



UNIVERSITY OF MIAMI HEALTH SYSTEM

Physician Profile Update Tool for the UHealth Website
www.uhealthsystem.com

Physician Profile Tool

INTRODUCING UHEALTHSYSTEM.COM

The University of Miami Health System Web site – www.uhealthsystem.com – is the patient-focused site for the University of Miami School of Medicine’s medical services. The Miller School of Medicine site – www.med.miami.edu - will focus on the educational and research components of the system. Visitors to the Miller site seeking information on specific doctors will be directed to the UHealth site.

This patient centric site was created so that our patients and community could easily access information about our doctors, facilities, and services.

Developed through the collaboration of the Office of Marketing, Web Development, and Medical IT, the site will continually expand, offering more information on medical specialties, clinical breakthroughs, and new developments at UHealth.

About this Guide

This guide directs users on how to update or correct physician information available on the “Find a Doctor” portal on the UHealth Web site. These changes will not be reflected on the Miller site. The “about our doctors” component on the Miller site will transition to the UHealth “Find a Doctor,” and all visitors to the Miller site looking for doctor information will be linked to the UHealth site.

The “Find a Doctor” site provides information on doctors and allied health professionals who are credentialed to treat patients. Information on researchers, scientists, and other staff can be accessed through the “People Search” box located on the “Find the Doctor” site.

For assistance with using this Tool Guide or with other technical issues, please contact Med IT at 305-243-5999 or at help@med.miami.edu

For assistance regarding copy content on the UHealth or individual linked department sites, please contact the Office of Marketing, 305-243-3453 or at marketing@med.miami.edu

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Getting Started

This is an introduction to the Physician Database Profile Management tool for proxy users. Getting started is just a few clicks away.

The Physician Database Profile Management Web site is an intranet web portal designed for physicians and their department staff to manage information on the UHealth site about our doctors and medical staff. The information about the doctors is sectioned by tabs according to which department manages and uses the data on the respective pages. Please take a moment to read through this guide.

How to access a profile

To edit a profile, you must first be authorized from your department head to be added to our system. Please forward the authorization to the Help Desk at 305-243-5999 or help@med.miami.edu to edit physician profiles in a specific department or group. The Physician Profile Update utility requires an active Medical ID and access granted by Web Services.

To log in, type <http://phydatabase.med.miami.edu> into your Web browser. You will be asked to enter a user name and password. Please enter your Medical ID user name and password then click “Login” to gain access to the utility. You will have the authority to promote profile changes from the temporary database to the live database, but it is recommended that you send a link to the temporary profile to the physician who is being edited for approval before proceeding to that step.

Sessions will time out. If you leave a session open with no activity, you may need to log back in. Save your work periodically if you are not able to make all your changes at one time.

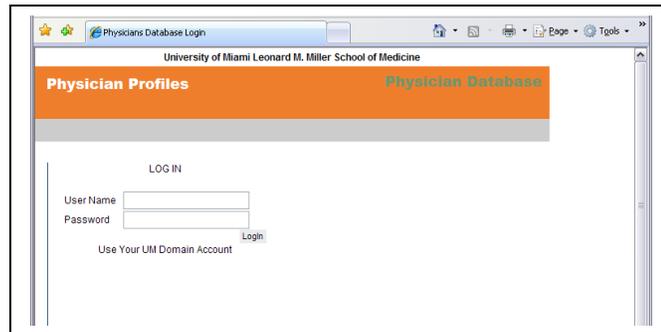


FIGURE 1.0 – Example logon screen

Once you have successfully logged in, you will be presented with a list of physicians that you are able to update. This will be your proxy table. To update a physician, click on “Select” next to the physician’s name.

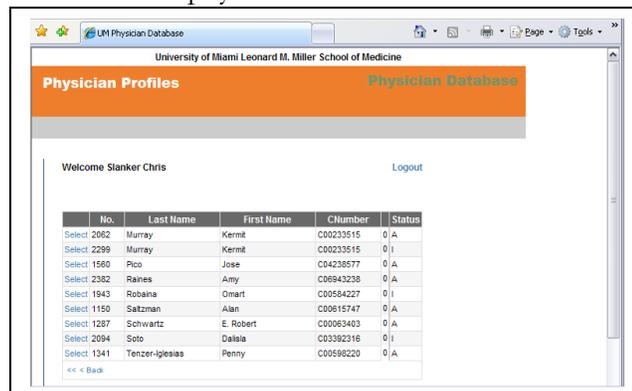


FIGURE 1.1 – Example Physician list

Navigation of the Tabs

To access the different sections of the Physician Profile Update Tool, click on the appropriate tab.

