

Workflow for Clinical Access Requests

Updated 2021

Step 1

Note: If your visitor is coming for longer than 6 months and/or is coming on a J1 visa, please contact the HR Global Services first before completing the packet.

- 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

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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

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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

*Email template provided

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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

- Departmental contact forwards approved "Clinical Access Request" (Document H) to the appropriate personnel as needed.

Step 14

- Departmental contact notifies the Office of Global Health upon visitor's departure

*Email template provided