

**Elmira Business Institute
Founded 1858**

Volume XVIII

**2018-2019
Catalog Addendum
Effective: September 12, 2018**

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Accreditations, Memberships, and Affiliations

The following represent Elmira Business Institute's accreditations, memberships, and affiliations.

1. New York State Board of Regents
2. Accrediting Bureau of Health Education Schools (ABHES)
3. Greater Binghamton Area Chamber of Commerce
4. Tioga County Chamber of Commerce
5. American Association of Medical Assistants (AAMA)
6. Medical Assisting Education Review Board (MAERB)
7. Commission of Accreditation of Allied Health Education Programs (CAAHEP)
8. American Academy of Professional Coders (AAPC)
9. Medical Education & Information Society (MEDIA)
10. Human Resource Association of the Twin Tiers (HRATT)
11. Veterans Affairs and Veteran Administration

EBI is authorized by the New York State Board of Regents to award the Associate in Occupational Studies (A.O.S.) Medical Assisting, Medical Coding & Reimbursement Specialist, Accounting, Medical Office Technologies, and Business Administration with concentrations in either Human Resources or Small Business Management. Its programs are registered with the New York State Education Department.

EBI is institutionally accredited by the Accrediting Bureau of Health Education School to award certificates and associate's degrees.

The Accrediting Bureau of Health Education Schools is listed as a recognized accrediting agency by the United States Department of Education.

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314N
Falls Church, VA 22043
(703) 917-9503

The Elmira Business Institute two-year Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

COLLEGE FEES

Administrative Fee: There is a non-refundable administrative fee of \$100 for entering students. This is applied to the first semester charges.

Books and Supplies: The estimated cost of books and supplies is between \$2,500 and \$4,000 depending on the student's program. Books and supplies are nonrefundable.

Graduation Fee: There is a non-refundable fee of \$100.00 to cover graduation expenses, which is due to be paid before the official graduation ceremony. This is applied to the first semester charges.

Medical Assisting Supplies Fee: There is a non-refundable supplies fee of \$500 for students in either Medical Assisting program. This is applied to the first semester charges.

Student Activities Fee: There is a non-refundable activity fee of \$75.00 per semester. This is charged each semester a student is enrolled.

Technology Fee: There is a one- time non-refundable technology fee of \$500 for students. This is applied to the first semester charges.

TUITION CHARGES

The college quotes standard tuition prices for each regular program offered. Arrangements for payment of tuition and book charges must be made in advance of the first day of class. The college charges the student's tuition account for tuition at \$450.00 per credit.

Detailed below are other educational expenses considered in determining the student's cost of attendance and information on how those costs were derived. These include personal expenses, room and board, and transportation.

The amount of personal expenses allowed all students is \$287* per month. This figure was determined by a national average obtained from the Bureau of Labor and Statistics.

Room and board costs are also obtained from the Bureau of Labor and Statistics. The allowable, costs for students without dependents who live with their parents is \$458* per month. The allowable costs for students without dependents who do not live with their parents and students with dependents is \$914* per month. These figures were determined by a national average obtained from the Bureau of Labor and Statistics.

Transportation costs are calculated applying the formula stated below or by use of an average cost.

The calculation for determining transportation costs is the number of one-way trips per week times the number of miles traveled one way times 2 times average number of days per week times 4.33 weeks per month times 0.54 cents per mile.

Information on how the average cost was calculated is available in the student financial aid department.

Associate Degree in Occupational Studies	Credit Hours	Administration Fee	Lab Fee	Estimated Books	Tuition	Graduation Fee	Technology Fee	Student Activity Fee (\$75 per semester)	Total	Months	Weeks
Accounting	61	\$100		\$4,000	\$27,450	\$100	\$500	\$300	\$32,450	16	60
Office Technologies – Medical Concentration	63	\$100		\$4,000	\$28,350	\$100	\$500	\$300	\$33,350	16	60
Medical Assisting	67	\$100	\$500	\$4,000	\$30,150	\$100	\$500	\$300	\$35,650	16	60
Medical Coding & Reimbursement Specialist	61	\$100		\$4,000	\$27,450	\$100	\$500	\$300	\$32,450	16	60
Business Administration: Concentration in Small Business Management	63	\$100		\$4,000	\$28,350	\$100	\$500	\$300	\$33,350	16	60

Certificate Programs

Medical Coding & Billing	46	\$100		\$2,500	\$20,700	\$100	\$500	\$225	\$24,125	12	45
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Program Listing

<u>Programs/Awards</u>	<u>CIP Code</u>
Health Science	
Medical Assisting – Associate Degree – A.O.S.	51.0801
Medical Coding & Reimbursement Specialist – Associate Degree – A.O.S	51.0713
Medical Coding and Billing – Certificate (46 Credits)	51.0713
Business	
Accounting – Associate Degree – A.O.S.	52.0301
General Business Accounting – Certificate (34 Credits) +Program in Teach Out until July 28, 2018	52.0301
Business Administration – Associate Degree- A.O.S.	52.0201
<i>Concentrations:</i>	
Human Resource Management	
Small Business Management	
Technology	
Office Technologies-Concentration in Medical – Associate Degree – A.O.S.	51.0716

Courses are offered at least once a year.