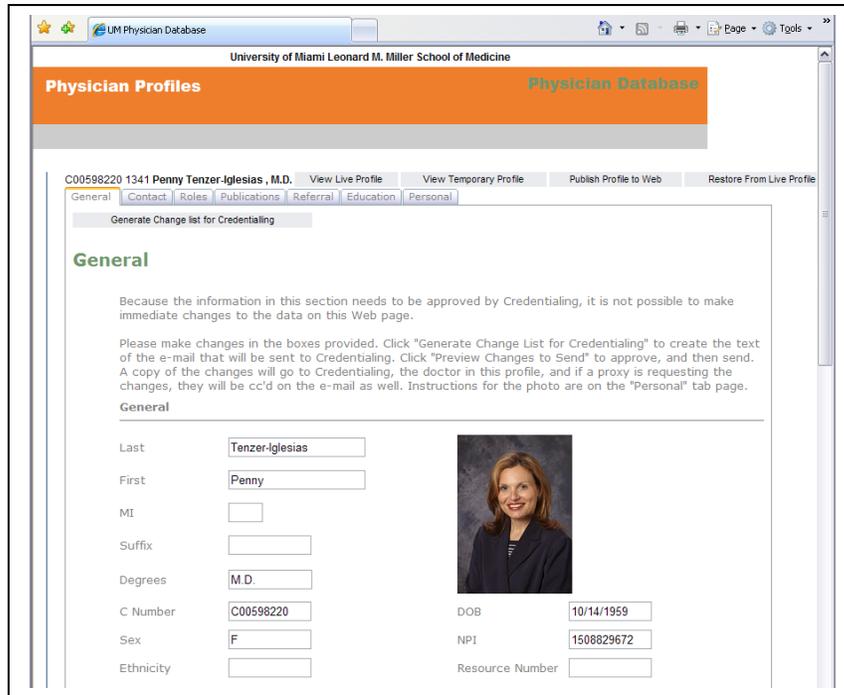


FIGURE 1.2 – General Tab of the Physician Profile Update Tool



About the tab pages

The tab pages are grouped by source and order of internal importance. Currently there are seven: General, Contact, Roles, Publications, Referral, Education, and Personal. General and Contact are sourced from the credentialing department, and it is not possible to directly edit the information found there. You can type in desired changes and then generate an email requesting that your changes be made. Roles, Publications, and Personal are sourced from previous profiles from the Miller School Web site. The referral tab page will be used by the Physician Referral Office for appointment scheduling.

Editing a profile

Changes made to the profile do not appear on the live profile until you click the “Publish Profile to Web” button on the top line. Until you press that button, all changes can be undone by pressing the “Restore from Live” button, you can undo all changes. “Restore from live” button also on the top line. If this is your first look at the tool, please take a moment to review the different pages. As much as possible, tool tips have been added so that you can move your mouse over a field to get more information if needed.

About the top line and buttons

Figure 1.3 is a cut-out of the top portion of the Profile Edit page. From left to right the top line displays the physician’s “C” number, the internal physician number and the physician’s name. The functions of the buttons are described below.



FIGURE 1.3 Top segment of the Profile Edit page illustrating the tab pages and buttons.

- **View Live Profile**, Launches a new browser window that displays the physician’s profile as it appears on the live website.
- **View Temporary Profile**, Launches a new browser window that displays the physician’s temporary profile as it WOULD appear on the live website.
- **Publish Profile to Web**, Publishes the temporary profile data to live. 
- **Restore from Live Profile**, takes the data in the live profile and over-writes any changes in the temporary database for the physician’s profile.

The tab sections closely follow how the live profile is sectioned.

Profile Page Sections, as much as the design process allowed, we kept the edit sectioning similar to the profile sections so you can easily find what you need to change. The referral tab page is currently blank and is slated for use in phase two of this tool.

Most of the information on the referral page will be for internal use only. On all of the other pages, any information displayed is available to the public, so please review it carefully. Unless there is a check box next to an item to indicate that the data in that specific field can be hidden, assume that it’s all potentially open for public view. Please contact Cindy Cruciger at ccruciger@med.miami.edu if there are fields that you would like a “hide option” to be added.

