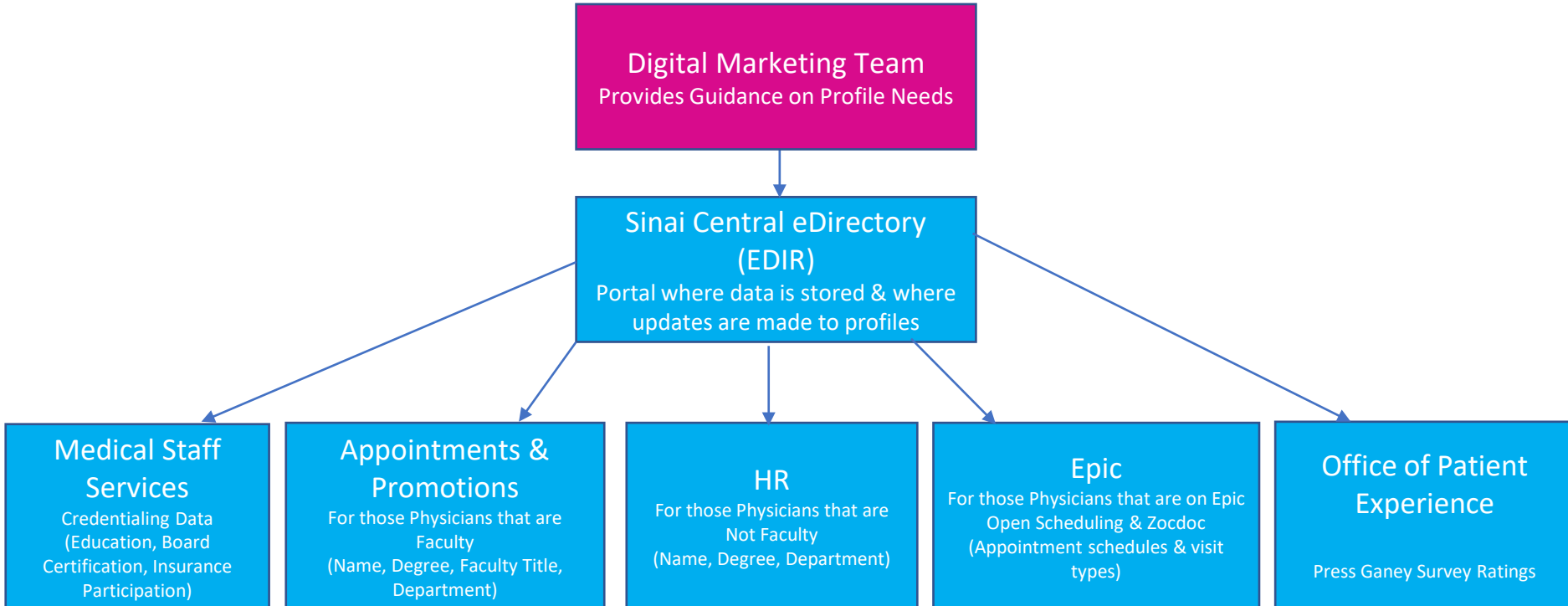


# Updating Physician Profile Information

Last Updated: June 2023



# Mount Sinai Groups Involved in Populating Physician Profiles



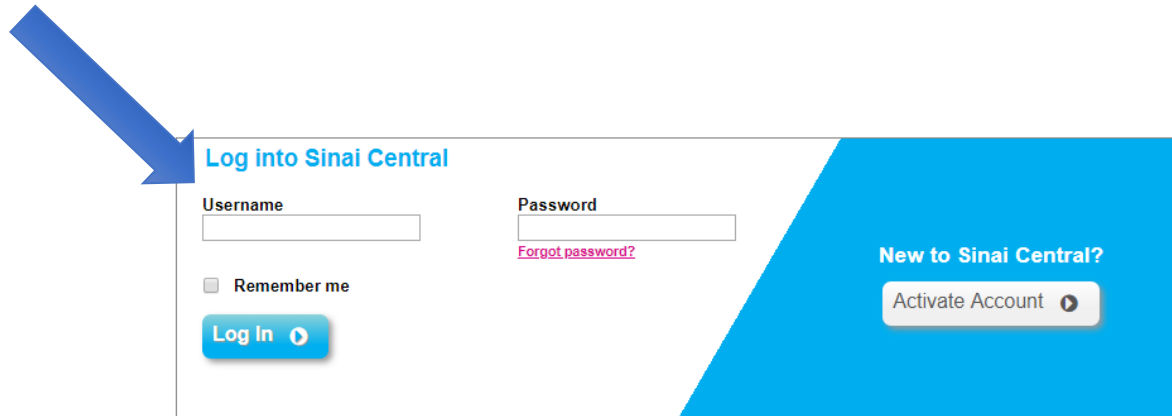
# Using Edirectory (EDIR) in Sinai Central



