



IntealthTM

Advancing the Global Health Workforce

MyIntealthTM Entity User Guide: Electronic Portfolio of International Credentials (EPIC)

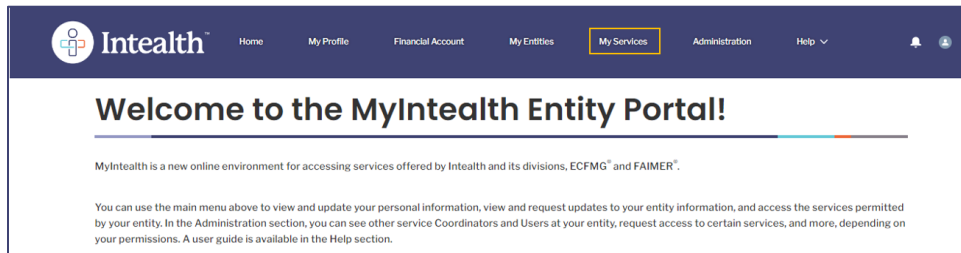
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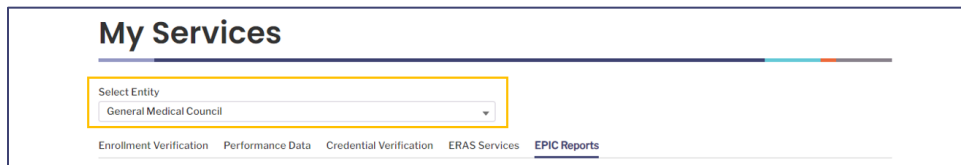
1 Electronic Portfolio of International Credentials (EPIC)

1.1 View EPIC Notifications

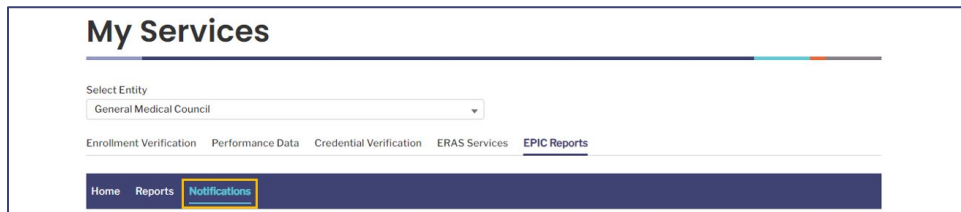
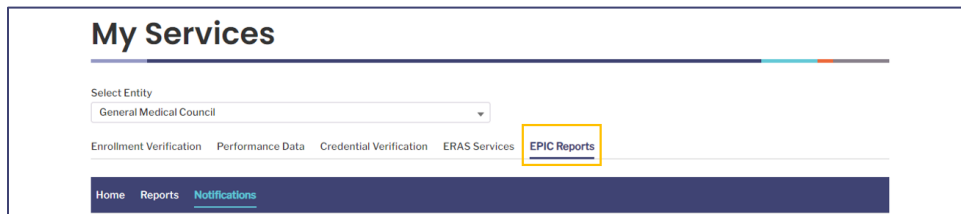
Step 1. From the top banner of the **MyIntealth Entity Portal**, click **My Services**.



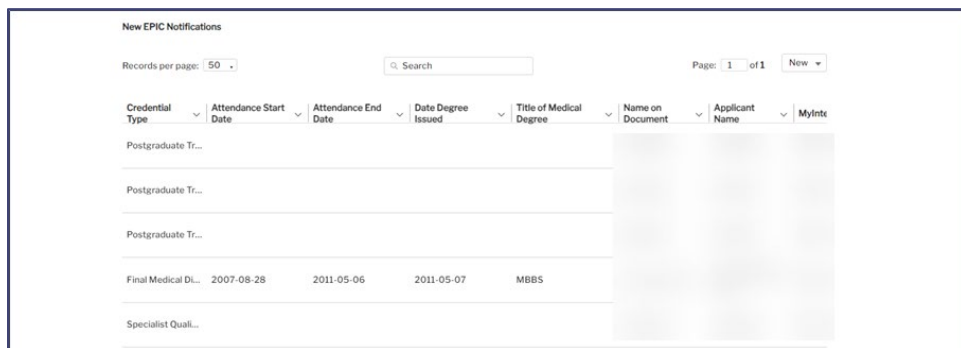
Step 2. The **My Services** page appears. Select an Entity from the **Select Entity** drop-down menu.



