

Please see below how to generate an invoice for your renewal:

### 10 Steps to Renew Your Medical Malpractice Insurance:

1. Using a laptop or a PC, **visit our website** – <https://cover4profs.co.za/cfpohn/>
2. **Click on “Login to Your Account”**. The email address that you have received this email on is your username. *If you have forgotten your password, you can reset it by clicking on the “Lost your Password?” button.*
3. Once you have logged in you will be directed to your profile page. Check and update your information and save.
4. Now it’s time to **Renew Your Insurance**. You’ll see a green button near your name on the upper left of the screen **“Apply, Renew/Increase cover”**. Go through each question and tick every box where required.
5. Add Supplementary cover if you wish (Data/Cyber Liability Extension)
6. Save
7. If everything is in order, you will receive a **confirmation email with your invoice attached**.
8. Pay for your insurance by EFT using the **CORRECT 6-digit Invoice number (bold red number) as your payment reference**.
9. Give us a few days to allocate the payment (payments are processed through a premium collection company in line with regulation). Once received, you’ll receive an email confirming that you can download your policy documents and proof of insurance letter.
10. **Log back into our MMSOnline system** when you receive our email confirming your cover and **download your policy documents**.

If you’re having trouble navigation the system, please find our step by step You Tube video <https://www.youtube.com/watch?v=4o-yxEwJwiE&t=162s>

### **Data Protection Extension/Cyber Liability Extension (Only if you are a practice/clinic owner)**

For as little as **R750 per year**, you can secure cover for your Liability related to POPIA exposures. This is a very valuable extension for practice owners. While this cannot replace good IT security practices, the policy does provides a safety net to protect you, your business and your patients from unauthorised access to your network and data. We have negotiated two cyber type covers for our scheme clients – find out more <https://cover4profs.co.za/cyber-data-insurance/>

### **The annual premiums for 2024 are as follows:**

Options	Who can take up the Option	Cover provided	2024 Annual Premium (VAT Inclusive)
<b>Option 30</b>			
<b>R2 500 000.00</b>	Fully Qualified Occupational Health Nurse	Medical malpractice, professional indemnity and defence costs. Public and products liability included. Cover for vicarious liability included. All extensions of cover included.	<b>R390.00</b>
<b>Option 31</b>			

<b>R5 000 000.00</b>	Fully Qualified Occupational Health Nurse	Medical malpractice, professional indemnity and defence costs. Public and products liability included. Cover for vicarious liability included. All extensions of cover included.	<b>R450.00</b>
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