# Logging In

Login screen - <https://sinaicentral.mssm.edu/>


Use the same name and password for accessing your Mount Sinai computer



The screenshot shows the 'Log into Sinai Central' login interface. It features a white background on the left and a blue background on the right. The white section contains the following elements: the title 'Log into Sinai Central', a 'Username' label above an input field, a 'Password' label above an input field with a red link for 'Forgot password?' below it, a 'Remember me' checkbox, and a blue 'Log In' button with a right-pointing arrow. The blue section contains the text 'New to Sinai Central?' and a white 'Activate Account' button with a right-pointing arrow. A large blue arrow points from the top left towards the 'Log In' button.



# EDIR Menu



**Mount Sinai**


---

Home

- EDIR**
- Employee Self Service**
- Finance**
- GCO**
- HR**
- Utilities**
  - Directory
  - Personal Profile
- Email Support**
- Documentation**
- Change Layout**



Select  
EDIR



**Mount Sinai**

---

Home > EDIR

- Edirectory Admin**
  - User Admin
- Utilities**
  - Directory
  - Personal Profile
- Email Support**
- Documentation**
- Change Layout**



Select User  
Admin



# User Search



Sinai Central

Home > EDIR > User Admin

## EDir User Admin

### Directory Profiles

SELECT USER

### Faculty Check

Faculty not in AP

Doctors not in Cactus

Faculty Matching

### Office & Contact Info

Faculty Office

Doctor Office

Staff Contact

<i>Last Name</i>	<i>First Name</i>	<i>Life Number</i>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>
Employees: <input checked="" type="checkbox"/>	Pending: <input type="checkbox"/>	Extrane: <input type="checkbox"/>	Terminated: <input type="checkbox"/>

Search by name or Life Number

# Directory Profile Menu

Select areas of the doctor profile you wish to update from the left hand menu:

Home > EDIR > User Admin

EDir User Admin

Faculty & Students Find a Doc **Staff** Sinai1 Mass Notification Profile

Directory Profiles

SELECT USER

Gregory M Levitin

**Update Profile**

- GENERAL
- FIND-A-DOC
- BIOGRAPHY
- DISEASE-CONDITIONS
- TREATMENT-PROCEDURES
- SERVICE-AREAS
- FPA-PRACTICES
- FACULTY & STUDENT
- RESEARCH-TOPICS
- TRAINING-AREAS
- PUBLICATIONS (PlumX)
- PUBLICATIONS (OLD)
- CV
- PORTRAIT
- VIDEO

Your public contact information is in Faculty or Find-A-Doc profile.

- Add Find a Doctor information
- Update Biography information
- Selecting Diseases/Conditions
- Selecting Treatment/Procedures
- Portrait photograph

# Complete Find-a-Doctor Information

## EDir User Admin

### Directory Profiles

SELECT USER

#### Update Profile

- GENERAL
- FIND-A-DOC
- BIOGRAPHY
- DISEASE-CONDITIONS
- TREATMENT-PROCEDURES
- SERVICE-AREAS
- FPA-PRACTICES
- FACULTY & STUDENT
- RESEARCH-TOPICS
- TRAINING-AREAS
- PUBLICATIONS (PlumX)
- PUBLICATIONS (OLD)
- CV
- PORTRAIT
- VIDEO

### Update Find-a-doc Profile

Requested By [REDACTED]  
Status DRAFT

**Specialties**

**Specialty** **Active**  
Internal Medicine

**Physician Referral**

Physician Notes

Phonetic Spelling

Began Practicing (yyyy) Start Practice Area (yyyy)

**Patient Offices**

[Add another office](#)

