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.)

<table>
<thead>
<tr>
<th>Topic</th>
<th>Person to Contact / Website</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Concerns</td>
<td>Andrew Muir, MD, Vice Chair, Clinical Affairs</td>
<td>919-668-7193</td>
</tr>
<tr>
<td>Clinical Research Unit Operations</td>
<td>Jennifer Hamill, Director of Research Education, Training, and Operations</td>
<td>919-681-4680</td>
</tr>
<tr>
<td>Computer / Technology Support</td>
<td>DHTS Service Desk</td>
<td>919-684-2243</td>
</tr>
<tr>
<td>Credentialing</td>
<td>Andrew Muir, MD, Vice Chair, Clinical Affairs</td>
<td>919-668-7193</td>
</tr>
<tr>
<td>Diversity, Equity, and Inclusion</td>
<td>Laura Svetkey, MD, Vice Chair, Diversity, Equity, and Inclusion</td>
<td>919-681-6386</td>
</tr>
<tr>
<td>Education and Fellowship Programs</td>
<td>Lisa Criscione-Schreiber, MD, Vice Chair, Education</td>
<td>919-668-1466</td>
</tr>
<tr>
<td>Communications; Faculty Web Profile; Photograph/Head Shot</td>
<td>Lawanda McCreary, 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></td>
<td>919-681-0693</td>
</tr>
<tr>
<td>Faculty Development</td>
<td>Carla Brady, MD, Vice Chair, Faculty Development</td>
<td>919-684-7685</td>
</tr>
<tr>
<td>Fundraising / Development</td>
<td>Jillian Ream, Executive Director of Development, Duke Health</td>
<td>919-385-3197</td>
</tr>
<tr>
<td>Gift Officers, Alumni Development</td>
<td>Jillian Ream, Executive Director of Development, Duke Health</td>
<td>919-385-3197</td>
</tr>
<tr>
<td>Grant /Contract Administration</td>
<td>Denise Wynn, Director of Research Administration</td>
<td>919-681-8640</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Beth Lassiter, HR Director</td>
<td>919-684-1378</td>
</tr>
<tr>
<td>See = <a href="https://duke.app.box.com/s/hd7l1ztj1pp6zbdwsqgrba302ip8gjp4">https://duke.app.box.com/s/hd7l1ztj1pp6zbdwsqgrba302ip8gjp4</a></td>
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</tr>
<tr>
<td>Internal Medicine Residency Program</td>
<td>Aimee Zaas, MD, Internal Medicine Residency Program Director</td>
<td>919-681-1464</td>
</tr>
<tr>
<td>Medicine/Pediatrics Residency Program</td>
<td>Colby Feeney, MD, Medicine/Pediatrics Residency Program Director</td>
<td>919-681-8263</td>
</tr>
<tr>
<td>Medicine/Psychiatry Program</td>
<td>Nicole Helmke, MD, Medicine/Psychiatry Program Director</td>
<td>919-684-2384</td>
</tr>
<tr>
<td>Medical Student Education</td>
<td>Poonam Sharma, MD and John Roberts, MD (eff 7/1/2024) Director of Undergraduate Medical Education</td>
<td>919-681-8263 919-613-7777</td>
</tr>
<tr>
<td>Parking and Transportation Office</td>
<td><a href="http://www.parking.duke.edu">www.parking.duke.edu</a></td>
<td>919-684-PARK (7275)</td>
</tr>
<tr>
<td>Payroll</td>
<td>Jacquelyn Danner, HR Specialist</td>
<td>919-681-2153</td>
</tr>
<tr>
<td>See = <a href="https://finance.duke.edu/payroll">https://finance.duke.edu/payroll</a></td>
<td></td>
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<tr>
<td>Promotion and Tenure Process</td>
<td>Andrew Alspaugh, MD, Vice Chair, Academic Affairs</td>
<td>919-684-0045</td>
</tr>
<tr>
<td>Research Laboratories</td>
<td>Scott Palmer, MD, Vice Chair, Research</td>
<td>919-684-0245</td>
</tr>
<tr>
<td>Research Quality</td>
<td>Scott Palmer, MD, Vice Chair, Research</td>
<td>919-684-0245</td>
</tr>
<tr>
<td>Salary</td>
<td>Chris Weymouth, Finance Director</td>
<td>919-668-3560</td>
</tr>
<tr>
<td>Veteran Affairs</td>
<td>Christopher Hostler, MD, Associate Vice Chair, Veteran Affairs</td>
<td>919-684-4596</td>
</tr>
<tr>
<td>Well-Being</td>
<td><a href="https://medicine.duke.edu/about-department/our-well-being">https://medicine.duke.edu/about-department/our-well-being</a></td>
<td></td>
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</table>
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:

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.

<table>
<thead>
<tr>
<th>Check your Medicine profile</th>
<th>How to update</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Confirm your <strong>name</strong>.</td>
<td>Your profile displays the Professional Name from your official dFac entry. Request a change by contacting DOM APT team.</td>
</tr>
<tr>
<td>2. Confirm your <strong>appointment(s)</strong>.</td>
<td>Contact DOM APT team.</td>
</tr>
<tr>
<td>3. Confirm your <strong>phone and address</strong>.</td>
<td>Go to Duke@Work, select the &quot;MyInfo&quot; tab and choose &quot;MyProfile&quot; then &quot;Maintain your addresses and phone numbers&quot; and the &quot;External Mailing Address and Phone&quot; option.</td>
</tr>
<tr>
<td>4. Confirm your <strong>campus email</strong>.</td>
<td>Visit the OIT Account Self-service tool, expand the 'Manage Directory Listings' section, click on 'Change your preferred email address', then select your preferred address or enter a new address.</td>
</tr>
<tr>
<td>5. Review your <strong>photo</strong>.</td>
<td>Upload new image in Scholars@Duke, or request new photo. See Update Your Photo, above.</td>
</tr>
<tr>
<td>6. Review the <strong>text about your research, teaching and clinical activities</strong>.</td>
<td>Change the Overview field in Scholars@Duke.</td>
</tr>
<tr>
<td>7. Confirm your <strong>education and training</strong>.</td>
<td>Contact DOM APT team.</td>
</tr>
<tr>
<td>8. Review your list of active <strong>grants</strong>.</td>
<td>Contact DOM Research Administration.</td>
</tr>
<tr>
<td>9. Update your list of <strong>publications</strong>.</td>
<td>Sign into Duke Elements, view your Pending Publications, and approve those that you want displayed on your Medicine profile.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Check you Duke Health profile</th>
<th>How to update</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Confirm the key elements of your profile (name, degrees/credentials, specialty title, and appointment phone number).</td>
<td>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.</td>
</tr>
<tr>
<td>2. Review the location(s) where you provide care. Make sure every location where a patient can see you is included.</td>
<td>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.</td>
</tr>
<tr>
<td>4. Verify you have a <strong>photo</strong>.</td>
<td>See Update Your Photo, above.</td>
</tr>
<tr>
<td>5. Verify you have a <strong>video message</strong>.</td>
<td>If you have not yet scheduled a video interview and would like to do so, please visit this link for information on how to schedule a video interview.</td>
</tr>
</tbody>
</table>