Radiation Therapy
Radiology	Restaurant	Self-Care
Shock Trauma	X-Ray	

Indicate if department is staffed by employees, contractors, or staff and limits of liability required? (Please provide verification of coverage for contract services)

Department	Staffing	Insurance Limits
Anesthesiology	☐ Employed Physicians ☐ Contract Physicians ☐ Staff Physicians	
Radiology	☐ Employed Physicians ☐ Contract Physicians ☐ Staff Physicians	
Emergency Department	☐ Employed Physicians ☐ Contract Physicians ☐ Staff Physicians	
Pharmacy	☐ Employed Pharmacists ☐ Contract Pharmacists ☐ Staff Pharmacists	

Professional Liability Exposures: (Please indicate zero where not applicable. Provide number of licensed beds and average occupied for past 12 months)

	# of Licensed Beds	Average # of Occupied Beds
Acute Care:		
Subacute Care:	# of Licensed Beds	Average # of Occupied Beds
Skilled Care:	# of Licensed Beds	Average # of Occupied Beds
Assisted Living:	# of Licensed Beds	Average # of Occupied Beds
Independent Living:	# of Licensed Beds	Average # of Occupied Beds
Residential Care:	# of Licensed Beds	Average # of Occupied Beds
Psychiatric/Mental Health Beds:	# of Licensed Beds	Average # of Occupied Beds
Chemical Dependency / Rehabilitation	# of Licensed Beds	Average # of Occupied Beds
Beds:		
ICU/CCU/NICU:	# of Licensed Beds	Average # of Occupied Beds
Bassinets:	# of Licensed Beds	Average # of Occupied Beds



Inpatient Surgeries:

Level of care given in Emergency Room?

## Missouri Medical Malpractice Joint Underwriting Association

#of Outpatient Visits

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Inpatient Surgeries and Outpatient Visits: (Please indicate zero where not applicable. Provide number of procedures for previous 12 months and number of outpatient visits projected for the next 12 months)

# of Procedures

			1
Outpatient Surgeries:	# of Procedures		#of Outpatient Visits
Births Total:	# of Procedures		#of Outpatient Visits
Vaginal Births			
Cesarean Sections			
Health Institutional (clinical) Visits:	# of Procedures		#of Outpatient Visits
Chemical Dependency:	# of Procedures		#of Outpatient Visits
Emergency Room Services:	# of Procedures		#of Outpatient Visits
Counseling/Therapy Visits:	# of Procedures		#of Outpatient Visits
Home Health/Hospice Visits:	# of Procedures		#of Outpatient Visits
Mental Health (psychiatric) Visits:	# of Procedures		#of Outpatient Visits
All other Outpatient Visits:	# of Procedures		#of Outpatient Visits
		1	
How many surgical procedures were perfo	rmed in the last year by:		
Employed Physicians St	aff Surgeons	Interns _	Residents
Do you operate an Emergency Room?	☐ Yes	□No	

□Level I

☐ Level II

☐ Level III

☐ Level IV

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## Section VII - Rating Information

1.	Does your institution engage in formal clinical research under the auspices of an institutional review board? If yes, please explain below.	☐ Yes	□ No
2.	Does your institution engage in administration of non-FDA approved pharmaceuticals? If yes, please explain below.	☐ Yes	□ No
3.	Does your institution engage in bio-medical device research and development? If yes, please explain below.	☐ Yes	□ No
4.	Does your institution engage in animal research? If yes, please explain below.	☐ Yes	□ No
5.	Does your institution engage in medical and/or surgical experimentation that is not approved by institutional review board? If yes, please explain below.	☐ Yes	□ No
6.	Have your licenses, certifications or ability to participate with Medicare or Medicaid ever been suspended, revoked, placed on probation or voluntarily surrendered? If yes, please explain below.	□ Yes	□ No
7.	Do you own or operate a blood bank?	☐ Yes	□ No
	If no, from where is the blood product obtained?		
8.	Does your facility meet current life safety code requirements as published in Fire/Code Uniform Fire Code? If no, please explain below.	☐ Yes	□ No
9.	Does your facility maintain a written patient transfer plan for all contingencies which includes providing appropriate continuity of care information to the receiving facility, notification of family or guardian of transfer, appropriate and safe transportation and an audit process that is monitored through committee?	□ Yes	□ No
10.	Is your facility accredited by J.C.A.H.O. or A.H.C.A., or equivalent?	☐ Yes	□ No
	If yes, does your accreditation have outstanding contingencies?	☐ Yes	□ No
	NOTE: If your facility is a nursing home, a state license issued by the Missouri Department of Health and Senior Services, and a copy the state report meets this requirement.		
11.	Does your facility perform background checks on all staff who have patient or resident contact (employees, leased workers and volunteers) including criminal history (5 years), felonies, misdemeanors, sexual offenses, abuse, theft, assault, credit history, verification of all education, verification of references, US citizenship status/Visa, and substance test?		
	If no, please explain below.	☐ Yes	□No
12.	Does your facility operate solely in the State of Missouri?	☐ Yes	□ No
13.	Has the institution been required to notify the National Practitioner Data Bank of any suspension, peer review action or professional liability payment involving any member of the medical or dental staff?		
	If yes, please explain below.	☐ Yes	□ No
14.	Do facility by-laws require staff doctors, employed doctors, and contract doctors to carry medical malpractice insurance of at least \$1,000,000 each medical incident/\$3,000,000 annual aggregate?	□ Yes	□ No
	NOTE: If the facility is a Nursing Home, and no physicians are employed or contracted, questions 14, 16, 17, 18, 19, and 20 do no	ot apply.	
15.	Does your facility require certificates of insurance for all contract services?	☐ Yes	□ No
16.	Do you require all employed, contract, and staff doctors to be Board Certified or Board Eligible?	☐ Yes	□ No
17.	Are privileges probationary for at least six months for all staff doctors?	☐ Yes	□ No
18.	Are all new physicians required to be proctored by a member of the active medical staff?	☐ Yes	□ No
19.	Are staff physicians' privileges and overall performances evaluated periodically?	☐ Yes	□ No
20.	Are all privileges granted to staff physicians detailed in writing?	☐ Yes	□ No
21.	Does the facility utilize the unit-dose system of dispensing medicine?	☐ Yes	□ No
	Is the pharmacy for patient-use only?	□ Yes	□ No
23.		☐ Yes	□ No



