

How to use the Bio Card template:

Please note: use these instructions as a guide to work within Citrix. VDI machines may vary.

- **To add your name, title, department or contact information:**
 - o Double click on "First Last name"
 - This opens the header field.
 - Longer titles and department names may cause information to disappear below the header, please adjust the header width as needed
 - o Make appropriate updates and click outside the box.
- **To change the department at the bottom of the page:**
 - o Double click on "Enter department name here."
 - o Type in your department or division, making sure that it is capitalized.
- **To change the photo:**
 - o Double click in the photo area to open the header field
 - o Right click the gray image.
 - o Select "Format autoshape."
 - o On the first tab called, "Color and Lines," select "Fill effects."
 - o On the fourth tab, "Picture," you will see the gray placeholder.
 - o Click underneath this placeholder on "Select Picture."
 - This will bring up a window to your files.
 - o Navigate to where your saved photo is stored.
 - o Double click the photo and click insert.
 - **STOP:** Before closing out of this window, make sure the "Lock picture aspect ratio" is checked.
 - o Click OK twice.
 - The photo will appear in place of the gray placeholder.
 - o **NOTE:** If the photo is too big for the textbox, you will need to resize the photo and place the photo again.
 - Navigate to where the photo is saved on your network drive.
 - Right click on the photo.
 - Click on "Open With."
 - Click on "Microsoft Office Picture Manager."
 - Click on "Picture".
 - Click on "Resize"
 - In the right hand toolbar, click "Predefined width x height."
 - Click on Document small.
 - Click OK.
 - Click on Crop
 - Crop the photo so only the subject is shown.
 - Click OK
 - Save the resized/cropped photo and use this version on the bio card.

FAQs

1. What if I don't have a photo?

- a. If you are using a photo, please select a professional, ARTful portrait. If you are not using a photo, delete the gray placeholder before giving to patients.
- b. How to get a photo:
 - i. Show up the second Tuesday of every month between 7am and 8am in the room to the right of RC.3.906
 - ii. Or, call Erik Stuhaug, the medical staff photographer, to set up a more convenient time to meet. His phone number is 7-1635

2. What is a passion statement?

- a. Your passion statement gives patients and families a sense of who you are, and why you are passionate about pediatric medicine, surgery or healthcare. To get started, try and answer one of the following questions in your own voice.
 - What drew you to your work/specialty? Why was that (event, mentor, issue) important/meaningful to you?
 - Describe a moment/interaction when you knew you were making a real difference in a patient's life. What made that interaction/event memorable for you?
 - Why do you come to work each day?
- b. Here are samples:
 - *"Helping children and their families overcome the struggles of short-term or long-term illnesses is my number-one goal. The smile or "high five" of a happy patient makes coming to work each day a joy."*
 - *"What's very exciting to me is not my research alone but being part of a larger enterprise doing such important work. I'm surrounded by talented, energetic people attacking autism, fetal alcohol syndrome, depression, obesity. You name it, and we're buzzing here – trying to make a difference in the lives of children in our community and around the world. And I think we are making a difference."*
 - *"I come to work every day because I have the opportunity to make a difference in the lives of my patients and their families. I cherish the trust parents place in me and do my utmost to repay their trust by delivering the highest standard of care that I can."*

3. What are suggestions for biography information?

- Schooling
- Clinical interests
- Research interests
- Personal interests/hobbies that make connections with patients
- Any details about your clinical style or approach (i.e. listening, family-centered care etc.)

4. What if I already have a profile on seattlechildrens.org? Can I use information from there?

- a. Yes. You can repurpose your profile information to populate this bio card.
 - i. If you need help creating a passion statement or biography, or if you want someone to read your draft before it is printed, please email ehealth@seattlechildrens.org for information.

5. What if I don't have a profile on seattlechildrens.org? Can I get one?

- a. Only providers credentialed through Medical Staff Services are eligible for a profile on seattlechildrens.org. If you have a question, please email ehealth@seattlechildrens.org for information.

6. How to print?

- a. Print copies through [Ricoh](#) (formerly IKON). See our [guide](#) for questions about printing and additional toolkit information.
- b. For this project, we recommend you use white cardstock.