

EPIC – HOW – TO

The Bahamas Medical Council partners with the Educational Commission for Foreign Medical Graduates (ECFMG®) to primary-source verify the medical education credentials of internationally educated physicians applying for registration in the Bahamas. If you are a graduate of a medical school other than the University of the West Indies, you must have certain required medical education credentials verified through EPIC prior to submitting your application to the Council.

To have your credentials verified through EPIC in support of an application to the Bahamas Medical Council, **complete the following steps:**

Step 1 - Establish an EPIC Account.

See [Getting Started](#) on the EPIC website for complete instructions. Once ECFMG has processed your request and established your EPIC Account, ECFMG will e-mail you login information so you can access your EPIC Account.

Step 2 - Confirm your identity with EPIC.

See [Confirming Your Identity with EPIC](#) on the EPIC website for detailed information. Confirming your identity with EPIC requires you to submit an *EPIC Identification Form (EIF)*. Once this form has been accepted by ECFMG, you will be able to upload credentials required by the Council for primary-source verification.

Step 3 - Upload your credentials and select the Bahamas Medical Council to receive notification when your credentials are sent for verification.

[Log in to your EPIC Account](#) and upload the credentials required by the Bahamas Medical Council for primary-source verification. As you upload each credential, be sure to select the Bahamas Medical Council to receive notification that the credential has been sent for verification. This notification will include a copy of the credential that you have submitted for verification. For more information on notifications, see the About EPIC Notifications section of the [FAQs for Physicians page](#) on the EPIC website.

Step 4 - Make note of your EPIC ID

While logged in to your EPIC Account, make note of your EPIC ID. Your EPIC ID is located on the right-hand side of any page in your EPIC Account, just underneath the main menu bar. It can also be located in the “Biographics” sub-tab under the “My Profile” tab of your account.

Step 5 - Once your credentials have been verified, submit your application to the Bahamas Medical Council and provide your EPIC ID to the Council.

ECFMG will notify you by e-mail as each credential is verified. You can also monitor your EPIC Account to check on the status of your verification requests. Once all your credentials have been verified, you can submit your application to the Council and provide the Council with your EPIC ID. Please send your EPIC ID to the Council via e-mail to info@bahamasmedicalcouncil.org.

Step 5 - Send Reports on your verified credentials to the Council.

Go to the “My Reports” tab in your EPIC Account and request that an EPIC Report for each credential be provided to the Bahamas Medical Council. For more information on EPIC Reports, see the [EPIC Reports section of the Using EPIC page](#) on the EPIC website.

Credentials Required by the Bahamas Medical Council

The following credentials are required by the Bahamas Medical Council and must be verified through EPIC:

- Primary Medical Qualification
(upload to EPIC as Final Medical Diploma)
- Evidence of completion of Postgraduate Internship
(upload to EPIC as Postgraduate Medical Education Credential)
- Evidence of completion of supervised postgraduate rotational medical practice
(upload to EPIC as Postgraduate Medical Education Credential)
- Specialist Qualification, if applying for licensure as a Specialist
(upload to EPIC as Postgraduate Medical Education Credential)
- Medical Registration Certificates or Licenses to Practice Medicine for any authorities with which the applicant was previously registered/licensed

For additional information and FAQs on using EPIC in support of your application to the Bahamas Medical Council, visit <http://www.ecfmgepic.org/instructions-bmc.html>. If you have any questions regarding EPIC and the EPIC verification process, please contact EPIC at info@ecfmgepic.org or 001 (215) 966-3900. Telephone assistance is available Monday through Friday, 9:00 a.m. - 5:00 p.m., Eastern Time in the United States.

If you have questions regarding the Bahamas Medical Council’s application process, please contact the Bahamas Medical Council at info@bahamasmedicalcouncil.org or 001 (242) 323-0342. Telephone assistance is available Monday through Friday, 9:00 a.m. - 5:00 p.m., Eastern Time in The Bahamas.