

### **Ground Rules for Conducting a Risk Assessment**

- Clearly define the process. (For example, “followup for high risk diabetics.”)
- Limit the scope. (For example, “diabetics with poor compliance.”)
- Ensure that the process selected is relevant to the health IT system implementation. (For example, “assess what the system provides that facilitates the process.”)
- Select a process that poses substantial risk. (For example, “consequences for high risk diabetes with poor control can be grave.”)
- Complete workflow assessments related to the process being addressed. (For example, “ensure proposed workflow of high risk diabetic patient follow-up is documented.”)
- Select team members who are affected by the process. (For example, consider including the diabetic educator, clinical nurse specialist, and/or social worker.)
- Ensure that changes and recommendations developed will be addressed in some fashion. (For example, software changes, redesigned workflow, and/or include in health IT user training.)
- Ensure that clinic administration and medical staff support the activity and are willing to ensure necessary changes will occur.
- Identify individuals “in the know” to provide necessary input prior to convening as a group.