 <p>JOHNS HOPKINS MEDICINE THE JOHNS HOPKINS HOSPITAL</p>	The Johns Hopkins Hospital Corporate and Administrative Policy Manual Administration	<i>Policy Number</i>	ADM026	
		<i>Effective Date</i>	02/02/2026	
		<i>Approval Date</i>	02/02/2026	
	<i>Subject</i>	Resident and Clinical Fellow Emergency Fund	<i>Page</i>	1 of 3
			<i>Supersedes Date</i>	11/06/2025

This document applies to the following Participating Organizations:

The Johns Hopkins Hospital

Keywords: Clinical Fellow, Emergency Assistance, Financial Aid, Financial Assistance Application, House Staff, Resident

Table of Contents	Page Number
I. PURPOSE	1
II. POLICY	1
III. RESPONSIBILITY	1
IV. PROCESS	2
V. DISSEMINATION	2
VI. SUPPORTIVE INFORMATION	2
VII. SIGNATURES	2

I. PURPOSE


This policy provides guidance on how to apply for emergency financial assistance through the Resident and Clinical Fellow Emergency Fund (hereafter referred to as 'Fund').

II. POLICY

- A. The Fund program offers financial assistance to The Johns Hopkins Hospital (JHH) residents and clinical fellows who have experienced an emergency-related financial hardship due to the sudden loss of housing or the need to travel due to an immediate family member's death or acute severe illness.
- B. Financial assistance from the Fund shall not exceed \$1,000 per resident/clinical fellow per academic year.
- C. Emergency funds are not a loan. As such, there is no expectation of repayment.
- D. Emergency funds are available as reimbursement only.
- E. Essential expenses that are eligible for financial assistance include:
 1. Emergency housing needs resulting from a natural disaster, fire, or other similar unforeseen circumstance.
 2. Travel expenses to attend an immediate family member's funeral or visit an immediate family member in grave condition.
- F. The Fund program is not designed to address ongoing financial challenges.
- G. The program is administered confidentially through a partnership between the Associate Dean for Graduate Medical Education, Vice President of Medical Affairs, House Staff Council leadership, and Director of Medical Staff Administration.
- H. Any intentional misrepresentation in the application may result in cancellation and will require repayment of financial assistance.
- I. Residents and clinical fellows in good standing are eligible to apply for emergency funds.

III. RESPONSIBILITY

- A. Applicant:
 1. Inform their training program director or department director of their need to apply for these funds.
 2. Submit the completed Application for Emergency Funds (link below)
 3. Provide documentation related to the expense (e.g., receipts, credit card statements).
- B. Residency Program Director or Department Director:
 1. Acknowledge that the resident or fellow will submit an Application for Emergency Funds.
- C. Associate Dean, Graduate Medical Education

 <p>JOHNS HOPKINS MEDICINE THE JOHNS HOPKINS HOSPITAL</p>	The Johns Hopkins Hospital Corporate and Administrative Policy Manual Administration	<i>Policy Number</i>	ADM026
		<i>Effective Date</i>	02/02/2026
		<i>Approval Date</i>	02/02/2026
	<i>Subject</i> Resident and Clinical Fellow Emergency Fund	<i>Page</i>	2 of 3
		<i>Supersedes Date</i>	11/06/2025

1. Review the application and determine eligibility.
 2. Approve or reject requests for funds.
- D. Vice President, Medical Affairs:
1. Review the application and determine eligibility.
 2. Approve or reject requests for funds.
- E. Director, Medical Staff Administration:
1. Review the application and determine eligibility.
 2. Approve or reject requests for funds.
 3. Manage the disbursement of all financial aid.
 4. Notify the applicant of disbursement.

IV. PROCESS

- A. To begin the application process, the eligible residents and clinical fellows must notify their Program Director and/or Department Director of the intent to request emergency funds.
- B. The request form must be completed, including submission of relevant receipts. The Application for Emergency Funds request must be submitted via the online request form: <https://app.smartsheet.com/b/form/bc134bccbd2e49e2aaad7ea63ddcdfb3>
- C. When the request form is submitted, the MSA shall determine if the request falls under the guidelines described under Policy Section II
 1. The MSA will notify the applicant if the request does not meet the eligibility criteria set forth under Policy Section II.
 2. If the request meets the eligibility guidelines set forth under Policy Section II, the MSA will forward the request to the VPMA and Associate Dean for GME for review and signature.
- D. The Associate Dean for GME, VPMA, and the Director of Medical Staff Administration shall unanimously approve all requests by majority vote. If a majority does not exist, the decision-makers will meet to reach a consensus.
- E. Upon approval by the above-mentioned individuals, the MSA shall process the reimbursement via SAP.
- F. The resident or clinical fellow shall be notified via email after the reimbursement is processed with an estimated payment date.

V. DISSEMINATION


Upon request, this policy shall be disseminated by the House Staff Council and Clinical Fellows Council leadership.

VI. SUPPORTIVE INFORMATION

- The United Way's 211 Program can assist with basic human needs such as food and shelter, provide support for the elderly, persons with disabilities, children, youth and families, and offer physical and mental health resources. Visit the United Way website for more details; <https://uwcm.org/211>.
- The JH Employee Assistance Program (JHEAP) is available to all members of the house staff and their family members. There is free 24/7 access to confidential counseling and referral services for help with stress at work or at home, emotional distress, a difficult life transition, or other challenges. 24/7/265 access is available via calling 888-978-1262 or the JHEAP Onsite Clinical Care Team link: <https://hr.jhu.edu/benefits-worklife/support-programs/onsite-clinical-care/>. The website [CCA@YourService](#) – Company Code: JHEAP, for additional resources and LiveCONNECT instant messaging with worklife specialists is another resource.
- Care@Work by Care.com provides Family Care Benefits to help manage caregiving responsibilities. This benefit is available to residents and clinical fellows. Go to johnshopkins.care.com to enroll using your JHED ID. <https://www.care.com/edu/johns-hopkins-university>

VII. SIGNATURES

Electronic Signature(s)	Date
-------------------------	------

 JOHNS HOPKINS MEDICINE THE JOHNS HOPKINS HOSPITAL	The Johns Hopkins Hospital Corporate and Administrative Policy Manual Administration	<i>Policy Number</i>	ADM026
		<i>Effective Date</i>	02/02/2026
		<i>Approval Date</i>	02/02/2026
	<u>Subject</u> Resident and Clinical Fellow Emergency Fund	<i>Page</i>	3 of 3
		<i>Supersedes Date</i>	11/06/2025

Redonda Miller
 President, The Johns Hopkins Hospital

02/02/2026