To navigate the tab pages, simply click on the top of the tab you are interested in and allow time for the page to load. The Personal Tab page contains dynamic panels that open and close when you click the title bar for the panel.

To change the photo for the physician, you must contact BioMed at 305-243-6783 to have the photo taken with instructions to send the photo to Medical Web Services where it will be uploaded.

General

The General Tab contains information that can only be updated by Credentialing. To request Credentialing to update any information in the General tab, please make the changes and click on the “Generate Change list for Credentialing” in the upper left corner of the screen. An email will be generated and sent to Credentialing requesting the information to be updated. If there is a problem, Credentialing will contact you.



Making Changes to the General Page

The data on this page cannot be immediately changed. There are boxes in each section where you can type the desired change to existing data or type a free-form request. At the top of the page is a button: Generate Change List for Credentialing. After you make your changes, click it and wait. Another button should appear next to it: Preview Change List to Send.

When you select “Email Change Request to Credentialing” a copy of the request goes to Credentialing, to you, and to the physician you are editing.

University of Miami Leonard M. Miller School of Medicine
Physician Profiles Physician Database

C00598220 1341 Penny Tenzer-Iglesias, M.D. View Live Profile View Temporary Profile Publish Profile to Web Restore From Live Profile

General | Contact | Roles | Publications | Referral | Education | Personal

Generate Change List for Credentialing

General

Because the information in this section needs to be approved by Credentialing, it is not possible to make immediate changes to the data on this Web page.

Please make changes in the boxes provided. Click "Generate Change List for Credentialing" to create the text of the e-mail that will be sent to Credentialing. Click "Preview Changes to Send" to approve, and then send. A copy of the changes will go to Credentialing, the doctor in this profile, and if a proxy is requesting the changes, they will be cc'd on the e-mail as well. Instructions for the photo are on the "Personal" tab page.

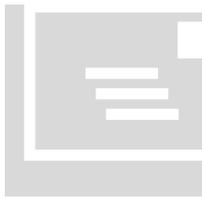
General

Last	<input type="text" value="Tenzer-Iglesias"/>	
First	<input type="text" value="Penny"/>	
MI	<input type="text"/>	
Suffix	<input type="text"/>	
Degrees	<input type="text" value="M.D."/>	
C Number	<input type="text" value="C00598220"/>	DOB <input type="text" value="10/14/1959"/>
Sex	<input type="text" value="F"/>	NPI <input type="text" value="1508829672"/>

FIGURE 1.4 – General Tab of the Physician Profile Update Tool

Contact

The Contact Tab contains information that can only be updated by Credentialing. To request Credentialing to update any information in the Contact Tab, please make your changes and click on the “Generate Change list for Credentialing” in the upper left corner of the screen. An email will be generated and sent to Credentialing requesting the information to be updated. As with the General Tab, if there is a problem, Credentialing will contact you.



Making Changes to the Contact Page

The data on this page cannot be affected directly, and unfortunately an email must be generated for each address change. To “edit” a specific address, click the select link next to the address in the top table, type the desired changes into the field, click the “Generate Change List For Credentialing” button and then preview the changes.

changes.

When you select “Email Change Request to Credentialing” a copy of the request goes to Credentialing, to you, and to the physician whose information you are editing.

