

**Elmira Business Institute
Founded 1858**

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**2017-2018
Catalog Addendum
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Elmira Business Institute

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ABOUT THIS CATALOG ADDENDUM

This catalog addendum is an official reference document containing approved curricula, policies, and standards in effect for students admitted to Elmira Business Institute during the 2017-2018 academic year. It supersedes any other document with regard to rules and regulations, see specific reference to amended text. The College reserves the right to limit registration for courses, to discontinue courses for which there is insufficient enrollment, and to change times and/or instructor assignments. The College reserves the right at any time to make appropriate changes in the policies and procedures contained in this publication including admission requirements, tuition, fees, and degree, diploma, or certificate requirements without formal notice.

STATEMENT OF LEGAL CONTROL

Elmira Business Institute is fully Governed by Elmira Business Institute, Inc., and its respective officer, Brad C. Phillips, President.

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Administration and Faculty

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Administration and Faculty

Elmira Main Campus
Administrative Staff

Brad C. Phillips, FT
President

Kathleen Hamilton, FT
Senior Vice President of Administration

Erin McCann, FT
Corporate Accountant

Rebecca David, FT
Corporate Registrar

Keith Slayden, FT
Corporate IT Director

Susan Madden, FT
Maintenance

Angela Wood, FT
Campus Director/Academic Dean

John Siedman, FT
Admissions Director

Elijah McGee, FT
Admissions Representative

Tristine Prieto, FT
Admissions Representative

Erin Barone, FT
Financial Aid Administrator

Holly Boyce, FT
Career Services Coordinator

Patricia Morse, FT
Executive Assistant

Benjamin VanTol, FT
Head Librarian

The following staff are no longer affiliated with Elmira Business Institute.

Gordon Austin Jr.

Lindsay Dull

Cynthia Leonard

Ann McInroy

Samir Nached

Aaron Reeves

Elmira Main Campus Faculty

Kimberly Bahlatzis, FT Instructor
Business Studies
BS, Russell Sage College
AAS, Hudson Valley Community College

John Barnstead, FT Instructor
Medical Assisting Lead Instructor
Certified EMT, Pennsylvania Department of Health
Certified Phlebotomy Technician (CPT), NHA
Certificate, American Red Cross, CPR/AED/First Aid
Certificate, American Red Cross, Blood Borne
Pathogens

Larry Canfield, FT Instructor
Accounting Lead Instructor
Library Assistant
MDiv, Lancaster Theological Seminary
BA, Franklin and Marshall College
QuickBooks Certification

Nicole Citriniti, PT Instructor
Medical Studies
Certified Medical Assistant, AAMA
AOS, Elmira Business Institute
Certificate, American Red Cross, CPR/AED/First Aid

Cheryl DeSarno, PT Instructor
Medical Studies
Certificate, Elmira Business Institute
Professional Coding Certificate, Corning Community
College
Medical Coding and Billing Certificate, GST BOCES

Elizabeth Drake, PT Instructor
Library Assistant
Business Studies
MPS, Alfred University
BS, Elmira College
AAS, Corning Community College
Diploma, Elmira Business Institute
Notary Public

Susan Gonzalez, PT Instructor
Lead Instructor for Medical Coding & Billing, Medical
Coding & Reimbursement Specialist, and Office
Technologies
Coding & Billing Externship Coordinator
Certified Professional Coder, AAPC
Certified Professional Medical Auditor, AAPC
Certified Professional Practice Manager, AAPC
Certified Evaluation Management Coder, AAPC
Certified Professional Coding Instructor, AAPC
Diploma, Elmira Business Institute

Rebecca Griffin, PT Instructor
Medical Studies
Certified Medical Assistant, AAMA
AS, Corning Community College
AOS, Elmira Business Institute
Certificate, American Red Cross
Certificate, American Heart Association

Nancy Hamilton, PT Instructor
General Studies
MSEd, Elmira College
BS, Elmira College
AAS, SUNY Corning Community College

David Howe, PT Instructor
Library Assistant
Business Studies
MBA, Capella University
BS, Ithaca College
AAS, Tompkins Cortland Community
College

Yvonne King, FT Instructor
Medical Studies
AAS, Corning Community College
Diploma, North West College of Medical-
Dental Assistants
Certificate, American Academy of CPR &
First Aid, Inc., BLS CPR
Certificate, American Academy of CPR &
First Aid, Inc., Bloodborne Pathogens

John Kozinsky, FT Instructor
Business Studies
MBA, Bellevue University
BS, Elmira College
AS, Elmira College

Patricia Morse, FT
Career Services Coordinator
MS, Walden University
BS, SUNY Cortland
Microsoft Office Specialist in Word 2013
Microsoft Office Specialist in PowerPoint
2013

Teresa Nash, PT Instructor
Medical Studies
Certified Professional Coder, AAPC
BS, SUNY Empire State College
AAS, Corning Community College
AOS, Elmira Business Institute

Elmira Main Campus Faculty Continued

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Corporate IT Director
BA, Ithaca College
Microsoft Office Specialist in Word 2013
Microsoft Office Specialist in Excel 2013
Microsoft Office Specialist in Access 2013
Microsoft Office Specialist in PowerPoint 2013