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Provide detailed explanations below:	
Section VIII - Risk Management	
Who coordinates your risk management program?	
Name:	
Title:	
Telephone Number:	
Is there a written risk management program that has been approved by a governing body?	☐ Yes ☐ No
Is the risk manager accountable and solely responsible for risk management?	☐ Yes ☐ No
Does your facility maintain a written continuing education plan which includes risk management topics for nursing, physicians, administration, governing board and department heads?	☐ Yes ☐ No
Does your risk management program include occurrence reporting?	☐ Yes ☐ No
Does your risk management program include review and participation in medical staff committees?	☐ Yes ☐ No
Does your risk management program include contract review and evaluation?	☐ Yes ☐ No
Does your risk management program include claim management?	☐ Yes ☐ No
Does your risk management program include safety program and safety committee?	☐ Yes ☐ No



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### Section IX - Loss Information

1.			you ever been involved, directly or indirectly in a claim, potential claim the rendering or failing to render professional services?	n,		☐ Yes	□ No
	If "Yes"	A.	Indicate number closed, dropped, dismissed		_		
		B.	Indicate number pending or open		_		
		C.	Total number of cases (A+B)		_		
	If "Yes,"		all claim/suits indicted in"C" above been reported to your current or pricy carrier?	or professi	onal	☐ Yes	□ No
2.	or circumstar	nces that n	s/suits indicated in question 1 above, do you have knowledge of any incider night reasonably lead to a claim or suit being brought against you arising ou fessional services?			☐ Yes	□ No
	If "Yes"	How m	nany?		_		
	If "Yes"		Il circumstances that might reasonably lead to a claim or suit (even if you be or suit would be without merit) been reported to your current or prior profess			☐ Yes	□ No
<u>[m</u> j	portant:	Inforn carrie	ch loss indicated in questions 1 and 2 above 1) you are required to on the control of the contro	r current t, descrip	and/or previous	s professiona	l liability
Se	ction X - N	ursing	Care Facilities Only				
1.	Years 1	ınder curr	rent management:				
2.	Does a	managem	nent company manage the facility?	☐ Yes	□ No		
	If yes,	Name of I	Management Company:				
	If yes,	Number o	of years with current company:				
3.	•	umber of					
4.	Total n	umber of	residents at full occupancy:				
5.			ntation that Residents are attended to on a daily basis?	☐ Yes	□ No		
5.			owed to have home health care aids?	□ Yes	□ No		
7.	Is the I	Director of	f Nursing a Registered Nurse?	☐ Yes	□ No		
3.			surses to carry malpractice coverage?	☐ Yes	□ No		
9.		-	nurse employees?				
10.	Is a nur		ssment conducted and documented for every new resident immediately	☐ Yes	□No		
	<ul><li>Full bo</li><li>Mobilit</li><li>Urinary</li><li>History</li><li>Require</li><li>Orienta</li></ul>	dy skin by y limitation inconting of prior is dead assistantion/cogn	ence injuries nce ition	<ul> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> </ul>	□ No		



