

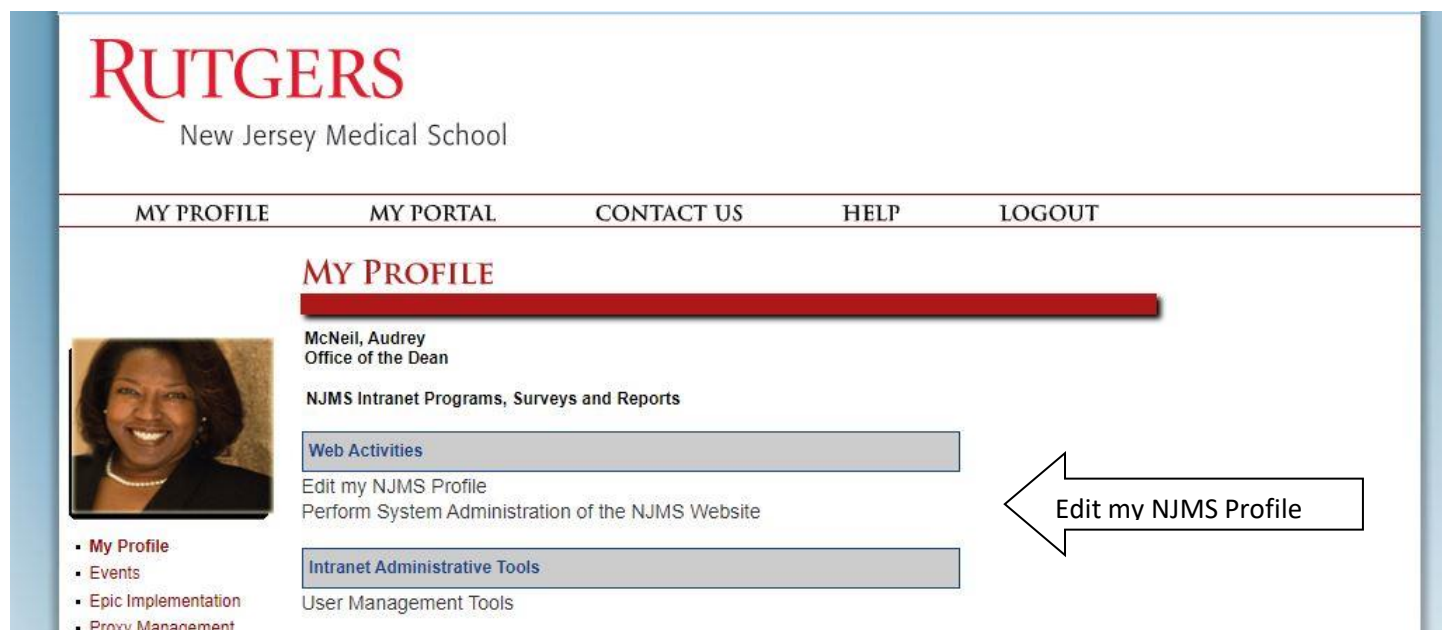
The NJMS IT Team created input forms to help NJMS Faculty and Staff members manage their profiles and keep their relevant information current. We want to take this time to ask your assistance in modifying and/or populating your personal faculty profile.

FACULTY / STAFF PROFILE:

In an effort to promote the work of all faculty members, we have significantly enhanced the content of the NJMS faculty/ staff profile. Individuals can update their own profiles or a proxy may be designated for the department. In order to begin populating your profile, you may update your information through the NJMS Intranet: <https://intra.njms.rutgers.edu/intraLogin/index.cfm> Please log in with your Core Account.

HOW TO ACCESS YOUR PROFILE PAGE:

Once you (or your proxy) log in through the NJMS Intranet, you will find a link that leads you to the Faculty / Staff Profile form called **“Edit My NJMS Profile.”** Please note that if no information has been entered into a specific tab, the tab will not appear on your profile.



