

Federal Tort Claims Act (FTCA)

Free Clinic Program: Application Categories & Individual Types Tip Sheet

Purpose: The purpose of this document is to provide a brief summary of the three types of free clinic deeming applications. This document also provides a brief summary on the two individual classification types that are available to choose from in the *Individuals* section of all applications. Applications should be submitted using HRSA's web based Electronic Handbook (EHB) system at <https://grants.hrsa.gov/webexternal/>.

Application Categories

Initial Deeming Application - Medical malpractice coverage under the Free Clinics FTCA Program does not occur automatically. FTCA coverage requires HRSA approval of an application for deeming of certain eligible individuals from a sponsoring free clinic. Clinics that are submitting an initial deeming application may do so at any time. All eligible individuals at a sponsoring free clinic being submitted for consideration should be listed on this application.

Renewal Deeming Application - Free clinics that currently sponsor deemed individuals must reapply on an annual basis for continued FTCA coverage. The annual redeeming application should be submitted using HRSA's web based Electronic Handbook (EHB) system during the redeeming cycle as identified in the most current FTCA Free Clinic Program Assistance Letter (PAL) at <http://bphc.hrsa.gov/policiesregulations/policies>. Supplemental applications will not be accepted during the redeeming cycle.

Supplemental Deeming Application- During the course of the year, sponsoring free clinics may wish to submit additional eligible individuals for FTCA coverage consideration. In order to supplement the free clinic's list of covered individuals, a supplemental application must be completed and submitted. Supplemental applications are accepted throughout the year.

Individual Classification Types

Renewal Applicant - This selection should be used during the annual redeeming cycle only. This is used for individuals currently covered by FTCA whose coverage is being renewed for the next Calendar Year (CY).

New Applicant - This selection is used on supplemental and initial applications only. This is used for individuals who have never had coverage through the FTCA Free Clinic program.