SAVE DRAFT PUBLISH CANCEL REQUEST

Click here to add a patient office



# Complete Find-a-Doctor Information cont'd

## EDir User Admin

### Directory Profiles

SELECT USER

#### Update Profile

- GENERAL
- FIND-A-DOC
- BIOGRAPHY
- DISEASE-CONDITIONS
- TREATMENT-PROCEDURES
- SERVICE-AREAS
- FPA-PRACTICES
- FACULTY & STUDENT
- RESEARCH-TOPICS
- TRAINING-AREAS
- PUBLICATIONS (PlumX)
- PUBLICATIONS (OLD)
- CV
- PORTRAIT
- VIDEO

### Patient Offices

#### Display order by website

Use the up and down arrows to sort addresses for use on the Find a Doctor Website. For those with appointments at more than one Facility, you may select different sort orders for each facility's Find a Doctor directories.

##### Main Health System Website Find a Doctor

- 101 Broadway Brooklyn NY 11211
- 200 W. 57th Street New York NY 10019

##### The Mount Sinai Hospital Find a Doctor

- 200 W. 57th Street New York NY 10019
- 101 Broadway Brooklyn NY 11211

##### Mount Sinai St. Luke's and Mount Sinai West Find a Doctor

- 200 W. 57th Street New York NY 10019
- 101 Broadway Brooklyn NY 11211

##### Mount Sinai Beth Israel Find a Doctor

- 200 W. 57th Street New York NY 10019
- 101 Broadway Brooklyn NY 11211

##### New York Eye and Ear Infirmary of Mount Sinai Find a Doctor

- 200 W. 57th Street New York NY 10019
- 101 Broadway Brooklyn NY 11211

Update the order offices appear on the Find-a-Doctor profile

Office

Facility

#### Address

Address

Address 2

City  State  Zip

Cross Streets

#### Contact

Contact Title

Contact First Name

Contact Last Name

Contact Middle Name Initial

Phone   Ext

Fax

Alt Phone   Ext

Alt Fax

Email

[Delete this office](#)

Delete patient office

Insurance Plans  Enabled

*Note: Some plans cannot be disabled*

#### Office Languages

[Add another language](#)

Add languages

# Complete Find-a-Doctor Information cont'd

## EDir User Admin

### Directory Profiles

SELECT USER

#### Update Profile

- GENERAL
- FIND-A-DOC
- BIOGRAPHY
- DISEASE-CONDITIONS
- TREATMENT-PROCEDURES
- SERVICE-AREAS
- FPA-PRACTICES
- FACULTY & STUDENT
- RESEARCH-TOPICS
- TRAINING-AREAS
- PUBLICATIONS (PlumX)
- PUBLICATIONS (OLD)
- CV
- PORTRAIT
- VIDEO

Are you enabled for online scheduling through ZocDoc? Yes  No

ZocDoc ID

#### Office Hours

Monday	--	▼	--	▼
Tuesday	--	▼	--	▼
Wednesday	--	▼	--	▼
Thursday	--	▼	--	▼
Friday	--	▼	--	▼
Saturday	--	▼	--	▼
Sunday	--	▼	--	▼

← Add office hours

- Accept Children
- Accept Adolescents
- Accept Adults
- Near Public Transportation
- Accepting New Patients
- Display Request an Appointment Button (Please contact [webfeedback@mountsinai.org](mailto:webfeedback@mountsinai.org) to complete activation)
- Ada Compliant
- Disabled Access

← Select if the doctor is accepting new patients

Public Transportation Notes:

#### Payment Methods

- Cash
- Check
- American Express
- Discover
- MasterCard
- Visa
- Credit Card (Other)
- Other

[Add another office](#)

SAVE DRAFT PUBLISH

CANCEL REQUEST

# Complete Biography Information

**EDir User Admin**

**Update Faculty Profile**

Directory Profiles  
SELECT USER

- Update Profile
- GENERAL
- FIND-A-DOC
- BIOGRAPHY
- DISEASE-CONDITIONS
- TREATMENT-PROCEDURES
- SERVICE-AREAS
- FPA-PRACTICES
- FACULTY & STUDENT
- RESEARCH-TOPICS
- TRAINING-AREAS
- PUBLICATIONS (PlumX)
- PUBLICATIONS (OLD)
- CV
- PORTRAIT
- VIDEO