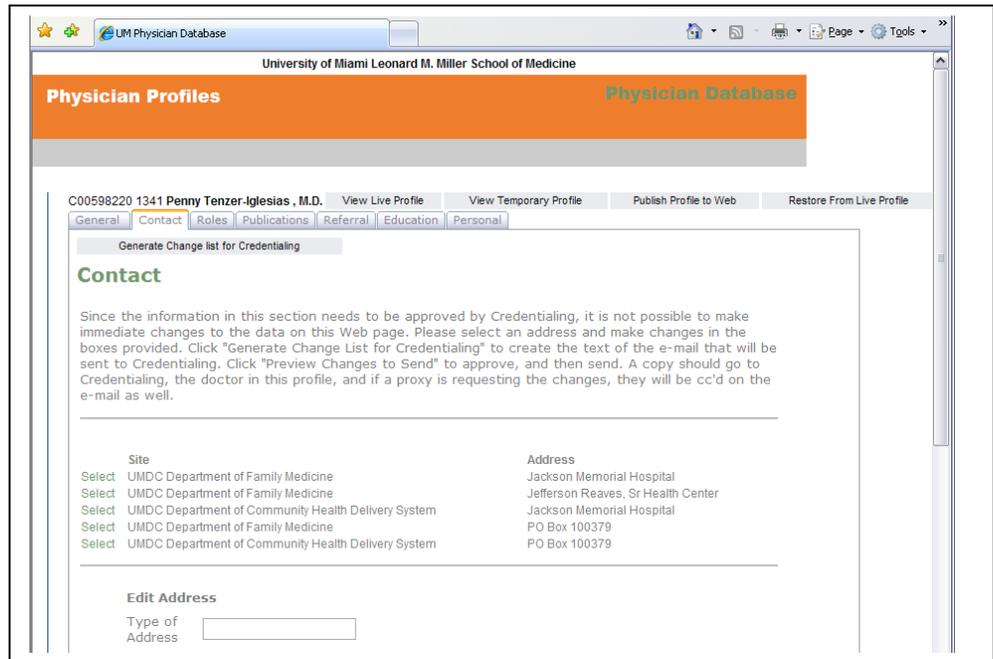


FIGURE 1.5 – Contact Tab of the Physician Profile Update Tool

Roles

The Roles Tab contains information on the roles the physician is involved in for UHealth and the Miller School of Medicine. To add a new role, enter all of the appropriate information, click “Click Here to Add New Role.” To update an existing role, click the “Select” link next to the role you wish to edit. Update the information and click on the “Update” button at the bottom of the page.



About Roles

To edit or delete an existing role then select one from the table. A delete and an edit button will appear at the bottom of the dialog. If there is no table between the top two lines, then this physician has no roles currently defined. Roles are generally a physician’s title in a department.

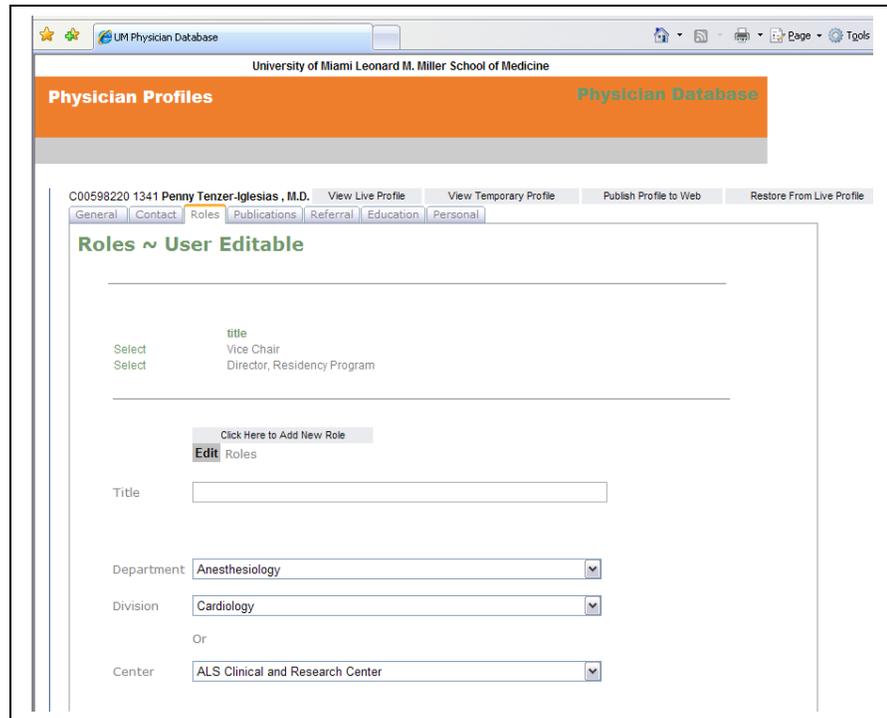


FIGURE 1.6 Roles Tab of the Physician Profile Update Tool

Publications

The Publications Tab contains information on the publications produced by the physician. To add a new publication, enter all of the appropriate information, then click “Click here to Add New Publication.” To update an existing publication, click the “Select” link next to the publication you wish to edit, update the information, and click on the “Update” button at the bottom of the page.



FIGURE 1.7. Publications Tab of the Physician Profile Update Tool



About Publications

The title can take some HTML and it is recommended that you use the Bold brackets () for the physician’s name in the title and that you add two breaks (

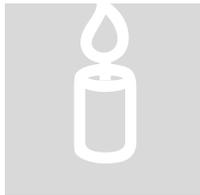
) at the end of the title to space the titles on the profile page. When you select an existing profile to edit, HTML is lost and has to be redone before saving changes. See Figure 1.8 for an example of how it should look.



