Mount Sinai Health System Sinai Central - EDIR

User Manual 2020 for new users

Mount Sinai

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

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

Log into Sinai Central

Username

Password

Forgot password?

☐ Remember me

Log In ⬭

New to Sinai Central?

Activate Account ⬭

Employee Self Service Menu

Mount Sinai — *Sinai Central*

Home

COI
Employee Self Service ← Select Employee Self Service
Finance
GCO
HR
Utilities
 Directory
 Personal Profile
Email Support
Documentation
Change Layout

Mount Sinai — *Sinai Central*

Home > Employee Self Service

Employee Self Service
 Access Recertification
 Account Admin
 Attestation
 Car Pool
 Clinical Appointments
 Direct Deposit
 Directory Profile ← Select Directory Profile
 Emergency Contact
 Employment Verification Letters
 Faculty Appraisal
 Grant-In-Aid
 Mass Notification Profile
 Occupational Health Survey
 Payroll Online
 Performance Appraisal
 Salary Sources
 Sinai1 Profile
 Surveys
 Tax Forms / Address Change
 Travel Waiver
Utilities
 Directory
 Personal Profile
Email Support
Documentation
Change Layout

Directory Profile Menu

Faculty & Students   Find a Doc   Staff   Sinai1   Mass Notification Profile

EDir User Admin

Directory Profiles
SELECT USER

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

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

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

- Update your general contact information
- Add Find a Doctor information (office addresses, ZocDoc info etc.)
- Update your Biography information
- Selecting Diseases/Conditions
- Selecting Treatment/Procedures
- Research Topics
- Publications (PlumX)
- Portrait photograph

General – add contact information

Complete your Find-a-Doctor information

EDir User Admin

Directory Profiles
SELECT USER

Update Profile
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Update Find-a-doc Profile

Requested By
Status   DRAFT

Specialties

Specialty	Active
⬆⬇ Internal Medicine	☑

Physician Referral

Physician Notes

Phonetic Spelling

Began Practicing   Start Practice Area
[   ] (yyyy)   [   ] (yyyy)

Click here to add a patient office

Patient Offices

Add another office

[SAVE DRAFT] [PUBLISH]   [CANCEL REQUEST]

Complete your Find-a-Doctor information cont'd

EDir User Admin

Directory Profiles
SELECT USER

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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 facilitie'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 your Find a Doctor profile

Office [   ]   **Delete this office**

Delete patient office

Facility [New York Eye and Ear Infirmary of Mount Sinai ▾]

Address
Address   [101 Broadway]
Address 2   [   ]
City   [Brooklyn] State [NY] Zip [11211]
Cross Streets   [   ]

Contact
Contact Title   [   ]
Contact First Name   [   ]
Contact Last Name   [   ]
Contact Middle Name Initial [ ]
Phone   [   ][   ] Ext [   ]
Fax   [   ][   ]
Alt Phone [   ][   ] Ext [   ]
Alt Fax [   ][   ]
Email   [   ]

Insurance Plans   **Enabled**
  Note: Some plans cannot be disabled

Office Languages
Add another language   Add languages

Complete your Find-a-Doctor information cont'd

EDir User Admin

Directory Profiles
SELECT USER

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Are you enabled for online scheduling through ZocDoc? Yes ● No ○

ZocDoc ID [_____] ← Add your ZocDoc number

Office Hours

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

← Add office hours

☐ Accept Children
☐ Accept Adolescents
☐ Accept Adults
☐ Near Public Transportation
☐ Accepting New Patients ← Select if you are accepting new patients
☐ Display Request an Appointment Button (Please contact webfeedback@mountsinai.org to complete activation)
☐ Ada Compliant
☐ Disabled Access

Public Transportation Notes:
[_____]

Payment Methods
☐ Cash
☐ Check
☐ American Express
☐ Discover
☐ MasterCard
☐ Visa
☐ Credit Card (Other)
☐ Other

If you are not registered with ZocDoc you may decide to select the Request an Appointment option (please discuss with your dept. admin on how this is set up)

Add another office

[SAVE DRAFT] [PUBLISH] [CANCEL REQUEST]