Jennifer Spencer, FT
Medical Assisting Program Director
Medical Assisting Externship Coordinator
Certified Medical Assistant, AAMA
Certified Electronic Health Record Specialist (CEHRS), NHA
AOS, Elmira Business Institute

Margaret Tobin, FT Instructor
Business Lead Instructor
MA, SUNY Empire State College
BS, SUNY Empire State College
AAS, SUNY Alfred State
Microsoft Office Specialist in Word 2013
Microsoft Office Specialist in Excel 2013
Microsoft Office Specialist in PowerPoint 2013

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BRE, Davis College

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Office Technologies
MSEd, Indiana University
BA, Indiana University
Microsoft Office Specialist in Word 2013
Microsoft Office Specialist in Excel 2013
Microsoft Office Specialist in Access 2013
Microsoft Office Specialist in PowerPoint 2013

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Campus Director/Academic Dean
MBA, Excelsior College
MSEd, Elmira College
Graduate Certificate, Elmira College, Training of Trainers
BS, Daemen College

The following faculty are no longer affiliated with Elmira Business Institute.

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President

Kathleen Hamilton, FT
Senior Vice President of Administration

Erin McCann, FT
Corporate Accountant

Rebecca Halloran, FT
Corporate Registrar

Keith Slayden, FT
Corporate IT Director

Charade Kittle, FT
Campus Director

Kristi Potter, FT
Academic Dean

Brenda Brink-Bernach, FT
Executive Assistant

Scott Galilei, FT
Admissions Director

Barbara Patton, FT
Associate Director of Admissions

Sarah Kozina, FT
Admissions Representative

Tasha Taylor, FT
Career Services Coordinator

Jeffrey Wood, FT
Financial Aid Director

Kevin Bowman, PT
Financial Aid Representative

Benjamin VanTol, FT
Head Librarian

The following staff are no longer affiliated with Elmira Business
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Lindsay Dull
Samir Nached

Vestal Non –Main Campus Faculty

Patricia Andrews, PT Instructor
Library Assistant
Medical Studies
RN
MSCEd, Alfred University
BSN, Alfred University
AAS, Burlington Community College

John Barnstead, FT Instructor
Medical Assisting Lead Instructor
Certified EMT, Pennsylvania Department of Health
Certified Phlebotomy Technician (CPT), NHA
Certificate, American Red Cross, CPR/AED/First Aid
Certificate, American Red Cross, Blood Borne Pathogens

Kevin Bowman, PT Instructor
General Studies
MA, SUNY Binghamton University
BS, SUNY Binghamton University
AAS, Broome Community College

John Endress, PT Instructor
Office Technologies
BS, Ithaca College
AAS, Onondaga Community College
Microsoft Office Specialist in Word 2013
Microsoft Office Specialist in Excel 2013
Microsoft Office Specialist in Access 2013
Microsoft Office Specialist in PowerPoint 2013

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BA, Herbert Lehman College

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Certified Medical Assistant
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MBA, Capella University
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AAS, Tompkins Cortland Community College

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AA, Florida Atlantic University

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Business Lead Instructor
MS, Chapman University
BA, Hampden-Sydney College

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Accounting Lead Instructor
Accounting & Business Externship Coordinator
MSA, University of Phoenix
BS, Le Moyne College
AA, Onondaga Community College
Microsoft Office Specialist in Word 2013
Microsoft Office Specialist in Excel 2013
Microsoft Office Specialist in PowerPoint 2013
Microsoft Office Specialist in Access 2013
QuickBooks Pro Advisor

Rachel Osborn, PT Instructor
Medical Studies
Certified Medical Assistant
AOS, Elmira Business Institute

John Perestam, PT Instructor
Medical Studies
NYS Certificate in Therapeutic Massage & Hydrotherapy, Finger Lakes
School of Massage

Kristi Potter, FT
Academic Dean
MAT, SUNY Binghamton
BA, SUNY Binghamton
AA, Broome Community College

Timothy Pulsifer, PT Instructor
MA, East Carolina University
BA, University of Southern Maine

Donna Riley, FT Instructor
Medical Studies
NCCT-Certified Postsecondary Instructor
Certified EKG Technician (CET), NHA
AS, Anthem College

Thomas Silvanic, FT Instructor
Business Studies
MA, SUNY Cortland
BA, Hartwick College

Michael Smith, PT Instructor
Medical Studies
Certified Medical Assistant
Certificate, Ridley-Lowell Business and Technical Institute

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Medical Assisting Program Director
Medical Assisting Externship Coordinator
Certified Medical Assistant, AAMA
Certified Electronic Health Record Specialist (CEHRS), NHA
AOS, Elmira Business Institute

William Spring, FT Instructor
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Certified Public Accountant
BS, Clarkson University
AS, Broome Community College

Tasha Taylor, FT
Career Services Coordinator
MHA, Walden University
BS, SUNY Cortland
AAS, Broome Community College

Yvonne Turner, FT Instructor

Lead Instructor for Medical Coding & Billing, Medical Coding & Reimbursement Specialist, and Office Technologies
Coding & Billing Externship Coordinator

Certified Professional Coder, AAPC

Professional Medical Coding Curriculum, AAPC

Certified Billing and Coding Specialist, DCMO BOCES

Certified Medical Administrative Assistant, DCMO BOCES

The following faculty are no longer affiliated with Elmira Business Institute

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