

Mount Sinai Health System Sinai Central - EDIR

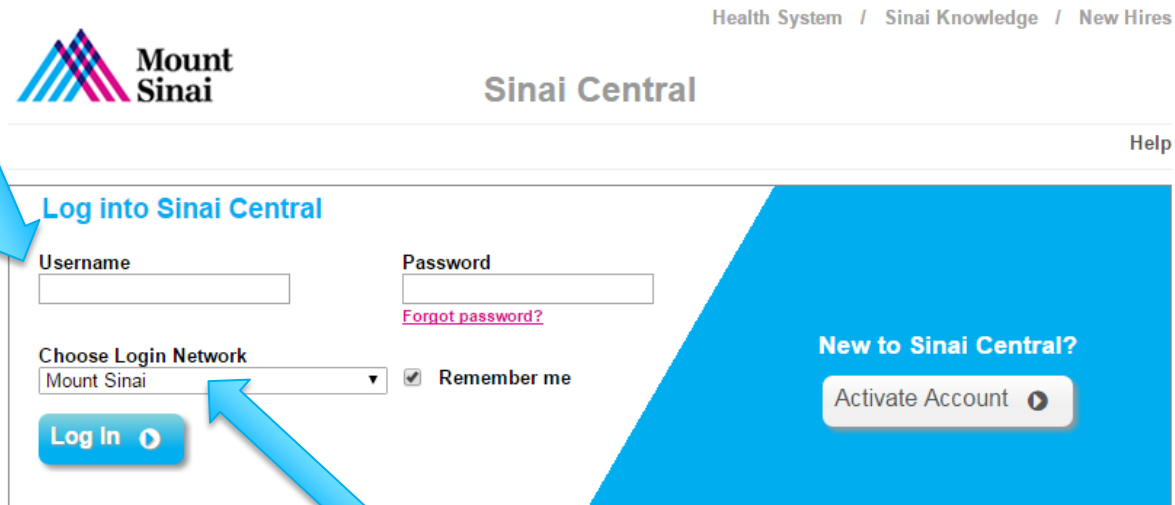
User Manual 2017 for new users



**Mount
Sinai**

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

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



The screenshot shows the Sinai Central login interface. At the top left is the Mount Sinai logo. To the right, it says "Sinai Central" and "Health System / Sinai Knowledge / New Hires". A "Help" link is in the top right. The main heading is "Log into Sinai Central". Below this are fields for "Username" and "Password". A "Forgot password?" link is under the password field. There is a "Choose Login Network" dropdown menu with "Mount Sinai" selected. A "Remember me" checkbox is checked. A "Log In" button is at the bottom left. On the right, there is a blue banner for "New to Sinai Central?" with an "Activate Account" button.

Select the login network for you location

Employee Self Service Menu



COI
Employee Self Service



Select Employee Self Service

Finance
GCO
HR

Utilities
Directory
Personal Profile
Email Support
Documentation
Change Layout

Developed and Maintained by the Information Technology Development Center (ITDC@mssm.edu).
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Employee Self Service

- Access Recertification
- Account Admin
- Attestation
- Car Pool
- Clinical Appointments
- Direct Deposit
- 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



Select Directory Profile

Utilities
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Change Layout

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Directory Profile Menu

EDir User Admin

Directory Profiles

SELECT USER

Faculty

Find a Doc

Staff

Sinai1

Mass Notification Profile

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

Update Profile

GENERAL

FIND-A-DOC

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SINAI1 PROFILE

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
- Portrait photograph

General – add contact information

Update General Contact Info

EDir User Admin

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Faculty Check

- Faculty not in AP
- Doctors not in Cactus
- Faculty Matching

Office & Contact Info

- Faculty Office
- Doctor Office
- Staff Contact

Requested By
Status DRAFT

Name

First	Middle	Last
<input type="text"/>	<input type="text"/>	<input type="text"/>

Gender

Email

[Add Email](#)

On Campus

[Add Address](#)

Off Campus

[Add Address](#)

SAVE DRAFT

PUBLISH

CANCEL REQUEST

Complete your Find-a-Doctor information

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Update Find-a-doc Profile

Requested By [REDACTED]
Status DRAFT

Specialties

Specialty	Active
Internal Medicine	<input checked="" type="checkbox"/>

Physician Referral

Physician Notes

Phonetic Spelling

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

Patient Offices

[Add another office](#)

SAVE DRAFT PUBLISH CANCEL REQUEST

Click here to add a patient office

Complete your Find-a-Doctor information cont'd

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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

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

Update the order offices appear on your Find a Doctor profile



[Delete this office](#)



Delete patient office

Insurance Plans

[Add another insurance](#)

Office Languages

[Add another language](#)

Add or delete insurance plans accepted



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?
ZocDoc ID

Yes No

← 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
- Display Request an Appointment Button (Please contact webfeedback@mountsinai.org to complete activation)
- Ada Compliant
- Disabled Access

← Select if you are accepting new patients

Public Transportation Notes:

Payment Methods

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

If you choose not to register 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

Update Faculty Profile

EDir User Admin

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Requested By [REDACTED]
Status DRAFT

Biography



A rich text editor interface for entering biography information. It features a toolbar with icons for bold (B), italic (I), underline (U), undo, redo, bulleted list, numbered list, link, unlink, insert image, and print. Below the toolbar is a large, empty text area for input. A blue arrow points from the right side of the slide to this text area.

SAVE DRAFT PUBLISH CANCEL REQUEST

Add your biography info

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

Choose your Disease Condition

EDir User Admin

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SELECT USER

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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

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

Choose your Treatment Procedure

EDir User Admin

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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

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Select the Service Area(s) that apply

Choose your Service Area

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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)

Choose your FPA Practice

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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

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Faculty – add your research and awards here

Update Faculty Profile

EDir User Admin

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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

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Research topics – if applicable, select your research topics

Choose your Research Topic

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Requested By [REDACTED]

Status DRAFT

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 publications

PUBLICATIONS

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SELECT USER

Gregory M Levitin

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Requested By CLAIRES K DURKA
Status DRAFT

Download references from PubMed
Enter the PubMed ID. You may enter multiple ids separated by spaces. The downloaded references will be added below.

PubMed ID(s)

If you know the PubMed ID number, enter it into the text field and the system will fetch all the details automatically from PubMed

Sort Order [Delete Reference](#)

Type

Title

Journal Name

Volume Issue

Year Month

Pagination

In Press

Url

Pubmed ID

Authors First Name Middle Last Name Suffix
[Add Author](#)

[Add another reference](#)

Upload your profile photograph

EDir User Admin
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SELECT USER

Requested By [REDACTED]
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New Portrait and Preview (-)

Upload a new Portrait ←

Delete Portrait

Previous Portrait (-)



Crop Tool (-)
No image available. Upload one first.

SAVE DRAFT PUBLISH 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 background.
- Photo can be resized after uploading.