

AG.114 INSURANCE POLICIES

Approved By:	Board of Directors	Adopted Date:	04/02
Distribution:	Executive Team, Operations Department, Finance Department, Site Administrators	Revision Date(s):	04/05, 03/13, 05/18
Category:	Administration and Governance	Reviewed Date(s):	

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PURPOSE:

To define who is responsible for coordinating insurance policies for Open Door Community Health Centers (ODCHC) operations and to establish a mechanism for routing and storage of insurance documents.

POLICY:

Adequate coverage must be maintained to cover anticipated exposure or losses. ODCHC insurance coverage will be managed as follows:

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| • Employee Health Insurance | Chief Executive Officer/Chief Human Resources Officer |
| • General Liability Insurance | Risk Manager/Chief Operations Officer |
| • Professional Liability Insurance | Risk Manager/Chief Operations Officer |
| • Commercial Property Insurance | Risk Manager/Chief Operations Officer |
| • Automobile Insurance | Risk Manager/Chief Operations Officer |
| • Crime Insurance | Risk Manager/Chief Operations Officer |
| • Accident Insurance | Risk Manager/Chief Operations Officer |
| • Directors and Officers Insurance | Risk Manager/Chief Executive Officer |
| • Cyber Liability Insurance | Risk Manager/Chief Operations Officer |
| • Workers' Compensation Insurance | Risk Manager/Chief Executive Officer |

Insurance files will be maintained in the main corporate filing system at ODCHC's administrative headquarters, 1275 Eighth Street, Arcata, CA 95521.

Insurance information will be distributed as follows:

- Certificate of Insurance for General Liability, Professional Liability, Auto, and Workers' Compensation to CFO and Site Administrators at each site for the Policy Binder.
- Controller will be copied on Premium Schedule for all policies.
- Facilities will distribute auto insurance ID cards to staff responsible for ODCHC vehicles.
- Finance will attach auto insurance ID cards to DMV records for ODCHC insured vehicles.

Requests for certificates of insurance for general liability coverage for off-site or special events are handled by the Risk Manager.

REFERENCES:

None

ASSOCIATED DOCUMENTS:

ODCHC Policy OPS.043 Insurance Policies (Retired)

KEYWORD TAGS:

None