

## Coronavirus Claim Preparation Checklist - Healthcare

PROJECT INFORMATION	
Property/Location:	
Site Leader/Management:	
Time/Date (Approx.) Property Impacted:	
Time/Date (Approx.) Property Returned to Normal:	

NOTICES	
<input type="checkbox"/>	Track and compile relevant Notices, Declarations of Emergency, State or City instructions regarding Coronavirus.
<input type="checkbox"/>	Track and compile relevant Notices from Management/Clients/Workers/Employees.
<input type="checkbox"/>	Track and compile all notices regarding leader property closures or large-scale area event cancellations, if applicable.
<input type="checkbox"/>	Details of ANY customer/employee or personnel onsite who may have or were found to be infected with the virus.
BUSINESS INCOME LOSSES	
<input type="checkbox"/>	Track specific details of all specific cancellations/lost contracts/lost sales including the reason (Coronavirus? Travel ban? Ban on group meetings?)
<input type="checkbox"/>	Review and track all contracts where Force Majeure has been invoked either by your business or customers/vendors.
<input type="checkbox"/>	Prepare a timeline of business impacts by date including the following: <ul style="list-style-type: none"> <li>Operational impacts with key milestones</li> <li>Impact to suppliers including supplier name, location, dates of impact</li> <li>Impact to customers including customer name, location, dates of impact</li> </ul>
<input type="checkbox"/>	Track weekly/monthly census. Compare to historical census to determine the lost patients. Were there any changes in 2019 and early 2020 to the business that should be considered in the projection?
<input type="checkbox"/>	Track and calculate fees generated per historical census patient. Use the fee per census patient and multiply projected loss in census per above.
<input type="checkbox"/>	Review and calculate lost fees associated with census / patients for ancillary services (i.e. pharmacy, labs work, radiology, etc.)
<input type="checkbox"/>	Track changes and losses to student tuition and other student generated revenue, if applicable.
<input type="checkbox"/>	Employee Payroll – Are you paying employees as “normal” even with reduced hours or census? Have you laid off / furlough any employees? Please note when any changes are made.

<input type="checkbox"/>	<p>Gather all financial records as follows:</p> <ul style="list-style-type: none"> <li>• Actual monthly profit and loss statements for at least 24 months prior to the loss through the present time for all impacted months</li> <li>• Budgeted monthly profit and loss statements for at least 24 months prior to the loss through the present time for all impacted months</li> <li>• Actual daily revenue volumes for at least 24 months prior to the loss.</li> <li>• Budgeted daily revenue volumes for at least 24 months prior to the loss.</li> <li>• Copies of tax returns for 2017 &amp; 2018.</li> <li>• Copies of contracts with key customers / vendors.</li> </ul>
<b>PROPERTY DAMAGE</b>	
<input type="checkbox"/>	Track all cleaning costs above normal
<input type="checkbox"/>	Have any raw materials / product been spoiled / discarded as a result of the event? Track the value of these items.
<b>EXTRA EXPENSE</b>	
<input type="checkbox"/>	<p>Identify Extra Expenses - costs above normal related to the event. Any cost or expense incurred, that would not have been incurred <b>“but for”</b> the event, should be tracked. These costs may include:</p> <ul style="list-style-type: none"> <li>• Extra labor costs;</li> <li>• Extra security costs;</li> <li>• Increased technology costs for increased remote workers;</li> </ul>

**This is not meant to be an exhaustive list.  
For a more detailed analysis please contact ProcCor Solutions + Consulting at  
(800) 871-5832.**