
January 23, 2015

Company Name
Address
City, ST ZIP

Re: Your Insurance Carrier
Policy Number:
Your policy dates
Policy Retroactive Date:

To whom it may concern:

This letter will respond to your request for information concerning the coverage provided by the professional liability insurance program written by Your Insurance Company for Your Company Name (hereinafter "XXXX") and its contracted physicians/professionals.

The insurance policy covers all contracted physicians and other health care professionals that provide medical and clinical services on behalf of XXXX. Coverage applies as of the effective date of each professional's placement dates with XXXX, and thus the retroactive date for coverage under this policy will be the date of first placement. Coverage is not provided for periods of time prior to the placement by XXXX. Coverage applies for all acts or omissions in the course and scope of the duties of the physician occurring on or after the retroactive date and which are reported during the policy period.

Coverage is provided on a continuous basis for any acts or omissions even if an individual physician/professional leaves or terminates his/her relationship with XXXX, as long as the policy is renewed on an annual basis. In the event of the cancellation or non-renewal of the policy, XXXX will have the option to purchase an Extended Reporting Period (tail) endorsement, which will include tail coverage for all terminated physicians/professionals. The need for such tail coverage only applies in the event of cancellation or non-renewal of the policy itself. In the event that a physician or other insured person terminates his or her relationship with XXXX, Your Insurance Company will continue to cover claims made against the insured as long as the policy remains in force. Thus, there is no reason for an individual physician to purchase an individual "tail" policy.

Hopefully, this answers your questions concerning the Extended Reporting Period (tail) provisions of the policy. Should you have any questions or wish to discuss in further detail, please do not hesitate to contact me at (123) 456-7890.

Regards,