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•	Wandering tendencies	☐ Yes	□ No	
•	Nutritional needs	☐ Yes	□ No	
•	Risk of provoking or initiating abusive behavior?	☐ Yes	□ No	
11.	How often are your residents reassessed?			
12.	Does the facility have a policy clearly identifying the types of dementia residents for whom staff is capable of providing care:	☐ Yes	□ No	
	If "Yes", please attach policy.			
13.	Does your facility have a secured unit(s) for residents prone to wandering?	☐ Yes	□ No	
	If "Yes":			
•	Are all exit doors alarmed and/or physically monitored?	☐ Yes	□ No	
•	Are alarm bracelets used in the facility?	☐ Yes	□ No	
•	Is a care plan developed and implemented for each identified wandering resident?	☐ Yes	□ No	
14.	Does staff receive training and education regarding wandering residents and			
	associated management strategies?	☐ Yes	□ No	
15.	Are fall assessments performed:			
•	Following any acute change of condition?	☐ Yes	□ No	
•	When there is a change in medication regimen?	☐ Yes	□ No	
•	When there is a change in treatment plan?	☐ Yes	□ No	
•	At least quarterly?	☐ Yes	□ No	
16.	Does the facility have and enforce a policy regarding smoking in and			
	around the facility?	☐ Yes	□ No	
17.	Are residents and visitors who are smoking properly monitored?	☐ Yes	□ No	
18.	Are regular rounds performed and documented of the physical plant	· ·		
	and grounds, to ensure they are in a safe and well maintained condition?	☐ Yes	□ No	
19.	Are equipment checks and preventive maintenance routinely performed			
	and documented?	☐ Yes	□ No	
20.	Is staff education on wound prevention and treatment provided and documented?	☐ Yes	□ No	
21.	Are policies and procedures on assisting residents with self-medication and	_	_	
	administering medication in place? If "Yes" please provide a copy.	☐ Yes	□ No	
22.	Are protocols in place for notification of resident's health care provider in cases			
	of Acute Change of Condition? If "Yes" please provide a copy.	☐ Yes	□ No	
23.	Is there a written Emergency Evacuation Plan for the facility? If "Yes" please provide a copy	☐ Yes	□ No	
24.	Does staff orientation include a review and drill of any disaster plan?	☐ Yes	□ No	



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### Section XI - General Liability

Location and Occupancy Including Patient Care Buildings, Other Buildings and Parking Lots		Square Footage	Age	Type of Construction	Number of Floors	Type of Fire Protection
						_
1.	Does your facility include a	swimming pool?			□ Ye	
2.	Hot tub/sauna?				□ Ye	
3.	Exercise/weight room?				☐ Ye	
4.	Gymnasium?	v. A gamamata ahamaa vyil	II bamada fan	and of these facilities	☐ Ye	s 🗖 No
	Please provide details below If yes to questions 1-4, do y				•	
	other outside entities?	Ou allow use of these 16	icilities by spe	rts teams, clubs of	☐ Ye	s 🗖 No
	If yes, do you make a charg	a for this usage?			□ Ye	
	Do you require signed hold	e 101 uiis usage:	em anah narsa			S 🗀 NO
	premises for these activities	narmiess agreements ii	om each perso	n/organization enterm		- DNa
_			faction of an		☐ Ye	
5. 6.	Do you have a heliport? (if		incation of co-	verage)	□ Ye	
6. 7.	Are there elevators or escalators on any premises?					s 🗆 No
8	Do you have planned any new construction and/or abatement for this year?  Has your facility agreed to hold harmless or indemnify others under contract?					
9	Does your facility agreed to I			ier comiraci?	□ Ye □ Ye	
9 10.	Are there dwellings or other					
10.	(Please provide details belo Does your facility include a	w. A separate charge w	vill be made)			s 🖵 No
11.	for a charge?	Caleteria where mears	are served to v	isitois of the general p	uone □ Ye	s 🗖 No
	If yes, please provide annua	1 rosaints			<b>-</b> 10	S 🗀 NO
12.	Does your facility include r		non offiliated	I antitias for meetings		<del></del>
12.	or events?	Ooms mat are oriered to	) Ilon-ammaw	i elluics for inceings	☐ Ye	s 🗖 No
	If yes, please provide squar	e footage of these room	6		<b>-</b> 10	S 🗀 INO
	II yes, piease provide squar	e 100tage of these room	8			
If any	answer to questions1-12 above	e is "Yes" please provid	de details and	explanation below:		
11 4117	uniower to questioner 12 acc.	0 15 1 05 , produce pro . 1.	de detalle alle	explanation colo		