Step 3. Click the **EPIC Reports** tab, then click **Notifications**.

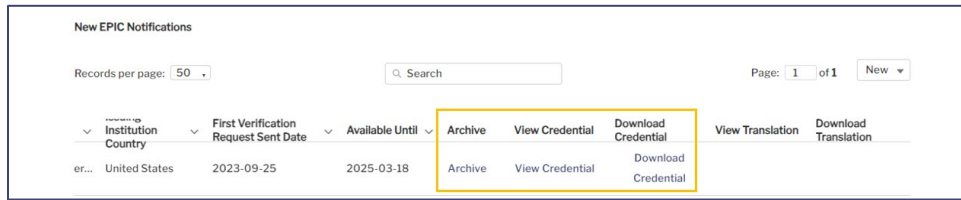


Step 4. A list of **New EPIC Notifications** displays. Use the following instructions for a breakdown of options related to this page:

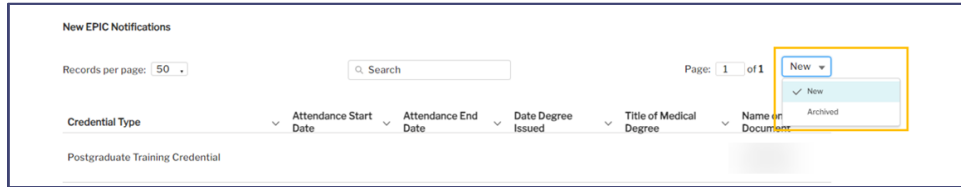


a. This list shows details about credential verification cases sent for verification to the

issuing institution **with** the Entity listed as the automatic **EPIC Report** recipient. These credentials can be viewed, downloaded, or archived.

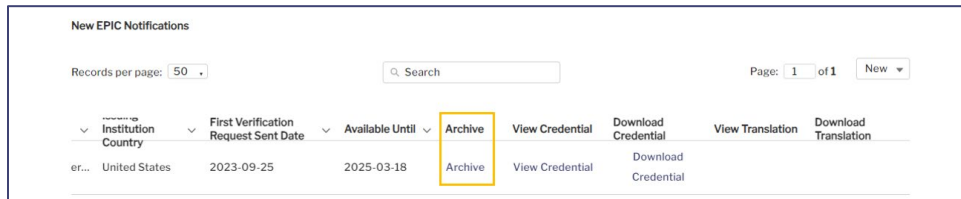


- b. Use the drop-down menu on the right side of the page to toggle between **New** and **Archived** lists.

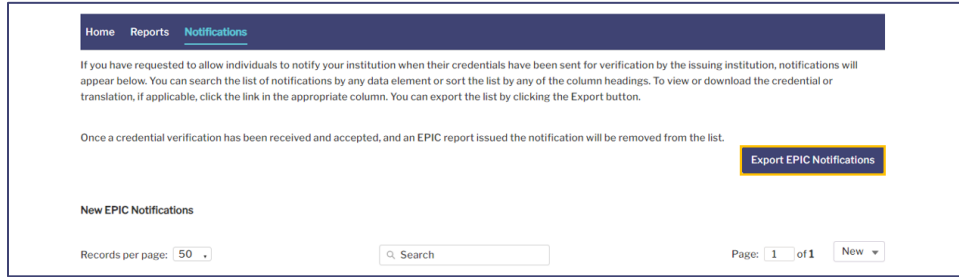


- c. Click **Archive** to move a notification from the **New EPIC Notifications** list to the **Archived** list.

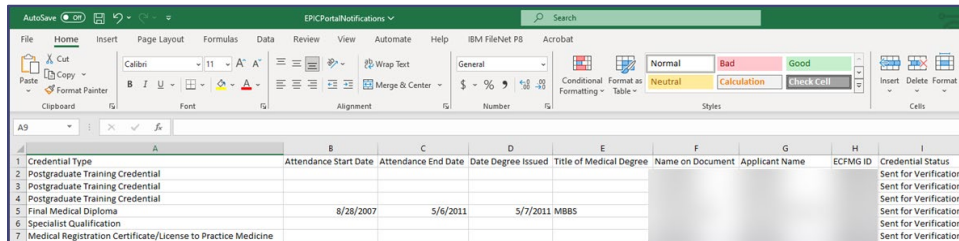
Note: This action can also be undone by clicking **Unarchive** on the **Archived** list.



d. Click **Export EPIC Notifications** to export the list of notifications.



