#### **Updated 2021**

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 Step 1 Document B: Sponsor Agreement Form •Departmental contact sends "Welcome Email" to visitor\* • Document C: Application for Clinical Access form •Request for CV and copy of current passport/visa Step 2 • Departmental contact sends "Email to department HR person with required documents:\* • Document A: Visitor Request Form Document C: Application for Clincal Access Step 3 •CV/Resume Copy of current passport/visa 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 \* Step 4

<sup>\*</sup>Email template provided

**Updated July 2021** 

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

<sup>\*</sup>Email template provided

**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

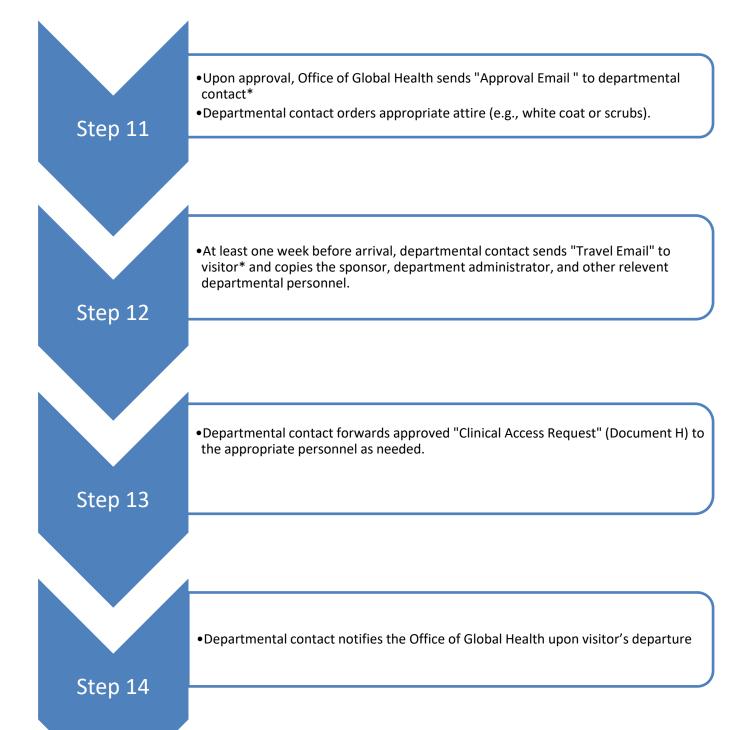
Step 9

- •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 Adminstrator 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

**Updated July 2021** 



<sup>\*</sup>Email template provided