Requested By [Redacted]  
Status DRAFT

**Biography**

B I U [Rich Text Editor Icons]

Add biography info

SAVE DRAFT PUBLISH CANCEL REQUEST

# Select the Disease Conditions (foci) that apply – max 15

Choose your Disease Condition

EDir User Admin

Directory Profiles

SELECT USER

Update Profile

GENERAL

FIND-A-DOC

BIOGRAPHY

DISEASE-CONDITIONS

TREATMENT-PROCEDURES

SERVICE-AREAS

FPA-PRACTICES

FACULTY & STUDENT

RESEARCH-TOPICS

TRAINING-AREAS

PUBLICATIONS (PlumX)

PUBLICATIONS (OLD)

CV

PORTRAIT

VIDEO

Requested By [REDACTED]

Status DRAFT

Please pick the Disease Conditions that apply to you.

\* Please limit selections to 15 or less clinical foci terms

- Acoustic Neuroma
- Acute Lymphoblastic Leukemia
- Allergic Rhinitis
- Aphonia
- Aphthous Ulcers
- Arteriovenous Malformations
- Aspergillosis
- Barotrauma
- Barrett's Esophagus
- Basal Cell Carcinoma
- Bell's Palsy
- Benign Paroxysmal Positional Vertigo
- Birth Defects
- Birthmarks
- Cerumen Impaction
- Cholesteatoma
- Cough
- Deafness
- Deviated Nasal Septum
- Dysphagia
- Dysphonia
- Epiglottitis
- Esophageal Cancer
- Esophageal Stricture
- Facial Fracture
- Facial Nerve Paralysis
- Facial Trauma
- Gastroesophageal Reflux Disease
- Glomerulonephritis
- Glomus Tumor

SAVE DRAFT

PUBLISH

CANCEL REQUEST

# Select the Treatments-Conditions (foci) that apply – max 15

Choose your Treatment Procedure

EDir User Admin

Directory Profiles

SELECT USER

Update Profile

GENERAL

FIND-A-DOC

BIOGRAPHY

DISEASE-CONDITIONS

TREATMENT-PROCEDURES

SERVICE-AREAS

FPA-PRACTICES

FACULTY & STUDENT

RESEARCH-TOPICS

TRAINING-AREAS

PUBLICATIONS (PlumX)

PUBLICATIONS (OLD)

CV

PORTRAIT

VIDEO

Requested By [REDACTED]

Status DRAFT

Please pick the Treatment Procedures that apply to you.

\* Please limit selections to 15 or less clinical foci terms

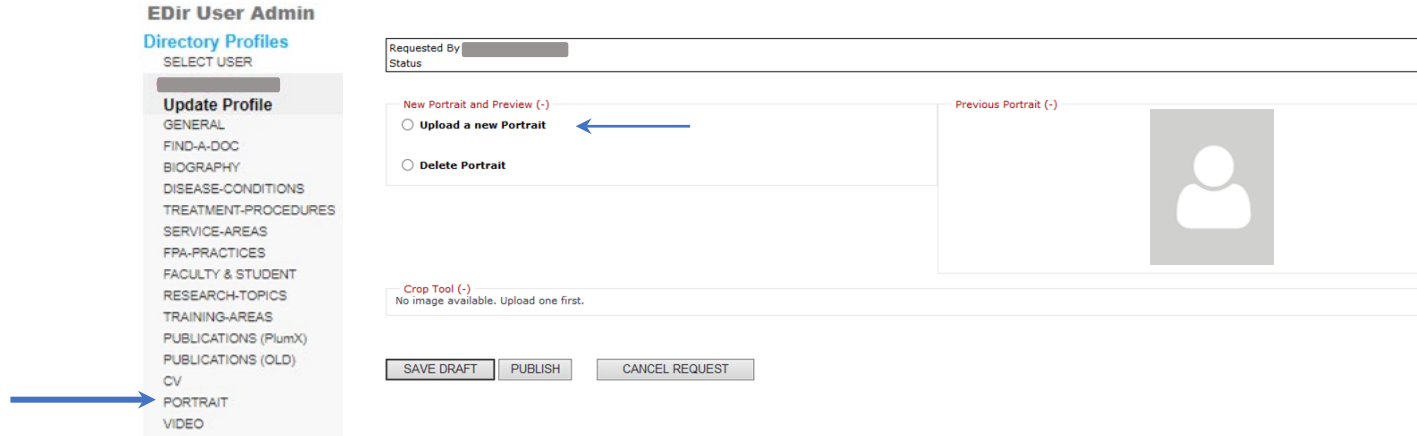
- Acoustic Neuroma Removal
- Adenoidectomy
- Audiometry
- Balloon Sinuplasty
- Biopsy
- Blepharoplasty
- Bone Graft
- Cochlear Implants
- Dermabrasion
- Esophagectomy
- Fine Needle Biopsy
- Glossectomy
- Incision And Drainage Of A Skin Abscess
- Laceration Repair
- Laryngectomy
- Laryngoscopy
- Laser Surgery
- Liposuction
- Lymph Node Biopsy
- Melanoma Removal
- Myringotomy
- Nasal Reconstruction
- Needle Biopsy: Thyroid
- Open Reduction And Internal Fixation Surgery
- PET/CT Scan
- Rhinoplasty
- Robot-Assisted Surgery - Overview
- Septoplasty
- Skin Biopsy
- Skin Graft

