

Healthcare Risk Management Internship Guide

I. Purpose and Goals

- Introduce students to the core functions of healthcare risk management.
- Provide hands-on experience through real-world projects and immersive learning.
- Develop foundational knowledge in regulatory compliance, patient safety, claims management, and enterprise risk.
- Cultivate interest in risk management as a career pathway.

II. Program Structure

- Duration Options:
 - Summer: 8–12 weeks
 - Academic Semester: 12–16 weeks
- Time Commitment:
 - Part-time: 10–20 hours/week
 - Full-time: 30–40 hours/week
- Format Options: In-person, hybrid, or fully remote.
- Program Format: Thematic weekly focus or structured rotations across risk management domains.

III. Weekly Focus Areas (Sample Schedule)

- Orientation & Overview of Risk Management
- Incident Reporting & Event Investigation
- Regulatory Compliance (e.g., HIPAA, CMS)
- Patient Safety & Quality Improvement
- Cyber Risk & HIPAA Privacy
- Insurance & Claims Management
- Contract Risk & Legal Review
- Risk Assessment & Data Analytics
- Enterprise Risk Management (ERM) / RCA
- Capstone Presentations & Program Feedback

IV. Key Internship Activities

- Shadowing Risk Professionals
- Committees & Governance Exposure
- Hands-On Risk Project
- Policy Review
- Software Exposure
- Case Studies

V. Educational Components

- Learning Modules
- Reference Materials: ASHRM, ECRI, Joint Commission
- Supplemental Tools: RCA templates, scorecards, workflows

VI. Evaluation & Feedback

- Ongoing Supervision and Mentor Check-ins
- Midpoint and Final Evaluations
- Presentation ie capstone
- Program Feedback

VII. Supervision & Support

- Preceptor Assignment
- Team Integration: Legal, Compliance, Patient Safety, etc.
- Learning Objectives tailored to intern goals

VIII. Target Audience

- Undergraduate juniors/seniors in Healthcare Admin, Public Health, Risk Mgmt, Legal Studies
- Graduate students in Health Law, Compliance, Nursing Leadership, Healthcare Quality

IX. References

- ASHRM. Healthcare Risk Management Core Curriculum.
- The Joint Commission. Sentinel Event Policy and Procedures.
- ECRI Institute. Top 10 Patient Safety Concerns Report.
- HHS. HIPAA Privacy and Security Rule Guidelines.
- CMS. Conditions of Participation and Regulatory Compliance.
- NQF. Safe Practices for Better Healthcare.

Disclaimer

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