FIGURE 1.8 Physician Search Publications

Education

The Education Tab contains information on the education of the physician. To add a new education entry, enter all appropriate information, then click “Click here to Add New Education Entry.” To update an existing education entry, click the “Select” link next to the education entry you wish to edit. Update the information and click on the “Update” button at the bottom of the page



About Education

If the physician currently has degrees listed, they will appear in a table between the two top lines. If not, the space between those lines will appear empty. Degrees are sorted by year, so pay special attention as you are saving or editing entries. These are all free form fields so be careful of spelling mistakes and errors.

The screenshot shows a web browser window titled "UM Physician Database". The page header includes "Physician Profiles" and "Physician Database". Below the header, there are navigation tabs: "General", "Contact", "Roles", "Publications", "Referral", "Education", and "Personal". The "Education" tab is selected, and the page title is "Education ~ User Editable".

At the top of the Education tab, there are links for "View Live Profile", "View Temporary Profile", "Publish Profile to Web", and "Restore From". Below these links is a table of existing education entries:

	degree	university
Select	Undergraduate	MIT
Select	Graduate	Boston University School of Medicine
Select	Residency	Salinas Family Practice
Select	Fellowship	Univeristy of Miami

Below the table, there is a button labeled "Click Here to Add New Education Entry" and an "Add Education" button. The form contains the following fields:

- University:
- Degree:
- Year:
- Major:
- City:
- State:
- Country:

At the bottom of the form is a "Save" button.

FIGURE 1.9 Education Tab of the Physician Profile Update Tool

Personal

The Personal Tab page contains many sections. To view a section, click on a blue bar to expand and save by sections. The photo cannot be changed here in this tool. BioMedical must take the photo and send to Medical Web Services for the image to be uploaded. The bio and the CV contain the options to upload a PDF or to enter text free form. Only one bio, research interest, and CV per physician, please.

Photo

The Photo section of the personal tab contains a picture of the physician. To add a new picture or update the current photo, please contact BioMedical at 305-243-6783 to take the photo with instructions to send it to Medical Web Services for uploading.

Biographical Information

The Bio section of the personal tab contains a physician's biographical information. You can use the editor to add or update a bio and then click "Save Bio" in the upper right. If you have a PDF of a bio, you will need to select "True" in the Bio Field and then "Browse" to locate the PDF Bio on your hard drive to upload it to the server. To save the information, click on the "Save Bio" button in the upper right.

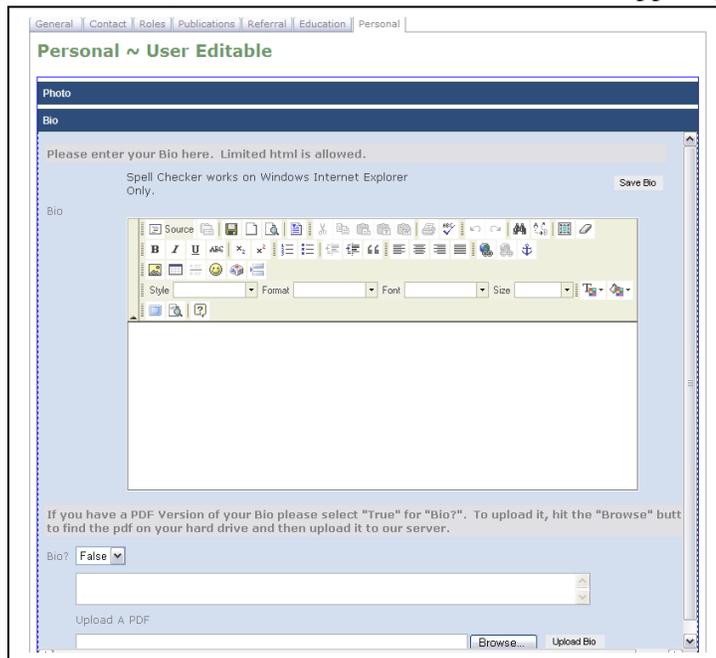


FIGURE 1.10 Bio Section of the Physician Profile Update Tool

Research Interest

The Research Interest section of the personal tab contains the research interests of the physician. You can use the editor to add or update existing interest information and then click “Save Research Interest” in the upper right.