RUTGERS
New Jersey Medical School

MY PROFILE MY PORTAL CONTACT US HELP LOGOUT

MY PROFILE

McNeil, Audrey
Office of the Dean

NJMS Intranet Programs, Surveys and Reports

Web Activities

Edit my NJMS Profile
Perform System Administration of the NJMS Website

Intranet Administrative Tools

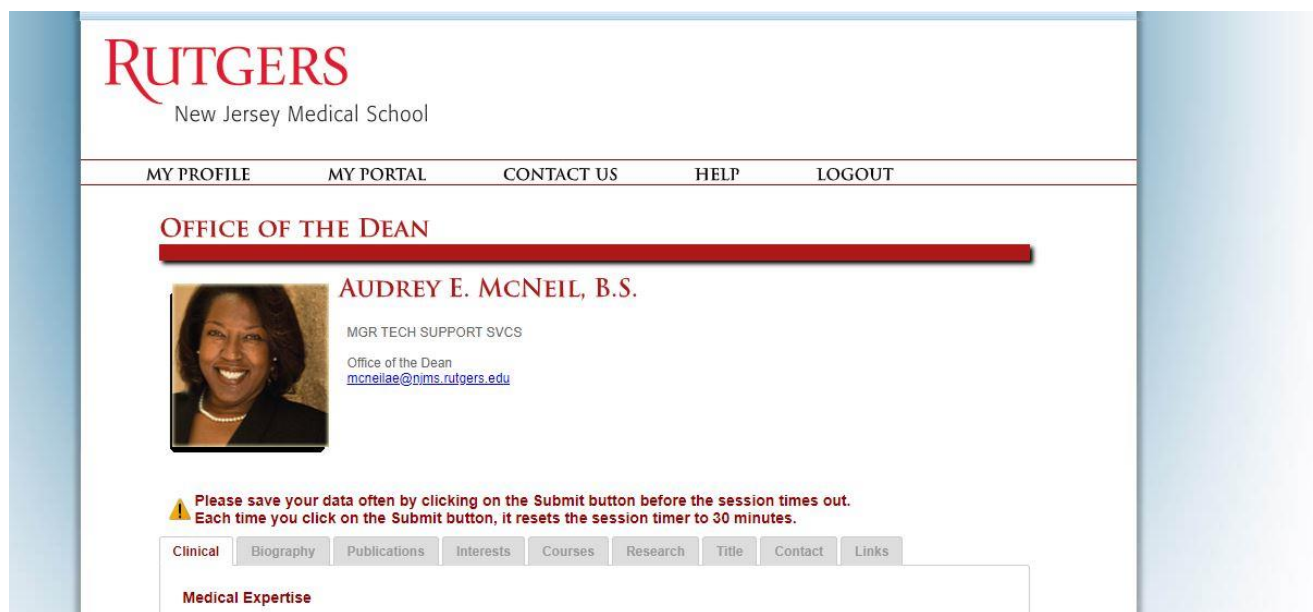
User Management Tools

← Edit my NJMS Profile

- My Profile
- Events
- Epic Implementation
- Proxy Management

If you are a **Proxy** for a department, you will log into your NJMS Intranet account and you will see a link that says **“Review Content for My Department.”** This link leads you to a menu where you will find **“Edit Member Profile Information.”** This is where you will find a list of the Faculty Members and staff in your department. Click on the name of the person’s profile you wish to update. The following tabs will appear on the data entry form. Tabs Include:

- Clinical Info
- Biography
- Publications
- Areas of Interest
- Courses Taught
- Current Research
- Title
- Contact Info
- Links



The screenshot shows the Rutgers New Jersey Medical School intranet interface. At the top is the Rutgers logo and navigation links: MY PROFILE, MY PORTAL, CONTACT US, HELP, and LOGOUT. Below this is a red header for the 'OFFICE OF THE DEAN'. A profile card for Audrey E. McNeil, B.S. is displayed, featuring her photo, title 'MGR TECH SUPPORT SVCS', and email 'mcneillae@njms.rutgers.edu'. A warning message states: 'Please save your data often by clicking on the Submit button before the session times out. Each time you click on the Submit button, it resets the session timer to 30 minutes.' Below the warning is a row of tabs: Clinical, Biography, Publications, Interests, Courses, Research, Title, Contact, and Links. The 'Clinical' tab is currently selected, showing a section titled 'Medical Expertise'.

FACULTY PROFILE Sample Page #1

DEPARTMENT OF PHARMACOLOGY, PHYSIOLOGY & NEUROSCIENCE



Steven W. Levison, Ph.D.

PROF-TE
Director, Laboratory For Regenerative Neurobiology

Department of Pharmacology, Physiology & Neuroscience
levisosw@njms.rutgers.edu

Laboratory

NJMS-UH Cancer Center (NJMSUHCC)
205 South Orange Avenue Room H-1226
Newark, NJ 07101
Phone: (973) 972-5162
Fax: (973) 972-2668

Additional Links:

[American Society for Neurochemistry](#)



Click here to share my profile

Biography **Publications** **Areas of Interest** **Courses Taught** **Current Research**

Overview

Steven W. Levison graduated from the University of Rochester, where he received a B.S. in Neuroscience in 1983. He completed a Ph.D. in Neurobiology in 1990 at UNC-Chapel Hill, followed by a postdoctoral fellowship in the Program in Neurobiology and Behavior at Columbia University. Dr. Levison joined the faculty of New Jersey Medical School in 2004 after 11 years on the faculty of the Penn State College of Medicine. He presently holds the position of Professor in the Department of Pharmacology, Physiology and Neuroscience and Directs the Laboratory for Regenerative Neurobiology. Dr. Levison has authored over 100 peer-reviewed scientific articles and his research has been supported for over 20 years by the NIH and state and non-profit foundations. He is recognized internationally for his pioneering studies that have established that there is a regenerative response from the endogenous neural stem cells of the subventricular zone. Ongoing studies are deciphering how brain development is affected by infections during pregnancy contributing to neurological and psychiatric disorders, and manipulating signals that regulate neurogenesis, gliogenesis and neuronal survival towards the goal of producing new therapies to both protect the immature brain from tertiary injuries sustained by hypoxic-ischemic and traumatic brain injuries and enhance cell replacement and regeneration.

