



Use this checklist to ensure your healthcare organization's risk assessment remains current, comprehensive, and aligned with evolving regulatory requirements.

Section One

Regulatory & Organizational Updates

- Review changes to HIPAA, CMS, False Claims Act, Anti-Kickback Statute, and Joint Commission standards from the past year
- Document new service lines, facilities, vendor relationships, or technology implementations since last assessment
- Assess changes in patient population, payer mix, or organizational structure affecting compliance
- Identify merged, acquired, or divested business units requiring assessment updates
- Review workforce changes including size, roles, and remote work arrangements

Section Two

Assessment Content Review

- Remove questions about discontinued services, closed locations, or former vendors
- Add questions addressing new risk areas identified through incidents, audits, or regulatory changes
- Verify branching logic functions correctly and questions remain clear based on prior feedback
- Confirm risk scoring weights reflect current organizational priorities and regulatory environment
- Ensure questions align with current policies, procedures, and regulatory citations

Section Three

Participant Targeting & Distribution

- Update participant lists to remove terminated employees and add new high-risk roles
- Verify HRIS integration pulls current department and location data
- Confirm contact lists and job titles align with current organizational structure
- Plan assessment timing to avoid conflicts with busy periods (fiscal year-end, etc.)
- Identify departments or roles requiring specialized assessments

Section Four

Follow-Up & Integration

- Review all high-risk findings from previous assessment and verify remediation completion
- Identify assessment questions that generated unclear responses or low participation
- Confirm leadership reporting requirements and board presentation dates
- Prepare year-over-year comparison framework and remediation planning process
- Set timeline for integrating assessment results with other compliance monitoring data

Section Five

Launch Preparation & Monitoring

- Test assessment links, email templates, and data export functions in preview mode
- Configure automated reminder schedule (3-5 reminders recommended) and notification settings
- Draft participant communications including purpose, timing, FAQ, and support contact
- Monitor participation rates daily after launch and send targeted reminders to low-response areas
- Document all design decisions, scoring methodology, and regulatory research for audit readiness

**Best
Practice
Reminder**

Healthcare risk assessments should evolve with your organization. Schedule quarterly reviews of your assessment approach rather than waiting for the annual cycle to identify needed changes.