

RISK MANAGEMENT ACTION PLAN (RMAP)

Client Name

Period: Month 200X - 200X

Risk Mgt Program	Action Item	Responsible Party	Target Date	Status	Comments
Baseline Assessment	1 (Risk Control / Claims Baseline Assessment)				
	a Physical Baseline Risk Assessment	FRP	ASAP	Completed	Physical walk throughfo locs 1 & 2
	b Review of Current Programs	FRP	ASAP	Completed	Review Current SOPs
	c Review Company Safety Policy Statement	FRP	ASAP	Completed	Review the company's safety policy statement
Analytics	1 Performance Reports				
	a Provide Loss Runs - All lines	Client	1 week	In Process	Waiting on client to provide loss runs
	b Review Loss Runs - All Lines	FRP	2 weeks	Open	
	c Prepare Top Loss Driver Report	FRP	2 Weeks	Open	
	d Prepare Injury Frequency Rates	FRP	2 Weeks	Open	
	e Prepare SIC Benchmark Report	FRP	2 Weeks	Open	
	f Create Mod Analysis	FRP	3 weeks	Open	
	g Present Findings	FRP	1 Month	Open	
Risk Control	1 Retrun to Work Program				
	a Present new company policy	FRP	ASAP	Open	
	b Create and administer training video to team	FRP and Client	ASAP	Open	
	c Draft Template letter to treating physician	FRP	ASAP	Completed	

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	d Draft Template offer letter for injured ee	FRP	ASAP	Completed	
2 Program Name					
	a Enter action item				
	b Enter action item				
	c Enter action item				
3 Program Name					
	a Enter action item				
	b Enter action item				
	c Enter action item				
	d Enter action item				
	e Enter action item				
4 Program Name					
	a Enter action item				
	b Enter action item				
	c Enter action item				
5 Program Name					

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	a Enter action item				
	b Enter action item				
	c Enter action item				
Claims Mgt.	1 <u>Initial Claims Audit</u>				
	a Initial Claims Review				
	b Claims Review Q2				
	c Claims Review Q3				
	d Claims Review Q4				
	2 <u>Carrier Service Instructions & Claim Reporting Procedures</u>				
	a Create Quick Claims Guide	FRP	ASAP	Completed	
	b Create "Responsibilities in the Event of a Claim"	FRP	ASAP	Completed	
	3 <u>Claim Oversight Reports</u>				
	a Loss Runs VAO Q 1	FRP & Client	End of Q1	Open	Client provides historical, FRP provides current
	b Loss Runs VAO Q2	FRP & Client	End of Q2	Open	Client provides historical, FRP provides current
	c Loss Runs VAO Q3	FRP & Client	End of Q3	Open	Client provides historical, FRP provides current

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SOUTHERN RISK PARTNERS

A Division of Reed Insurance

Period: Month 200X - 200X

Risk Mgt Program	Action Item	Responsible Party	Target Date	Status	Comments
	d Loss Runs VAO Q4	FRP & Client	End of Q4	Open	Client provides historical, FRP provides current