Education

B.S., 1983, University of Rochester, Neuroscience, NY, Neuroscience
Ph.D., 1990, University of North Carolina at Chapel Hill, NC, Neurobiology

Curriculum Vitae

[View CV](#)

FACULTY PROFILE *Sample Page #2*

DEPARTMENT OF SURGERY



Aziz Merchant, MD

ASSOC PROF-CLIN-DIV CHIEF
Associate Professor, Divisional Chief General Surgery
Minimally Invasive & Robotic Surgery, Hiatal Hernia

Department of Surgery
am1771@njms.rutgers.edu



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Clinical

Ambulatory Care Center (ACC)
140 Bergen Street Room E-Level
Newark, NJ 07103
Email: Surgical Rep Yassette Morales
Hours: Mon-Fri 8:30 AM to 4:30 PM Please call 973-972-9000
Phone: (973) 972-2400
Fax: (973) 972-2988

Additional Links:

[Research Gate WebPage](#)

[Clinical Info](#) [Biography](#) [Publications](#) [Areas of Interest](#) [Courses Taught](#) [Current Research](#)

Medical Expertise

Minimally Invasive Surgery, Robotic Surgery, Laparoscopy, Hiatal Hernia, Anti-Reflux Surgery, Achalasia, Swallowing, Reflux, Heartburn, Dysphagia, Complex Hernias, Spleen, Adrenal, Colon, Stomach

Hospital Affiliation

University Hospital, Newark
St. Mary's Hospital - Passaic
St. Barnabas Medical Center - Livingston

INSURANCE PARTICIPATION

Insurance Participation: with Provider Number (where applicable)

The information below is subject to change and should not be relied upon until after it is verified with the insurance company. In addition, psychiatric providers should be contacted directly for information on their participation with managed care and insurance companies.

- Aetna, Inc.
- AmeriGroup
- AmeriHealth of NJ
- America's Choice Provider Network (ACPN)
- Amerivantage Dual Coordination
- CIGNA
- Clover Health Plans

FACULTY PROFILE *Instructions by Tab:*

Please note that if no information is entered into a specific tab, the tab will not appear on your profile. Your connection to this application will timeout after 30 minutes if there is no activity. We recommend that you submit each area once it is completed and that action will restart the timer.

1. **Clinical Info:** This area includes Medical Expertise information as well as languages spoken. Please note that medical expertise should be limited to a maximum of 200 characters.
2. **Biography:**
 - a. Overview – this is an overview of your professional profile
 - b. Education – this information is automatically populated by the FIS/People Soft
 - c. Licensure and Certification – this information is automatically populated from the Clinical Affairs database
 - d. Curriculum Vitae – your CV can be posted here after it has been converted to PDF and “sanitized” meaning that you have taken out any personal information such as personal address, children’s names, etc. This CV is a maximum size of 300KB.
3. **Publications:** Relevant publications may be listed here. The number of publications is limited to 10 (increased from 5 in the previous version). This information should be entered as text only. No links/icons/pictures are allowed due to space limits.
4. **Areas of Interest:** This section is designed to input information about areas of interest as it relates to your professional work at NJMS (max 600 characters). You also have the ability to enter keywords used to search your profile on the internet or NJMS homepage. Separate each word with a semicolon. There is a limit of 300 characters to the keyword section. Conditions are similar to keywords, however in this section you may use phrases and not just single words. Separate each phrase with a semicolon. The limit is 1000 characters.
5. **Courses Taught:** This area contains a comprehensive list of courses from NJMS and GSBS. If your course does not appear on the drop-down list, please contact: njmsts@njms.rutgers.edu
6. **Current Research:** You may enter your research title in this area as well as images related to your research work, if any. The description of your research goes below and is limited to a maximum of 2,500 characters. You may also upload a picture relevant to your research.
7. **Title:** Your Board approved title, education and faculty appointment information is populated automatically by the FIS/Banner System. You may add additional titles in this area

8. Contact:

- a. Your primary office information is entered here. This information will appear next to your photo on your profile page. This area is where you will populate your contact information so that patients, colleagues and students may reach you during office hours. You are able to enter information for one office location only due to space limits.
- b. Office location examples include: Clinical Office, Research Office, or Administrative Office.
- c. You also have the ability to enter the name of your Administrative Assistant or Receptionist in “Title of Contact Person.”
- d. Your assistant’s core user name goes into the “User Name of Contact Person” area so that their email address will appear in the address section of your profile.

- 9. Links:** You are able to add additional links related to your area(s) of expertise. Examples of other links include: Centers, Institutes, Professional Societies, Lab Sites, etc... You may add the following social media links to your profile. Examples of social media links are: Facebook, Twitter, LinkedIn, and Google+.

NEXT STEPS

We value your input. If you feel there are missing areas and/or if you have suggestions for other enhancements, please do not hesitate to contact Audrey McNeil at mcneilae@njms.rutgers.edu anytime. The entire team of IT@NJMS is also ready to help answer any questions you may have. Please contact njmsts@njms.rutgers.edu for technical assistance. For other marketing related questions, please send an email to njmsmarketing@njms.rutgers.edu. Thank you again for taking the time to help improve the NJMS website.