Workflow for Clinical Access Requests

*Email template provided

**Step 1**
- Departmental contact is notified by sponsor of the intent to host a visitor with clinical access
  - Document A: Visitor Request Form
  - Document B: Sponsor Agreement Form

**Step 2**
- Departmental contact sends "Welcome Email" to visitor*
  - Document C: Application for Clinical Access form
  - Request for CV and copy of current passport/visa

**Step 3**
- Departmental contact sends "Email to department HR person with required documents:*" 
  - Document A: Visitor Request Form
  - Document C: Application for Clinical Access
  - CV/Resume
  - Copy of current passport/visa

**Step 4**
- HR person reviews documents and initiates invitation to First Advantage*
  - HR person sends "Email to Proceed" to departmental contact to confirm invitation to First Advantage *

Note: If your visitor is coming for longer than 6 months and/or is coming on a J1 visa, please contact the COM Immigration Specialist first before completing the packet.
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*Email template provided

**Step 5**
- Departmental contact drafts "Letter of Invitation"*, prints on letterhead, and routes for signature from sponsor
  - Document D: Letter of invitation
- Departmental contact forwards signed "Letter of Invitation" to Department Chair

**Step 6**
- Departmental contact sends "Requirements Email"* to visitor and attaches the following documents:
  - Document D: Signed Letter of invitation
  - Document E: Required immunizations list
  - Document F: Confidentiality statement
  - Document G: HIPAA slides and questions
  - Request for proof of current insurance

**Step 7**
- Departmental contact grades HIPAA questions to ensure a passing grade (greater than or equal to 80%)
- Departmental contact emails HR person to confirm clearance of First Advantage

*Email template provided
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Updated July 2015

Step 8
- Departmental contact sends "Email to the Chair"*
  - Attachments to include list of "Required immunizations"
  - Proof of required immunizations in English, provided by the visitor
  - Document H: Application for Clinical Access - Approval Document
- Once reviewed, chair signs and dates Section I of Document H and returns to departmental contact

Step 9
- Departmental contact sends "Email to the Office of Global Health" with completed packet for approval*. All items must be included in order for the application to be reviewed. Please do not send the vaccination records.
  - Documents to include: A, B, C, F, H
  - Results of HIPPA test if applicable (not the test, just the results)

Step 10
- Office of Global Health reviews application packet for completion and accuracy and routes to CMO or International Administrator for signature under Section II
  - Document H: International Visitors Clinical Access Request
- Office of Global Health forwards security questions for review
- Office of Global Health forwards confidentiality statement for review

*Email template provided
Workflow for Clinical Access Requests

Updated July 2015

Step 11
• Upon approval, Office of Global Health sends "Approval Email" to departmental contact*
• Departmental contact orders appropriate attire (e.g., white coat or scrubs).

Step 12
• At least one week before arrival, departmental contact sends "Travel Email" to visitor* and copies the sponsor, department administrator, and other relevant departmental personnel.

Step 13
• Upon visitor’s arrival, departmental contact obtains copies of immigration-related documents and notifies the Office of Global Health of arrival
• Departmental contact forwards approved "Clinical Access Request" (Document H) to the appropriate personnel

Step 14
• Departmental contact notifies the Office of Global Health upon visitor’s departure

*Email template provided