Complete your Biography information

Add your biography info

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

Choose your Disease Condition

EDir User Admin

Directory Profiles
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FACULTY & STUDENT
RESEARCH-TOPICS
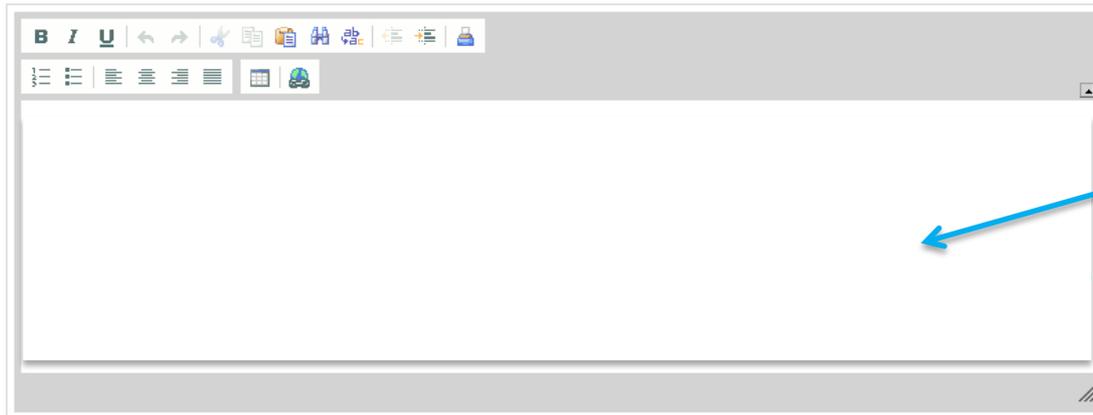TRAINING-AREAS
PUBLICATIONS (PlumX)
PUBLICATIONS (OLD)
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Requested By
Status   DRAFT

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
- [x] 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

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Requested By

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
- [x] 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
- [x] 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

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Select the Service Area(s) that apply

EDir User Admin

Directory Profiles
SELECT USER

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Choose your Service Area

Requested By

Status   DRAFT

Please pick the Service Areas that apply to you.

- ☐ Adolescent Dermatology
- ☐ Adolescent Health
- ☐ Aesthetic Dermatology
- ☐ Allergy & Immunology
- ☐ Alzheimer's Disease
- ☐ Bone Disease
- ☐ Breast Cancer
- ☐ Breast Health
- ☐ Breast Imaging
- ☐ Breast Pathology
- ☐ Breast Reconstruction
- ☐ Breast Surgery
- ☐ Brooklyn Heights
- ☐ Cancer
- ☐ Cancer: Benign Hematology
- ☐ Cancer: Bone Marrow Transplant
- ☐ Cancer: Brain and Nervous System Cancer
- ☐ Cancer: Breast Cancer
- ☐ Cancer: Colon and Rectal Cancer
- ☐ Cancer: Ear, Nose and Throat (ENT)
- ☐ Cancer: Genitourinary Cancer
- ☐ Cancer: Gynecologic Cancer
- ☐ Cancer: Head and Neck Cancer
- ☐ Cancer: Kidney Cancer
- ☐ Cancer: Leukemia and Lymphoma
- ☐ Cancer: Liver Cancer
- ☐ Cancer: Lung and Thoracic Cancer
- ☐ Cancer: Lymphoma
- ☐ Cancer: Multiple Myeloma
- ☐ Cancer: Pancreatic Cancer
- ☐ Cancer: Prostate Cancer
- ☐ Cancer: Sarcoma

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If applicable, select your FPA Practice Area(s)

EDir User Admin

Directory Profiles
SELECT USER

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Requested By [ ]
Status   DRAFT

Please pick the FPA Practices that apply to you.

- ☐ Abdominal Transplantation
- ☐ Allergy and Clinical Immunology
- ☐ Allergy and Immunology - Pediatric
- ☐ Anesthesiology and Pain Management
- ☐ Asthma Program
- ☐ Autoimmune Diseases and Arthritis
- ☐ Bariatric Surgery
- ☐ Bone Marrow Transplant
- ☐ Breast Surgery
- ☐ Cancer - Derald H. Ruttenberg Treatment Center
- ☐ Cardiac Rehabilitation
- ☐ Cardiology
- ☐ Cardiothoracic Surgery
- ☐ Cardiovascular Medicine
- ☐ Center for Sleep Medicine
- ☐ Chronic Kidney Disease Program
- ☐ Colon and Rectal Surgery
- ☐ Critical Care Medicine Program
- ☐ Dentistry
- ☐ Dermatologic Surgery
- ☐ Dermatology
- ☐ Diabetes Center
- ☐ Dialysis
- ☐ Digestive Diseases
- ☑ Ear, Nose and Throat
- ☐ Emergency Medicine
- ☐ Endocrine, Diabetes, and Bone Diseases
- ☐ Endoscopy Suite
- ☐ Eye Doctor
- ☐ Gastroenterology
- ☐ Gastroenterology - Pediatric
- ☐ Gastrointestinal Cancer

