

## MEMORANDUM

**TO:** Administrative Officers, Executives, and Managers

**DATE:** November 18, 2008

**RE:** Professional Liability Annual Guidelines

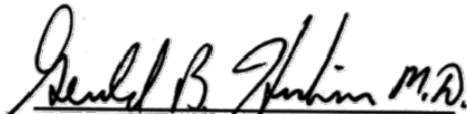
Thank you for your timely attention to our annual malpractice renewals for your department Faculty and Fellows. Your feedback and suggestions to make the process as efficient as possible are always appreciated. Routinely certain questions come up, so we have provided a list of suggestions/requirements which hopefully will address several issues in advance.


- We ask you check your pull sheets monthly for any potential errors such as incorrect center numbers, Fellows being charged the Faculty rate, etc. You will be given three months from the first month the charge appears in the accounting system to notify Risk Management of any discrepancies you might find. (Example – If Dr. Smith's charges start on 7/1 and it is hitting an incorrect center number or his number of hours have increased to over ten per week, etc. you have until 10/26 to notify Risk Management. If the charges began on 8/1, you have until 11/26, etc.) The only changes to be made after October will be terminations and medical leave absences. Of course, additions will be made at any time. Risk Management will need a copy of the terminating PAF to stop allocations.
- For center number changes, the department is responsible for making adjustments retro to when Risk Management was notified unless the change results from an error made by Risk Management. (Example – If the department notifies Risk Management in December, the center number should have been changed as of November, the department makes that adjustment for November and then for December going forward Risk Management will adjust the center number.)
- If a physician/provider has a dual Faculty/Fellow appointment, they will be rated by the highest risk category. (Please notify Risk Management by email or on the application if a Fellow has a Faculty appointment **for benefits only**).
- Risk Management, in partnership with Financial Management, will conduct a yearly audit of fellows. **If fellows have billed for professional services they will be charged as faculty under the Self-Insurance Trust retroactively to the date in the current FY that their charges began.**

- Risk Management requires completed and signed applications as well as appointment letters to be able to add doctors for Professional Liability coverage. (Please review the applications for completion and accuracy before sending to Risk Management.) If the provider is not listed as a current employee in HR records, proof of employment will also be requested.
- Monthly allocations are not prorated.
- Certificates of Coverage (COCs) are produced at the end of each month for physicians added during that month. (With July as an exception because those COCs are sent before July 1 if your spreadsheet is completed accurately.)
- COCs are sent to the department contacts we have in our data base via email. Each department is responsible for sending COCs to divisions, doctors, specialty departments, outside VU, etc. Copies are also sent to Provider Support Services for Faculty and to Graduate Medical Education for Fellows.
- After 6/30 (the end of each fiscal year) no changes are made to that fiscal years allocations.
- Please notify Risk Management when your department contact changes. We need to know who to contact for questions and who is to receive the annual renewal spreadsheets.
- VA doctors, as well as VU doctors, who work an average of more than 10 hours per week at VU will be allocated the full rate
- Risk Management will periodically check with the department to verify the current status of doctors who **previously have not needed trust coverage.**

If you have any questions please contact Melissa Konsowitz or Shana Moody in the department of Risk & Insurance Management.

Thank you,

  
 Associate Dean for Clinical Affairs  
 Chairman, Self Insurance Trust  
 Committee

  
 Assistant Vice Chancellor,  
 Risk and Insurance Management and  
 University Counsel