SAVE DRAFT

PUBLISH

CANCEL REQUEST

# Upload Profile Photograph



The screenshot shows the 'EDir User Admin' interface. On the left, a sidebar menu is titled 'Directory Profiles' and includes a 'SELECT USER' button. Below this is an 'Update Profile' section with a list of options: GENERAL, FIND-A-DOC, BIOGRAPHY, DISEASE-CONDITIONS, TREATMENT-PROCEDURES, SERVICE-AREAS, FPA-PRACTICES, FACULTY & STUDENT, RESEARCH-TOPICS, TRAINING-AREAS, PUBLICATIONS (PlumX), PUBLICATIONS (OLD), CV, PORTRAIT, and VIDEO. A blue arrow points to the 'PORTRAIT' option. The main content area shows a 'Requested By' field with a greyed-out name and a 'Status' field. Below this is a section titled 'New Portrait and Preview (-)' with two radio buttons: 'Upload a new Portrait' (selected) and 'Delete Portrait'. A blue arrow points to the 'Upload a new Portrait' option. To the right is a 'Previous Portrait (-)' section showing a grey placeholder for a profile picture. Below these sections is a 'Crop Tool (-)' section with the text 'No image available. Upload one first.' At the bottom are three buttons: 'SAVE DRAFT', 'PUBLISH', and 'CANCEL REQUEST'.

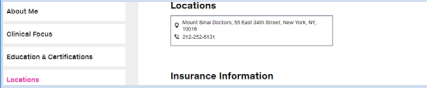



Regular photo shoot sessions for portrait headshots are held around the Mount Sinai Health System – please ask your department admin for further information.

If you are uploading your own photo, follow these suggestions:








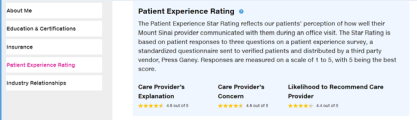
- Photographs should be taken with a white/grey background.
- Photo can be resized after uploading.



# What am I able to update in EDIR Sinai Central?

	Online Profile Section	Data Source	Section in EDIR to Update
Patient Office Address		Sinai Central/EDIR	EDIR -> Find-A-Doc -> Add Patient Office Section
Biography		Sinai Central/EDIR	EDIR -> Biography
Clinical Focus (Diseases/Conditions & Treatments/Procedures)		Sinai Central/EDIR	EDIR -> Diseases-Conditions & Treatments-Procedures
Physician Headshot		Sinai Central/EDIR	EDIR -> Portrait

# What am I unable to update in EDIR Sinai Central?

	Online Profile Section	Data Source	Data Owner/Group to Update
Name		For Faculty: Appointments & Promotions For Non-Faculty: HR	For Faculty: Appointments & Promotions For Non-Faculty: HR
Degree		For Faculty: Appointments & Promotions For Non-Faculty: HR	For Faculty: Appointments & Promotions For Non-Faculty: HR
Book an Appointment		Epic, Zocdoc, Digital Marketing RAA System	Refer to Slide 22
Insurance Plans		Cactus/Verity Credentialing Database	Delegated Credentialing
Video Visit Banner		Sinai Central/EDIR	Digital Marketing
Specialty		Cactus/Verity Credentialing Database	Medical Staff Services
Education/Board Certification		Cactus/Verity Credentialing Database	Medical Staff Services
Patient Experience Ratings		Press Ganey Survey	Office of Patient Experience