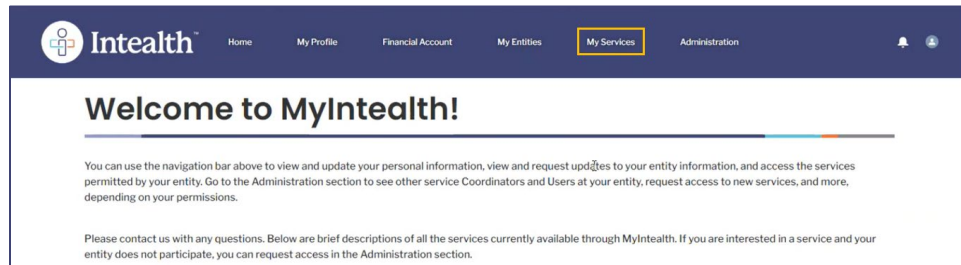
(1) An Excel spreadsheet containing the **EPIC Notifications** list downloads to your local device.



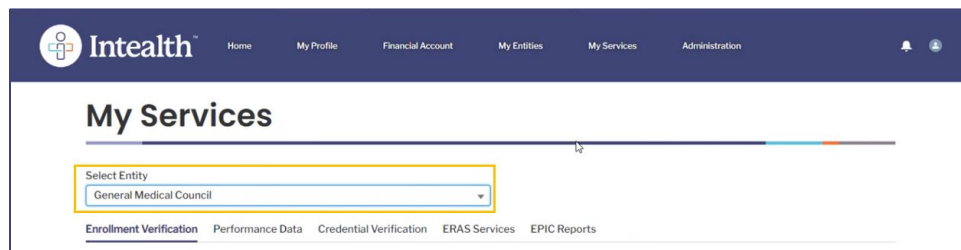
e. After the **Credential Verification Case** is accepted and an **EPIC Report** is sent to the **Entity Portal**, the credential is removed from the **EPIC Notification** list.

1.2 Receive an EPIC Report – EPIC Partner Organization

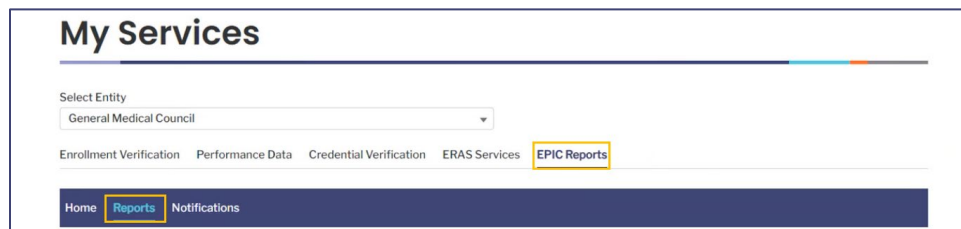
Step 1. From the **MyIntealth Entity Portal**, in the top banner, click **My Services**.



Step 2. The **My Services** page opens. Select an Entity from the **Select Entity** drop-down menu.



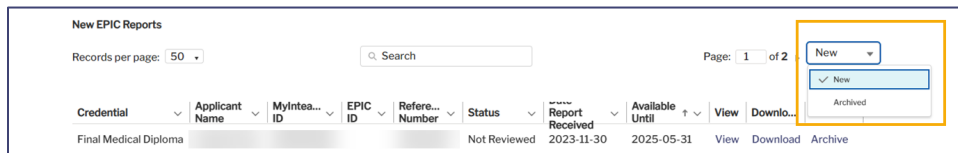
Step 3. Click the **EPIC Reports** tab, then click **Reports**.