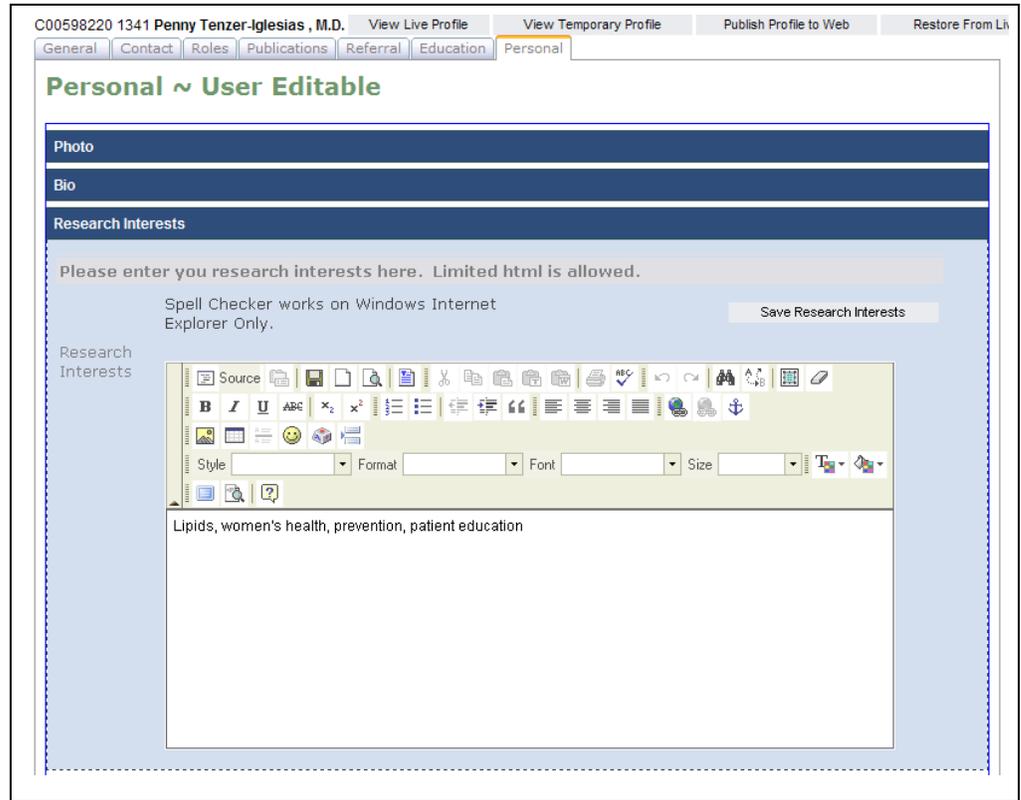


FIGURE 1.11 Research Interest Section of the Physician Profile Update Tool

Clinical Interest

The Clinical Interest section of the personal tab contains the clinical interests of the physician. You can use the editor to add or to update existing interests. To save your updates, click “Save Clinical Interest” in the upper right.

