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# Example of Risk Coordinator Job Description

Our company is growing rapidly and is hiring for a risk coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for risk coordinator

* Patient Safety Quality Improvement Act (PSQIA) related to Peer Review
* Monitor processes related to information exchange with AHS PSO related to Peer Review
* Performs ongoing in-depth review of patient/visitor falls and enters into database
* May develop and maintain departmental policies and procedures
* May plan, coordinate and provide, orientation/in-service related to loss prevention and loss control for all facility personnel in accordance with identified needs
* Secures and preserves any and all claim evidence for use in facility defense
* Works actively with claims investigator and legal counsel in investigation of claims, and developing a defense strategy, assists in answering the interrogatories, arranging and attending depositions, secures medical records and other relevant documentation, and participates in mediation and/or litigation in the absence of the facility Risk Manager
* Maintains a general knowledge and is familiar with the facility's insurance coverage
* Notifies corporate risk management of all actual and potential claims when acting as the facility's Licensed Health Care Risk Manager
* Assists with Root Cause Analysis at the direction of the Risk Manager

## Qualifications for risk coordinator

* Presents Risk Management Education for the Regional New Employee Orientation in the absence of the facility Risk Manager
* Assists in assuring compliance with the "Code 15" reporting requirement by reviewing the case and completing a root cause analysis
* Assists in assuring that the facilities risk management program is in compliance with the
* Florida Statutes and Florida Administrative Code
* Complies and submits required AHCA and DPR reports
* Participates in annual AHCA Risk Management survey