



## Contact Information

Welcome to the Department of Medicine! We're glad you're here.  
Here are some important contacts within the Department.

Note: Your Divisional Leadership (Division Chief and/or Division Administrator is always an additional point of contact.)

Topic	Person to Contact / Website	Phone Number
Clinical Concerns	<a href="#">Andrew Muir</a> , MD, Vice Chair, Clinical Affairs	919-668-7193
Clinical Research Unit Operations	<a href="#">Jennifer Hamill</a> , Director of Research Education, Training, and Operations	919-681-4680
Computer / Technology Support	<a href="#">DHTS Service Desk</a>	919-684-2243
Credentialing	<a href="#">Andrew Muir</a> , MD, Vice Chair, Clinical Affairs	919-668-7193
Diversity, Equity, and Inclusion	<a href="#">Laura Svetkey</a> , MD, Vice Chair, Diversity, Equity, and Inclusion	919-681-6386
Education and Fellowship Programs	<a href="#">Lisa Criscione-Schreiber</a> , MD, Vice Chair, Education	919-668-1466
Communications; Faculty Web Profile; Photograph/Head Shot	<a href="#">LaWanda McCreary</a> , Director, Communications Communications Profile Checklist: <a href="https://medicine.duke.edu/faculty/faculty-development/update-your-profile">https://medicine.duke.edu/faculty/faculty-development/update-your-profile</a>	919-681-0693
Faculty Development	<a href="#">Carla Brady</a> , MD, Vice Chair, Faculty Development	919-684-7685
Fundraising / Development	<a href="#">Jillian Ream</a> , Executive Director of Development, Duke Health	919-385-3197
Gift Officers, Alumni Development	<a href="#">Jillian Ream</a> , Executive Director of Development, Duke Health	919-385-3197
Grant /Contract Administration	<a href="#">Denise Wynn</a> , Director of Research Administration	919-681-8640
Human Resources	<a href="#">Beth Lassiter</a> , HR Director See = <a href="https://duke.app.box.com/s/hd7l1ztj1pp6zbwdsqrba302jp8gjp4">https://duke.app.box.com/s/hd7l1ztj1pp6zbwdsqrba302jp8gjp4</a>	919-684-1378
Internal Medicine Residency Program	<a href="#">Aimee Zaas</a> , MD, Internal Medicine Residency Program Director	919-681-1464
Medicine/Pediatrics Residency Program	<a href="#">Colby Feeney</a> , MD, Medicine/Pediatrics Residency Program Director	919-681-8263
Medicine/Psychiatry Program	<a href="#">Nicole Helmke</a> , MD, Medicine/Psychiatry Program Director	919-684-2384
Medical Student Education	<a href="#">Poonam Sharma</a> , MD, Director of Undergraduate Medical Education	919-681-8263
Parking and Transportation Office	<a href="http://www.parking.duke.edu">www.parking.duke.edu</a>	919-684-PARK (7275)
Payroll	<a href="#">Jacquelyn Danner</a> , HR Specialist <a href="https://finance.duke.edu/payroll">https://finance.duke.edu/payroll</a>	919-681-2153
Promotion and Tenure Process	<a href="#">Andrew Alspaugh</a> , MD, Vice Chair, Academic Affairs	919-684-0045
Research Laboratories	<a href="#">Scott Palmer</a> , MD, Vice Chair, Research	919-684-0245
Research Quality	<a href="#">Scott Palmer</a> , MD, Vice Chair, Research	919-684-0245
Salary	<a href="#">Chris Weymouth</a> , Finance Director	919-668-3560
Veteran Affairs	<a href="#">Christopher Hostler</a> , MD, Associate Vice Chair, Veteran Affairs	919-684-4596
Well-Being	<a href="https://medicine.duke.edu/about-department/our-well-being">https://medicine.duke.edu/about-department/our-well-being</a>	

# How to Keep Your Faculty Profile Up to Date

Faculty in the Department of Medicine are encouraged to check your profile to confirm the basic information and to provide short descriptions of your clinical and research activities. You can update your profile whenever you wish. Follow these steps to edit and update your [Scholars@Duke](#) profile:

1. Visit <http://scholars.duke.edu>.
2. Search "People" for your name, and click on your profile.
3. Click "Manage This Profile" to make edits.

Note: You may designate someone else to manage and update your [Scholars@Duke](#) profile.

## Profile Checklist

Please use this checklist to review and update your profiles.

Check your Medicine profile	How to update
1. Confirm your <b>name</b> .	Your profile displays the Professional Name from your official dFac entry. Request a change by contacting <a href="#">Sheila Walls</a> .
2. Confirm your <b>appointment(s)</b> .	Contact <a href="#">Sheila Walls</a> .
3. Confirm your <b>phone and address</b> .	Go to <a href="#">Duke@Work</a> , select the "MyInfo" tab and choose "MyProfile" then "Maintain your addresses and phone numbers" and the "External Mailing Address and Phone" option.
4. Confirm your <b>campus email</b> .	Visit the <a href="#">OIT Account Self-service tool</a> , expand the 'Manage Directory Listings' section, click on 'Change your preferred email address', then select your preferred address or enter a new address.
5. Review your <b>photo</b> .	Upload new image in <a href="#">Scholars@Duke</a> , or request new photo. See <a href="#">Update Your Photo</a> , above.
6. Review the <b>text about your research, teaching and clinical activities</b> .	Change the Overview field in <a href="#">Scholars@Duke</a> .
7. Confirm your <b>education and training</b> .	Contact <a href="#">Sheila Walls</a> .
8. Review your list of active <b>grants</b> .	Contact <a href="#">DOM Research Administration</a> .
9. Update your list of <b>publications</b> .	Sign into <a href="#">Duke Elements</a> , view your Pending Publications, and approve those that you want displayed on your Medicine profile.
Check you Duke Health profile	How to update
1. <b>Confirm the key elements of your profile</b> (name, degrees/credentials, specialty title, and appointment phone number).	Visit <a href="https://providers.dhe.duke.edu">https://providers.dhe.duke.edu</a> , search for yourself and click your name to edit your profile.
2. <b>Review the location(s) where you provide care.</b> Make sure every location where a patient can see you is included.	Visit <a href="https://providers.dhe.duke.edu">https://providers.dhe.duke.edu</a> , search for yourself and click your name to edit your profile.
3. <b>Review your 'About Me' statement</b> and 'My Research Interests' statement (if applicable).	Visit <a href="https://providers.dhe.duke.edu">https://providers.dhe.duke.edu</a> , search for yourself and click your name to edit your profile.
4. Verify you have a <b>photo</b> .	See <a href="#">Update Your Photo</a> , above.
5. Verify you have a <b>video message</b> .	If you have not yet scheduled a video interview and would like to do so, <a href="#">please visit this link</a> for information on how to schedule a video interview.