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#### Please Read and Sign

I hereby declare that the above statements and particulars are true and that I have not knowingly suppressed or misstated any material facts and I agree that this application shall be the basis of the contract with the company. I agreed to notify the company if there is any future material change in any answers to this application, including without limitation, any change in my professional specialty, affiliation or working arrangement with any other physician, firm or professional association. I UNDERSTAND THAT ANY MATERIAL MISPRESENTATION OR OMISSION MADE BY ME ON THIS APPLICATION MAY ACT TO RENDER ANY CONTRACT OF INSURANCE NULL AND WITHOUT AFFECT, PROVIDE THE COMPANY WITH THE RIGHT TO RESCIND IT, AND/OR REQUIRE RETROACTIVE UPWARD PREMIUM ADJUSTMENT. **Applicant's Signature Date** Applicant's Title **Applicant's Name** Application Checklist: Copy of most current declaration page Five-year Company Loss History Copy of Business Letterhead Supplemental Loss Information for each loss Allied Health Care Provider Application for each Allied Health Care Provider Signature and Date on Application Verification of Extended Reporting or Prior Acts Coverage Most recent accrediting agency (JCAHO, AOA, CARF, etc.) and state licensure report with recommendations and the institution's response to any contingencies Copy of medical staff by-laws A.H.A. Survey of hospitals ō Risk Management and quality improvement plan Verification of professional liability coverage for all contracted services All hold harmless agreements Completed, Signed Authorization to Release Information Copy of Missouri License



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#### Supplementary Loss Information

Please complete the Supplementary Loss Information for each case indicated in Section VIIII - Loss Information questions 1 and 2. Please photocopy this form. All questions must be answered or marked Not applicable (N/A). Patient's name: Date of incident and your treatment: Name of Insurance Company: Date Reported to Insurance Company: Allegations: Did you in any way alter, embellish, delete, change, and/or destroy any records, medical or otherwise, or were allegations made that you did so, pertaining to this claim? ☐ Yes ☐ No What is the status of this matter? ☐ Open ☐ Closed (Check applicable description below) ☐ Suit threatened, no action taken ■ Incident report only ☐ Suit filed but dropped by claimant ☐ Summary judgment in your favor ☐ Jury verdict in your favor ☐ Jury verdict in favor of the plaintiff ☐ Suit settled out of court ☐ Suit filed awaiting mediation ☐ Suit filed awaiting court action If closed, amount of loss payment: Date paid: If open, amount of loss reserve: Supplementary Loss Information Please complete the Supplementary Loss Information for each case indicated in Section VIIII - Loss Information questions 1 and 2. Please photocopy this form. All questions must be answered or marked Not applicable (N/A). Patient's name: Date of incident and your treatment: Name of Insurance Company: Date Reported to Insurance Company: Allegations:

If closed, amount of loss payment:

If open, amount of loss reserve:

Date paid:

☐ Suit threatened, no action taken

☐ Jury verdict in your favor

☐ Suit filed awaiting mediation

☐ Yes ☐ No

☐ Suit filed but dropped by claimant

☐ Jury verdict in favor of the plaintiff

☐ Suit filed awaiting court action

(Check applicable description below)

Did you in any way alter, embellish, delete, change, and/or destroy any records, medical or otherwise,

☐ Open ☐ Closed

or were allegations made that you did so, pertaining to this claim?

What is the status of this matter?

☐ Summary judgment in your favor

☐ Incident report only

☐ Suit settled out of court



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#### AUTHORIZATION TO RELEASE INFORMATION

The undersigned applicant for insurance by Missouri Medical Malpractice Joint Underwriting Association (the "Association") hereby authorizes his 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 Association 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 Association may have a bearing upon his acceptability to the Association as a professional liability insurance risk.

The undersigned also authorizes all medical associations and medical societies in which he is or has been a member, all hospitals in which he now holds or has held staff privileges, the State Board of Medical Examiners for the State of Missouri and any other State in which he has practiced, or resided, and any and all physicians having information regarding the undersigned, to release to the Association upon its request any information any such person or entity may have which in the judgment of any such person or entity or the Association may have a bearing upon his acceptability to the Association as a professional liability insurance risk.

The undersigned hereby releases and agrees to hold harmless all persons or organizations releasing the information described above, their agents, servants, and employees, and the Association, its directors, officers, employees, agents, and members from any liability arising out of the release or use of any information released or furnished pursuant to this authorization, notwithstanding the fact that there may be errors, omissions, or mistakes contained in such released information.

The undersigned hereby acknowledges that persons and organizations releasing information described above will be advised that their identity, and the information they provide, will be held in confidence and will not be disclosed to the undersigned. The undersigned agrees that the undersigned shall not seek to discover or compel the disclosure, through judicial process, litigation or otherwise, of the identity of the persons or organizations releasing information described above or of the form or content of the information so provided, and the undersigned hereby expressly waives any right the undersigned may have to compel such disclosure.

The undersigned further agrees that the Association and all persons and organizations described above may rely upon a photocopy of this Authorization, which shall be of equal validity with the signed original.

Name (Printed):			
Signature:			
Address:			
Date:			