SAVE DRAFT   PUBLISH   CANCEL REQUEST

Faculty – add your research and awards

EDir User Admin

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Update Faculty Profile

Requested By CLAIRE K D
Status   DRAFT

Education, Residencies, Internships

The information in this section is maintained by the Medical Staff Services. For comments and concerns please call (212) 824-8100 (ext 58100). If the web status is set to "inactive" under Update Find-A-Doctor, the information in this section will not display on the website.

Residency Otolaryngology ✓ Residency __ Internship
Institution Mt Sinai Sch of Med, of NY University
Dates   From To
Address 1
Address 2
City   State Zip
Country

Residency Surgery __ Residency ✓ Internship
Institution Mt Sinai Sch of Med, of NY University
Dates   From To
Address 1
Address 2
City   State Zip
Country

Education University of NC Hospital Degree MD Graduation Date

Education

Add another institution

Research

Add another research topic

Awards

Add another award

[SAVE DRAFT] [PUBLISH]   [CANCEL REQUEST]

Research topics – if applicable, select your research topics

EDir User Admin

Directory Profiles
SELECT USER

Choose your Research Topic

Requested By	
Status	DRAFT

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Please pick the Research Topics that apply to you.

- ☐ Addiction
- ☐ Adipose
- ☐ Aerodigestive Tract
- ☐ Aging
- ☐ Alkaliphilic Bacillus
- ☐ Allergy
- ☐ Alzheimer's Disease
- ☐ Amyotrophic Lateral Sclerosis
- ☐ Anatomy
- ☐ Anesthesia
- ☐ Angiogenesis
- ☐ Anti-Tumor Therapy
- ☐ Antibiotic Resistance
- ☐ Antibody Development
- ☐ Antigen Presentation
- ☐ Antimicrobial Resistance
- ☐ Antivirals
- ☐ Aplysia
- ☐ Apoptosis/Cell Death
- ☐ Atherosclerosis
- ☐ Auditory
- ☐ Autism
- ☐ Autoimmunity
- ☐ Autophagy
- ☐ Axon Guidance
- ☐ Axonal Growth and Degeneration
- ☐ B Cells
- ☐ Bacterial Genetics
- ☐ Basal Ganglia
- ☐ Behavioral Health
- ☐ Biochemistry

SAVE DRAFT   PUBLISH   CANCEL REQUEST

Publications – add your PlumX ID

EDir User Admin

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Sinai Central profiles generate publications information pulled from PlumX.

If you do not know your PlumX ID, or need to have one created, please follow the instructions given on this page.

Publications

Requested By
Status   DRAFT

PlumX Publications

If you do not know your PlumX ID visit https://plu.mx/mtsinai/g/ to search for your PlumX profile by name. Once you locate your profile the PlumX ID will be the last portion of the web address, typically your first and middle name initials plus your last name. For example, in the PlumX profile web address https://plu.mx/mtsinai/u/**dscharney** the PlumX ID is **dscharney**. A few users may see a web address that looks like https://plu.mx/mtsinai/u/**mtsinai-dennis-charney** in which case the PlumX ID would be **mtsinai-dennis-charney**.

If you don't have a PlumX profile you can request one here: https://mountsinai.formstack.com/forms/plum_registration. Once you enter a PlumX ID in the box below you will see some identifying data to confirm that you've entered the correct ID. That is not a preview of how your publications will appear on your web profile.

For any questions about using this tool please reach out to the PlumX team at plum@mssm.edu.

PlumX ID:
https://plu.mx/mtsinai/u/ [   ]

[SAVE DRAFT] [PUBLISH]   [CANCEL REQUEST]

Upload your profile photograph

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/grety background.
- Photo can be resized after uploading.