

Adding New People to Synergy

General Instructions

- On Synergy's home page, click **People & Practices** in the menu on the left
- In top menu bar, click **New Person**
- In the Search box type the new person's last name to see if they are already in Synergy. You can enter the last name only, or last name + comma + first name or initial. Then click **Search**.
 - Examples: "smith", "smith,j", "smith,jo", "smith,john"
- If their name does not appear in the box, *click the **New** button* at the bottom of the screen
- If their name does appear in the box, *click on their name in the list* and continue through these instructions to add them to their department/division (due to the use of nicknames, middle names etc., if unsure, confirm name before continuing the selection). *Click through the screens using the Next button.* Be sure to include:

Name Fields

- Prefix - Enter **Dr**, if applicable (no need for periods after or between letters)
- Enter **First Name**
- Enter **Preferred Name** (enter Preferred Name if they go by something other than their first name)
- Enter **Middle Initial or name** if you have it
- Enter **Last Name** (and former last name too if recently had a name change)
- Suffix(es) - Enter **MD, PhD** and others as appropriate, separated by commas, no periods between letters

Other IDs

- **VUNet ID** - Click on *Search*. Click their VUNet ID in the resulting list to add it. If the name does not appear in the box, either type in their VUNet ID if you know it, or leave blank and come back later to add it.
- **NPI** – enter NPI in field

Groups

Select **Fellow (Clinical or Research), Resident, or Faculty (VCH or VUMC Sees Patients)**, and any other attributes that apply, for example:

- 1) Admitting Privileges (VCH or VUMC)
- 2) Faculty (VUMC-Sees Patients)
- 3) Physician (Sees Children) or (Sees Adults)

Title

Type their **title(s)** (Resident, Clinical Fellow, Assistant Professor . . . etc.) in the text box, separate with semi-colons.

Organizations

- Select **New** and start typing the name of their department or division as it is listed in Synergy (example: Pathology, Rheumatology etc.) to search for their division. When you see it, select it in the box (**people must be added to your department/division for you to be able to update their information**) **Include start date with Organization(s) listed if starting on a future date and select Add as Primary Org.**
- **Select New again** and follow same process *if they need to be in more than one division/clinic etc.*

Contact Information

- Select **New** to add contact information:
 - When the box opens it will default to **Email**, click on *Search* and then click on the VUNetID to pull in the email address (if the name does not appear in the box close the search box and enter the email if you know it, if you don't, come back later and add it)
- Then **Select New again** and change Email in the drop down menu to **Pager**, add the pager number with area code and dashes.
 - Select Satelink (or the appropriate pager company or cell phone company) and close.

- Select **New** as many times as needed to add mobile or any other information like assistant etc.

Home Address and **Spouse (skip this step if you are not tracking this information in Synergy)**

- Click on **Update Spouse**, enter last name of spouse. If their name does not appear in the search box, click on New at the bottom. If their name does appear in the box, select their name.
- Fill in remaining fields with **Address As** (ex. Dr. and Mrs. John Smith), **home address** and phone number.

Photo

Add faculty photo or current available photo until faculty photo is received. Click **Update**, then **Browse** to find and select the photo, click **Upload**. Vanderbilt ID badge photos will appear automatically if no photo added here.

Board Certifications (Optional)

- Click **New**, select **Board then Certification**, then **Status**, use optional fields as needed, click OK.
- Repeat process until all board certifications are listed.

Specialty

Select appropriate specialty or specialties per their training. Use Patient Care Emphasis if someone wants to list specific types of patients seen.

Memberships (Optional)

- Click **New** and type the name of a society etc. indicated in CV, list only active memberships.
- Repeat as needed.

Biography

If you are sent a biography for someone, you can store it here. Use copy and paste. This field no longer syncs to the Children's website and is not necessary for that function of Synergy.

Degrees

- Click **New**, select **Degree Type** from drop down, add **School Name, City, and State** to the School field, include **Year Started and Year Completed** if available, include at least year completed.
- Repeat steps for each degree that needs to be listed.

Directory Special Notes

This field is not currently in use.

Insurance Plans - Used for Community Faculty by Physician Services. **Do not add information here.**

Languages - If you know of another **language** a physician speaks, please add it here.

Patient Care Emphasis

Used to add information to the Children's Hospital website regarding types of patients seen by the physician. Click **New** and add each one separately. This field does not currently sync anywhere for people other than VCH faculty. [This can be an optional field for people other than VCH faculty.](#)

Other Clinical Interests

Used to add information to the Children's Hospital website regarding other types of patients seen by the physician. [This can be an optional field for people other than VCH faculty.](#)

Postgraduate Training

Click **New**, enter **Training Type** ex. Pediatric Residency, type Training Location ex. Vanderbilt University Medical Center, Nashville, TN, enter **Year Started** (if available), enter **Year Completed**, click **OK**. Repeat for each type of training completed. [This can be an optional field for people other than VCH faculty.](#)

Follow these instructions to add all faculty members/people, one at a time.