Workflow for Clinical Access Requests

Updated 2019

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 *

*Email template provided
Workflow for Clinical Access Requests

*Email template provided

**Updated July 2015**

**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
Workflow for Clinical Access Requests

*Email template provided

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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
Workflow for Clinical Access Requests

*Updated July 2015*

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**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*