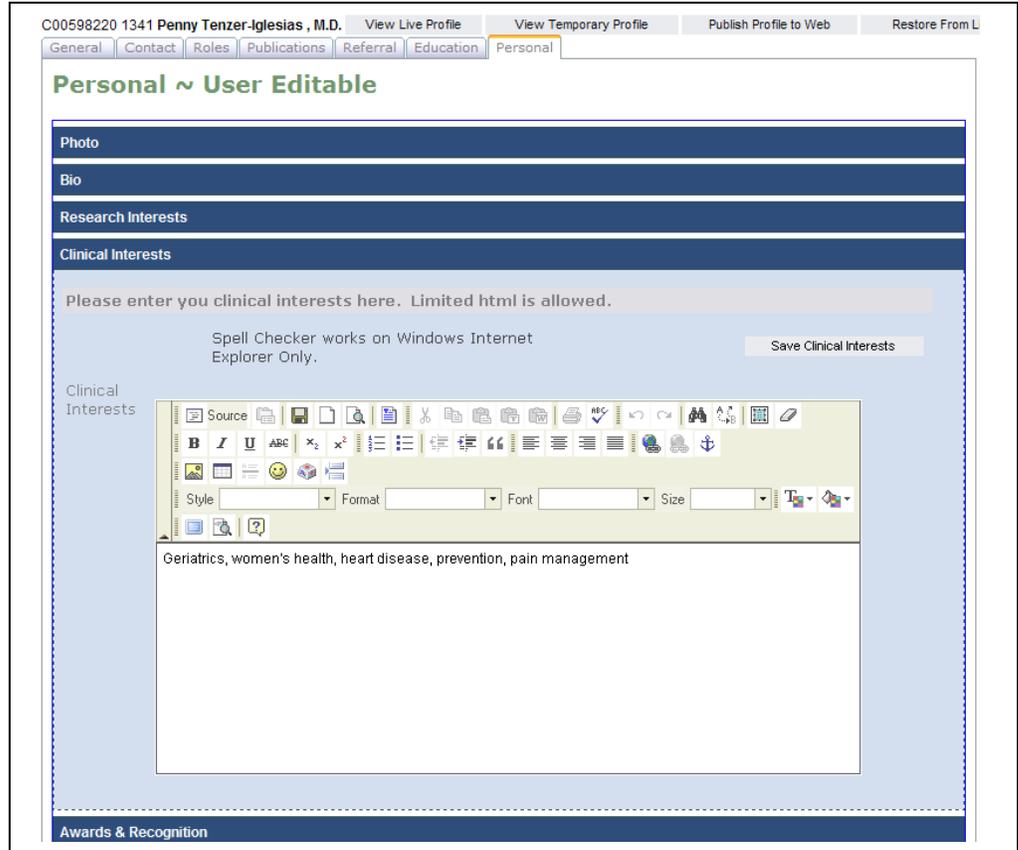


FIGURE 1.12 Clinical Interest Section of the Physician Profile Update Tool

Awards & Recognition

The Awards & Recognition section allows the user to add rewards and recognition information to the physician's record. To add new awards or recognitions, enter the appropriate information. To save your updates, click "Add Award" in the upper right.

The screenshot shows a web interface with a navigation bar at the top containing tabs for General, Contact, Roles, Publications, Referral, Education, and Personal. The 'Personal' tab is selected. Below the navigation bar, the page title is 'Personal ~ User Editable'. The main content area is divided into several sections: Photo, Bio, Research Interests, Clinical Interests, Awards & Recognition, CV, Personal Contact Information, and Personal Statement. The 'Awards & Recognition' section is highlighted with a dashed border and contains the text 'Please add any awards or recognitions here.' Below this text are four input fields: Year, Title, Description, and URL. An 'Add Award' button is located to the right of the Year input field.

FIGURE 1.13 Awards and Recognition Section of the Physician Profile Update Tool

Curriculum Vitae

The CV section allows the user to upload Curriculum Vitae. If you have a Curriculum Vitae, please select "True" for "CV." To upload it, hit the "Browse" button to find the PDF on your hard drive. To save your file to the server, click "Upload CV" next to the browse button.

