

Risk Register: Sample

Risk Category	Risk Description	Risk Drivers	Risk Probability	Risk Treatment	Risk Monitor	Risk Owner
Human Capital	Disparity between employee base salary and marketplace base salary	<ul style="list-style-type: none"> (1) Freezes in merit raises (2) Amount of merit raises (3) Increasing employee cost of healthcare benefits 	5 = Certain	\$15,000,000 \$5,000,000	<ul style="list-style-type: none"> (1) Targeted pay increases and job leveling roll-out (2) Rebid healthcare benefits in 20XX (3) Voluntary turnover rate (4) Number of exit interviews that cite compensation as key 	Head of Human Resources (SVP, HR)
Regulatory Compliance	Potential HIPAA non-compliance	<ul style="list-style-type: none"> (1) Laptop encryption not conforming to HIPAA standards (2) Patient health information and files not conforming to HIPAA standards (3) Sales, Marketing and certain employees exempted from ZIX 	4 = Likely	\$5,000,000 \$1,000,000	<ul style="list-style-type: none"> (1) Log and track areas of non-compliance and pursue corrective actions (2) Enforce annually required HIPAA training of all employees (3) Number of resolved non-compliance issues logged in the compliance log (4) Amount and types of citations received as a result of 	Head of Compliance (SVP, Compliance)
Financial	Decreasing revenue	<ul style="list-style-type: none"> (1) Increased discounting of programs during marketing (2) Failure to obtain insurance contracts (3) Increasing bad debts 	4 = Likely	\$5,000,000 \$1,000,000	<ul style="list-style-type: none"> (1) Track and discuss with programs with lower than budgeted revenues how to improve revenues (2) Increase collections training for Finance and Admissions (3) Bad debts expense as a % of revenue (4) Program allowances or discounts from revenue 	Head of Finance (CFO)
Clinical	Delivery of quality care	<ul style="list-style-type: none"> (1) Failure of clinical staff to embrace treatment model (2) Increasing acuity and complexity of patients (3) Quality of physician pool 	3 = Possible	\$5,000,000 \$1,000,000	<ul style="list-style-type: none"> (1) Use clinical treatment tool to educate and train clinical staff (2) Educate Admissions staff on how to screen-out acute patients (3) Percentage of staff that completes clinical treatment training (4) Number of new sentinel event incidents 	Head of Clinicians (Chief Clinical Officer)
Legal	Sentinel events	<ul style="list-style-type: none"> (1) Acuity of patients (2) Patient suicides (3) Patient drug overdose 	3 = Possible	\$1,000,000 \$500,000	<ul style="list-style-type: none"> (1) Monitor and respond to sentinel events reported in the incident report system (2) Create new clinical management interventions (3) Number of sentinel events per program per month, quarter or year (4) Frequency and cost of sentinel-related litigation 	Head of Legal (SVP & General Counsel)