

AXA EPL Policies

New business

AXA Policy Premiums (IPT correct until 1st October 2016)

- Up to 4000 patients – £219 (inc Insurance Premium Tax)
- 4000 -8000 patients – £328.50 (inc IPT)
- 8000-10,000 patients – £438 (inc IPT)
- 10,000 & above – £547.50 (inc IPT)

In the case of both new business and renewals, aim to chase up non-payment within 14 days as the practice should make payment within 30 days of instruction.

Step 1 - Request initial details from practice

1. The premium to be charged -
2. The required date of inception of the policy
3. Number of patients –
4. Name, telephone number and email address of the main contact at the Insured (e.g. the Practice Manager) –

At the point of this initial enquiry, update this document with details of the new business - [Copy of Stevie's AXA Spreadsheet2.xlsx](#)

Step 2 – Send Word copy of Statement of Fact to the practice (this can be done alongside Step 1)

1. Endorse the “Your contact details” for the practice
2. Amend the “Date of issue” and the “Date” in the footer
3. Save the word document here, using the Practice Name: [P:\Human Resources\HR AXA folders\Statement of Facts](#)
4. Email the word document to the practice for completion, with a covering message along the lines of “*Could you please also take a look over the attached and send a completed copy to us. This document is shared with Lucas Fettes (insurance brokers) in order for us to obtain your confirmation of cover and we will share payment instructions with you in due course. The completed form can be returned by email or fax if this is easier. Our fax number is 01772 860182.*”

Step 3 – Receive completed Statement of Fact from the practice

1. Save as a Word document here, using the Practice Name: [P:\Human Resources\HR AXA folders\Statement of Facts](#)
2. Delete the word document from this folder (no longer required)

Step 4 – Share the initial details and Statement of Fact with Lucas Fettes

1. Email Richard.Dulieu@lucasfettes.co.uk

Step 5 – Receive response from Lucas Fettes

1. If any queries are received from Richard Dulieu, liaise with the practice directly to resolve these.
2. If no queries, Richard will issue Confirmation of Cover.
3. Save the Confirmation of Cover here - <P:\Human Resources\HR AXA folders\Confirmation of covers>

Step 6 – Liaise with practice to obtain payment and share Confirmation of Cover

1. Confirm the premium amount owed by the practice within 30 days (as per the bandings set out at the start of this document).
2. Provide advice to the practice of how to pay, for example:
Please could you arrange payment of <amount> as soon as possible?

*You can do this either by sending a cheque, payable to “Local Medical Committee” to the above address, **OR** simply do a BACS transfer to our account:*

Sort Code – 16-20-16

Account Number 11651800

*Remember on the BACS transfer to state your **Practice Code/Name** and quote “HR AXA Policy”. Our postal address for cheques: LMC, 449 – 451 Garstang Road, Broughton, PR3 5LN.*

3. Share the Confirmation of Cover with the practice by email.

Renewals

Step one - Receive notification from Richard Dulieu of policies approaching renewal

Step two - Save the PDF Renewal Schedules shared by Richard here: <P:\Human Resources\HR AXA folders\EPL Renewal forms\2016>

Step three - Email each individual practice contact with their renewal schedule

1. When issuing the renewal documentation, explain the policy will automatically renew and request payment within 30 days or the renewal will be cancelled. Details of the premium amount owed are set out in the renewal documentation.
2. The practice must respond to advise their answers to the following....

Do any of the following apply to your practice? (Please reply to this email indicating YES or NO to each point.)

1. *You or any of your directors, officers or employees are aware of any fact or circumstance that may lead to a claim under your policy. YES/NO*
2. *You have had claims in the last 12 months. YES/NO*

3. *You have made any redundancies in the last 6 months or you plan to make any redundancies in the next 12 months. YES/NO*
4. *You have not made a profit in the last 12 months. YES/NO*
5. *Your turnover has increased by more than 50% in last 12 months YES/NO*