# Physician Web Profile Example – Header Information



Mount Sinai Doctors

## Sangyoon Jason Shin, DO

Hospital Medicine

★★★★★ [4.6 Stars](#) | 72 Responses



# Physician Web Profile Example – About Me & Education & Certifications

About Me
Education & Certifications
Insurance
Patient Experience Rating
Industry Relationships

About Me
Education & Certifications
Insurance
Patient Experience Rating

## About Me

Sangyoon Jason Shin, DO, is an Attending Physician of Department of Medicine at the Mount Sinai Beth Israel Medical Center. He is an Associate Professor in the Department of Medicine at the Icahn School of Medicine at Mount Sinai.

Currently, he serves as Medical Director of Ambulatory Care for Mount Sinai Downtown which includes Union Square, The Bluebird Family Chiropractic Center and New York Eye and Ear [Show More](#)

## Education

**DO, Philadelphia Col. of Osteopathic Me**

**Residency, Internal Medicine**



Philadelphia College of Osteopathic



# Physician Web Profile Example – Clinical Focus & Locations

About Me	<h3>Clinical Focus</h3> <ul style="list-style-type: none"><li>• <a href="#">Acne</a></li><li>• Annual Physical</li><li>• <a href="#">Asthma</a></li><li>• <a href="#">Dehydration</a></li><li>• Emphysema</li><li>• General Consultation</li><li>• <a href="#">Migraine</a></li><li>• <a href="#">Psoriasis</a></li></ul> <p><a href="#">Show Less</a></p> <ul style="list-style-type: none"><li>• Allergic Cough</li><li>• Anxiety</li><li>• Black Stool / Melena</li><li>• Ear Wax Cleaning</li><li>• <a href="#">Foot Pain</a></li><li>• Hearing Problems / Ringing in Ears</li><li>• Pneumonia</li><li>• Sore Throat</li><li>• Annual Pediatric Checkup</li><li>• <a href="#">Arthritis</a></li><li>• Daytime Sleepiness</li><li>• Eczema</li><li>• Frequent Urination</li><li>• <a href="#">Irritable Bowel Syndrome</a></li><li>• Prostate Cancer Screening</li><li>• Thyroid Consultation</li></ul>
<b>Clinical Focus</b>	
Education & Certifications	
Locations	
Insurance	
Publications	

Patient Experience Rating

About Me	<h3>Locations</h3> <div><p> Mount Sinai Doctors, 55 East 34th Street, New York, NY, 10018</p><p> 212-252-6131</p></div>
Clinical Focus	
Education & Certifications	
<b>Locations</b>	

### Insurance Information

Accepted insurance may vary by the doctor's office location. Please contact the office directly to



# Physician Web Profile Example – Insurance & Patient Experience Rating

- About Me
- Clinical Focus
- Education & Certifications
- Locations
- Insurance**
- Publications
- Patient Experience Rating
- Industry Relationships

## Insurance Information

Accepted insurance may vary by the doctor's office location. Please contact the office directly to obtain the most up-to-date insurance information.

Mount Sinai Doctors, 55 East 34th Street, New York, NY, 10018

- 1199 SEIU
- AETNA - Medicare
- CIGNA Healthcare
- Elderplan
- EmblemHealth - HIP
- AETNA - Commercial
- AgeWell New York
- Centivo
- EmblemHealth - GHI-PPO
- EmblemHealth - HIP-Medicare

[Show More](#)

- About Me
- Education & Certifications
- Insurance
- Patient Experience Rating**
- Industry Relationships

## Patient Experience Rating ?

The Patient Experience Star Rating reflects our patients' perception of how well their Mount Sinai provider communicated with them during an office visit. The Star Rating is based on patient responses to three questions on a patient experience survey, a standardized questionnaire sent to verified patients and distributed by a third party vendor, Press Ganey. Responses are measured on a scale of 1 to 5, with 5 being the best score.