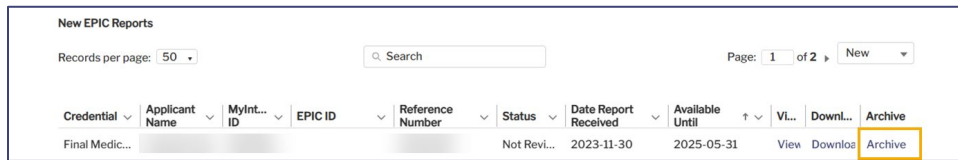
Step 4. A list of **EPIC Reports** sent to the **EPIC Partner Organization** appears. Use the following instructions for a breakdown of options related to this page.

Credential	Applicant Name	MyInt... ID	EPIC ID	Referen... Number	Status	Date Report Received	Available Until	View	Downlo...	Archive
Final Medical Di...					Reviewed	2023-12-12	2025-06-12	View	Downlo...	Archive
Final Medical Di...					Not Reviewed	2023-11-30	2025-05-31	View	Downlo...	Archive
Final Medical Di...					Not Reviewed	2024-01-19	2025-07-19	View	Downlo...	Archive
Final Medical Di...					Not Reviewed	2023-12-20	2025-06-20	View	Downlo...	Archive
Postgraduate T...					Not Reviewed	2023-12-14	2025-06-14	View	Downlo...	Archive
Postgraduate T...					Not Reviewed	2023-12-06	2025-06-06	View	Downlo...	Archive

- This list shows details about **EPIC Reports** sent to the **EPIC Partner Organization**. These **EPIC Reports** can be viewed, downloaded, and archived.
- Use the drop-down menu on the right side of the page to toggle between **New** and **Archived** lists.

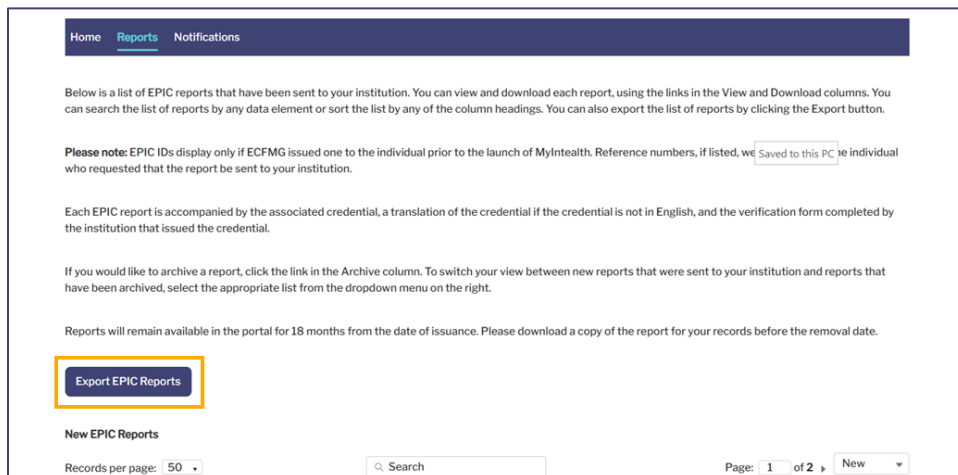


- c. Click **Archive** to move an **EPIC Report** from the **New EPIC Reports** list to the **Archived** list.



NOTE: This action can also be undone by clicking **Unarchive** from the **Archived** list.

- d. Click **Export EPIC Reports** to export the list of reports.



- (1) An Excel spreadsheet containing the **EPIC Reports** list downloads to your local device.

Entity Name	Credential	Applicant Name	ECFMG ID	EPIC ID	Reference Number	Status	Date Report Received	Available Until
General Medical Council	Final Medical Diploma					Reviewed	12/12/2023	6/12/2025
General Medical Council	Final Medical Diploma					Not Reviewed	11/30/2023	5/31/2025
General Medical Council	Final Medical Diploma					Not Reviewed	1/19/2024	7/19/2025
General Medical Council	Final Medical Diploma					Not Reviewed	12/20/2023	6/20/2025
General Medical Council	Postgraduate Training Credential					Not Reviewed	12/14/2023	6/14/2025
General Medical Council	Postgraduate Training Credential					Not Reviewed	12/6/2023	6/6/2025

- e. After the **Available Until** date elapses, the **EPIC Report** is removed from the **EPIC Reports** list.