

Clinician Management and Reappointment System - CMaRS

CMaRS was developed in 2008 by Mount Sinai Hospital to make the reappointment process easier for Professional Staff, Chiefs and the Medical Affairs groups. CMaRS is a web based application that can be accessed from any location with an Internet connection allowing professional staff the convenience of completing their reappointment application at home, at the office, etc.

Below are some quick tips for using the CMaRS application

(1) Browser Selection

To ensure optimal speed and performance of the CMaRS application, it is recommended that users use one of the following Internet Browsers:

- Google Chrome
- Mozilla Firefox
- Internet Explorer 8 **or above*
- Safari
- Opera

While the CMaRS application can be used in most browsers, version 6 of Internet Explorer and BlackBerry browsers are NOT recommended.

(2) Required Payments

- All fees associated with your reappointment application including the payment of Medical Staff Association (MSA) dues are processed by Chase Paymentech.
- CMaRS will automatically take you directly to the Chase payment page to complete your payment and return you to your CMaRS application once the payment step is complete.
- An itemized receipt of your Chase payment will be e-mailed to the e-mail address you provided at the time of payment. Please keep this receipt for your records as CMaRS or Medical Affairs cannot re-issue this receipt to you.
- PLEASE NOTE: The charge on your credit card will appear as **CMARS REAPPNT SRVCS**

(3) Help

- For help with any issues related to the application process, please contact your hospital's Medical Affairs administrator.

Frequently Asked Questions

Question 1

What is required to complete my application?

Answer 1

You are required to:

- A.** Review all information in the reappointment application and update or complete as appropriate
- B.** Answer the Reappointment Questionnaire
- C.** Upload supporting documents if requested by your institution
- D.** Complete mandatory eLearning if required
- E.** Pay applicable reappointment fees

Question 2

If I submit my re-appointment application but have not yet paid my fees will my Chief-of-Service be able to review my application?

Answer 2

No. Chiefs will not be able to evaluate applications until all appropriate fees are paid.

Question 3

If I log out or exit CMaRS before completing the entire application, can I go back and change already saved information and documents?

Answer 3

Yes, you will be able to resume your application and make changes to previously entered information. However, once your application has been submitted, you will only be able to review your application not make changes. A PDF summary report of your application is available in CMaRS and can be printed for your records.

Question 4

After I have successfully completed all steps in the CMaRS application process, can I go back and review my submission?

Answer 4

Yes. You will be able to review the information you have submitted in a summary PDF format.

Question 5

Is my data secure when I use CMaRS?

Answer 5

All communication with the CMaRS application is encrypted using industry standard TLS/SSL, making the transfer of information private and secure. The application and data is stored in Sinai Health System's secure data centres. If using WiFi to connect to the internet, always use a secure connection for any sensitive data.

Question 6

When will I receive notification about my re-appointment status?

Answer 6

Each hospital has a unique schedule for the approval process. Key dates are often indicated in the Welcome text at the start of your reappointment application. Please contact the Medical Affairs office at your institution for more information.

If you have any additional questions, please contact your local Medical Affairs office