**Care Provider's Explanation** **Care Provider's Concern** **Likelihood to Recommend Care Provider**

★★★★★ 4.8 out of 5

★★★★★ 4.8 out of 5

★★★★☆ 4.4 out of 5

# Setting up Online Appointments



# How do I set up Online Scheduling?

	How do patients make appointment?	Who should use?	Contact to Update
Epic Open Scheduling	Patients can make appointment directly from Find a Doctor search and profiles.	Those physicians set up in Epic and are enabled to receive online appointments.	Contact Olivia Van Gundy at <a href="mailto:Olivia.VanGundy@mountsinai.org">Olivia.VanGundy@mountsinai.org</a> for Epic Open Scheduling Additions or Removals
Zocdoc	Patients can find appointment times in Find a Doctor search and profiles and complete appointment through Zocdoc.	Those physicians <b><i>not</i></b> set up in Epic and are enabled to receive online appointments through Zocdoc.	Contact Olivia Van Gundy at <a href="mailto:Olivia.VanGundy@mountsinai.org">Olivia.VanGundy@mountsinai.org</a> for Zocdoc Scheduling instructions
Request an Appointment (RAA)	Administrator and/or Scheduler can receive these requests and call patient back to make appointment within 2 business days.	Those physicians that can not receive online appointments through Epic Open Scheduling and Zocdoc.	Contact <a href="mailto:webfeedback@mountsinai.org">webfeedback@mountsinai.org</a> with group email address that should receive these requests (set up through Sailpoint) and list of physicians that should be included.  Note: At least two schedulers/admins should be set up to receive the requests for each form.



# How do I Set up Online Appointment Scheduling? – Epic Open Scheduling

## Book an Appointment

Select Location

Let's start booking an appointment!

Choose the appointment type      Choose the time slot      Fill your details and confirm booking

You are booking for **In Person Visit - NEW PATIENT** at location.  
Please select your preferred date and time.

< February 2023 >      Today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28 1 Slot				

### Tuesday, Feb 28

🌞 Morning

9:00 AM

🕒 All Time Slots Are EST Time Zone

# How do I Set up Online Appointment Scheduling? - Zocdoc

New patient       Existing patient

Choose your reason for visit ▼

5 E 98th St, New York NY ▼

<	Mon Nov 16	Tue Nov 17	Wed Nov 18	Thu Nov 19	Fri Nov 20	>
	-	-	-	8:45 am	-	
	-	-	-	9:15 am	-	
	-	-	-	9:30 am	-	
	-	-	-	10:30 am	-	
	-	-	-	more	-	

appointments by **Zocdoc**





# How do I Set up Online Appointment Scheduling? – Request an Appointment



1-800-MD-SINAI [MyChart](#) [Pay My Bill](#) [For Physicians](#) [Same-Day Appointments](#) [Make a Gift](#)

[Find a Doctor](#)

[Request an Appointment](#)

[Our Locations](#)

[Patient Care](#)

[About Us](#)



SEARCH

## Request an Appointment

To request an appointment using our website, please complete the form below. After you submit this information, a representative will contact you by phone within two business days. If you have a medical emergency, dial 911.

You would like to make an appointment with:

Cancer (Oncology), Mount Sinai Health System

Patient Information *(\*Required field)*

First Name\*

Last Name\*

Address Line 1\*

Address Line 2

City\*

New York ▼

# Quick Links/Contact List

## Quick Links

- Physician Profile Instructions: <https://www.mountsinai.org/about/marketing-faqs>
- Press Ganey Survey Criteria for Profiles: <https://sinaiknowledge.mssm.edu/instructions/eDir/star-ratings-faq>
- Online Scheduling Overview & FAQs Document: [Online Scheduling Overview & FAQs](#)

## Contact List

- Medical Staff Services: [MSS-DataTeam@mountsinai.org](mailto:MSS-DataTeam@mountsinai.org)
- Appointments & Promotions: [APmailbox@mssm.edu](mailto:APmailbox@mssm.edu)
- Epic Open Scheduling Additions/Removals:
  - Olivia Van Gundy: [Olivia.VanGundy@mountsinai.org](mailto:Olivia.VanGundy@mountsinai.org)
- Digital Marketing Team:
  - Webfeedback: [webfeedback@mountsinai.org](mailto:webfeedback@mountsinai.org)
  - Kristen Morales: [Kristen.Morales@mountsinai.org](mailto:Kristen.Morales@mountsinai.org)