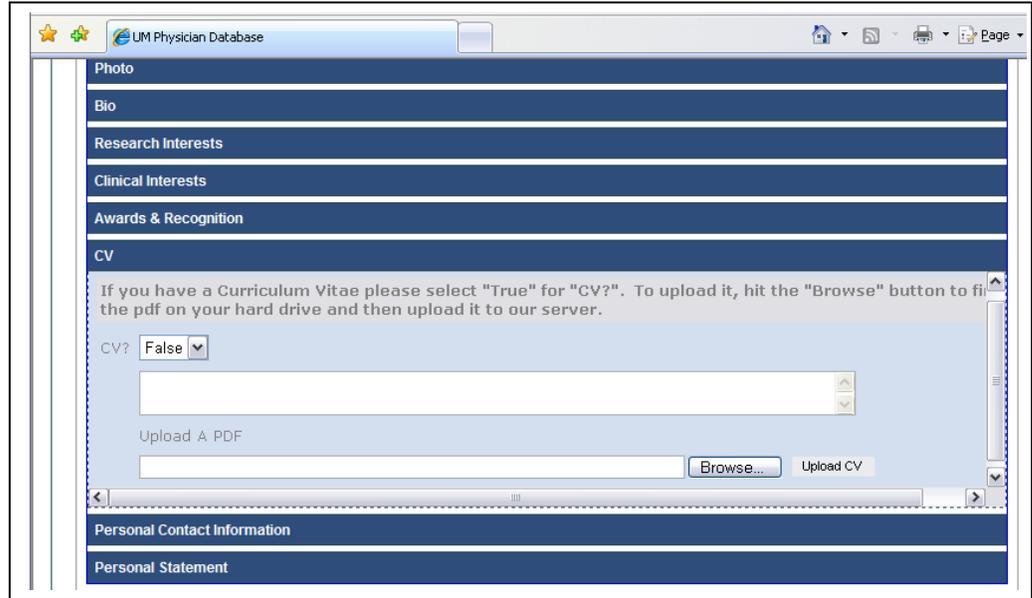


FIGURE 1.14 CV Section of the Physician Profile Update Tool

Personal Contact Information

The Personal Contact Information section allows the user to update the personal contact information for the physician. To update the information, enter the appropriate information in the area provided. To save your updates, click “Save Personal Contact Info” at the bottom of the screen.

The screenshot shows a vertical stack of menu items on the left side of a page: Photo, Bio, Research Interests, Clinical Interests, Awards & Recognition, CV, Personal Contact Information, and Personal Statement. The 'Personal Contact Information' section is highlighted and expanded. It features a sub-header 'Personal' and a light blue background. On the left, there are four input fields: 'Appointment Phone', 'Cell', 'Pager', and 'Email'. To the right of these fields is a block of text: 'This phone number will supercede any numbers on file for the Appointment Phone on your profile. Leave blank if you want to default to you mail office number.' Below this text are three checkboxes, each with a label: 'Check this box if you do not want this number displayed in your profile.' for the Cell, Pager, and Email fields. At the bottom of this section is a button labeled 'Save Personal Contact Info'.

FIGURE 1.15 **Personal Contact Section of the Physician Profile Update Tool**

Personal Statement

The Personal Statement section of the personal tab contains the personal statement of the physician. You can use the editor to add or to update existing interests. To save your updates, click “Save Personal Statement” in the upper right.

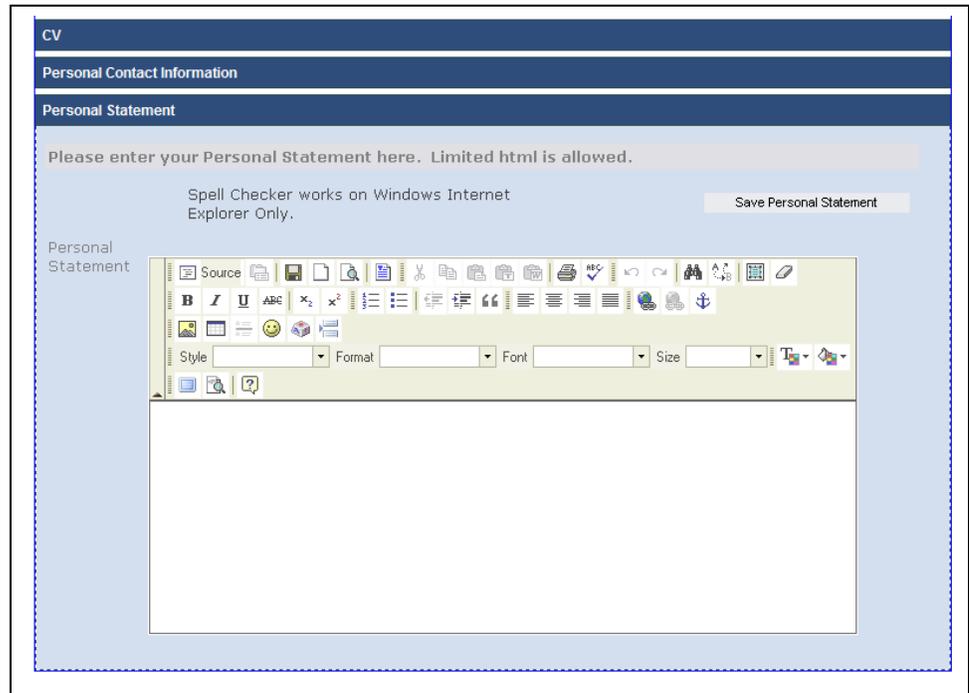


FIGURE 1.16 **Personal Statement Section of the Physician Profile Update Tool**

Final Note

This guide is designed to be used in tandem with and as an additional reference to the

**Suggestions
wanted.**

tool tips and documentation embedded in the tool itself. If you have any questions or suggestions regarding this guide, please contact the Help Desk, 305-243-5666, helpdesk@med.miami.edu or the Office of Marketing, 305-243-3453, marketing@med.miami.edu