

**HIGH PRIORITY**

**Required Reporting of Incidents or Allegations to Intealth**

*For Exchange Visitor Physicians*

As an exchange visitor program sponsor, Intealth must monitor the well-being of exchange visitor program participants and report incidents involving exchange visitor physicians and/or their accompanying J-2 dependent(s) to the U.S. Department of State (DoS). Therefore, Intealth must be notified of any serious matter involving an exchange visitor physician or accompanying J-2 dependent. The DoS has indicated that any incident or event that impacts the health, safety, or welfare of J visa holders *or* that could bring the DoS exchange visitor program “notoriety or disrepute” is reportable.

**GENERAL GUIDELINES FOR REPORTABLE INCIDENTS OR ALLEGATIONS INVOLVING AN EXCHANGE VISITOR PHYSICIAN OR J-2 DEPENDENT**

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| <ul style="list-style-type: none"> <li>• Death</li> <li>• Missing</li> <li>• Serious illness or injury, including serious mental health incidents or any hospitalization of 48 hours or more</li> <li>• Litigation</li> </ul> | <ul style="list-style-type: none"> <li>• Incident involving the criminal justice system</li> <li>• Sexually related incidents or abuse</li> <li>• Negative press</li> <li>• Foreign government involvement</li> <li>• Other situations impacting safety (i.e., natural disaster, civil unrest, outbreaks of violence)</li> </ul> |
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**How to Report a Serious Incident or Allegation to Intealth**

Exchange visitor physicians and/or J-2 dependents must report any serious incident or allegation to their TPL *immediately*. The TPL and/or exchange visitor physician must then report the matter to Intealth. **All reporting is expected to take place within one business day of incident occurrence.** Failure to do so may be considered to be a violation of the physician’s J-1 visa status. If you are an exchange visitor physician reporting an incident, please use the form on page 2 of this document. If you are a TPL reporting an incident, please use the form available at <http://www.ecfm.org/evsp/incident-report-tpl.pdf>.

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**EXCHANGE VISITOR (EV) PHYSICIAN INFORMATION**

EV Physician Name: \_\_\_\_\_ USMLE ID \_\_\_\_\_ MyIntealth ID \_\_\_\_\_  
(Check the box next to the ID you are entering.)

Best phone number to be reached: \_\_\_\_\_

**OTHER PARTIES INVOLVED (IF APPLICABLE)** *If more than one party is involved, please provide in a separate document.*

Name: \_\_\_\_\_ Relationship (to you): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**DESCRIPTION OF INCIDENT** *If more than one party is involved, please provide in a separate document.*

Date of Incident: \_\_\_\_\_

**HAS THE INCIDENT BEEN REPORTED TO THE PROGRAM DIRECTOR / TPL?**

Yes  No If "Yes" provide the date the incident was reported: \_\_\_\_\_

**ACTION TAKEN BY HOST INSTITUTION (IF APPLICABLE)**

**REQUIRED SIGNATURES**

I certify that the above information is true and correct to the best of my knowledge.  
I understand that any false statements may be a violation of my J-1 visa status and could result in cancellation of my sponsorship.

**Exchange Visitor Physician Signature:**

**Date:**

\_\_\_\_\_

**E-mail the completed form and any relevant attachments to [JProgram@intealth.org](mailto:JProgram@intealth.org).**

*Once your report has been reviewed, you will receive a follow-up email or phone call.*

*However, do not hesitate to contact EVSP with any questions at (215) 823-2121.*