*Students enrolling at EBI must pass the Accuplacer with a 70 or higher before being placed in credit-bearing writing and/or math courses.

**General Education Courses for ABHES requirement

This Program is in Teach-Out and no longer accepting enrollment at the Main Campus only at 303 N. Main Street, Elmira, NY 14901.

ACCOUNTING

**Associate in Occupational Studies
16 Months (61 Credits)**

Accounting is often called the language of business. Its principles provide an accepted method of controlling income, costs and expenditures, and communicating the results of the operation of business. In today's business world, accounting services are indispensable to the operation of every modern business enterprise.

During the final term of study, students participate in an externship that provides them with an opportunity to work in the field under the supervision and evaluation of a cooperating business facility and the Institute.

Program Length: This program consists of 1230 clock hours of study. It should take students approximately 60 instructional weeks for days and 60 instructional weeks for nights to complete the program.

Graduation Requirements: To receive a Diploma, each student must pass all subjects in the curriculum and must achieve at least a "C" (2.0) overall average.

A graduate may gain employment as an assistant bookkeeper, cost accountant, payroll and tax preparer, as well as an accounting clerk working with the general ledger, accounts receivable, accounts payable, and inventory control. Positions may be found in industry, banking, insurance, and the government sector.

PROGRAM REQUIREMENTS - CREDITS

ACC101 Principles of Accounting I	3	COM003 Writing Essentials*	0
ACC102 Principles of Accounting II	3	COM111 College Writing I**	3
ACC120 Computerized Accounting Systems	3	COM121 College Writing II**	3
ACC201 Intermediate Accounting I	3	COM130 Oral Communications**	3
ACC202 Intermediate Accounting II	3	COM140 Freshman Seminar	3
ACC210 Cost Accounting	3	COM150 Career Placement Seminar	1
ACC220 Income Tax	3	ECO201 Principles of Microeconomics**	3
ACC221 Auditing	3	EXT110 Externship	6
BUS002 Math Essentials*	0	MIC110 Introduction to Computers	1
BUS105 Business Mathematics**	3	MIS101 Word Processing Applications	2
BUS115 Principles of Management	3	MIS102 Spreadsheet Applications	2
BUS120 Business Law	3	MIS104 Presentation Skills Applications	1

Sample course sequence for the Accounting Program.

First Semester: Principles of Accounting I (ACC101) Introduction to Computers (MIC110) Word Processing Applications (MIS101) Business Mathematics (BUS105) Freshman Seminar (COM140) College Writing I (COM111)	CRS 3 1 2 3 3 3 15	Second Semester: Principles of Accounting II (ACC102) Principles of Management (BUS115) Spreadsheet Applications (MIS102) Presentation Skills Applications (MIS104) Oral Communications (COM130) College Writing II (COM121)	CRS 3 3 2 1 3 3 15
Third Semester: Intermediate Accounting I (ACC201) Cost Accounting (ACC210) Business Law (BUS120) Income Tax (ACC220) Computerized Accounting Systems (ACC120) Career Placement Seminar (COM150)	CRS 3 3 3 3 3 1 16	Fourth Semester: Intermediate Accounting II (ACC202) Auditing (ACC221) Principles of Microeconomics (ECO201) Externship (EXT110)	CRS 3 3 3 6 15

*Students enrolling at EBI must pass the Accuplacer with a 70 or higher before being placed in credit-bearing writing and/or math courses.

**General Education Course

This Program is in Teach-Out and no longer accepting enrollment at the Main Campus at 303 N. Main Street, Elmira, NY 14901. This Program is not offered at the Non-Main Campus at 4100 Vestal Road, Vestal, NY 13850.

**BUSINESS ADMINISTRATION:
CONCENTRATION IN HUMAN RESOURCES**

**Associate in Occupational Studies
16 Months (63 credits)**

The Business Administration program is designed to provide a strong foundation for employment in the world of business. The program will provide a core of courses that will enable the student to view the total picture of general business. In particular, students will have a strong understanding of business law, business ethics, and economic theory. The Business Administration program is broken into two concentrations: Human Resources, and Small Business Management.

The Human Resources concentration offers training in the essential skills of the human resource employee. The program will prepare students for entry-level human resource management positions. In particular, students will develop skills in the areas of employee benefits, recruiting, job analysis, compensation, and employment law.

During the final term of study, students will participate in an externship that provides them with an opportunity to work in the field under the supervision and evaluation of a cooperating business and the college.

Program Length: This program consists of 1095 clock hours of study. It should take students approximately 60 instructional weeks for days and 60 instructional weeks for nights to complete the program.

Graduation Requirements: To receive a Diploma, each student must pass all subjects in the curriculum and must achieve at least a "C" (2.0) overall average.

The graduate will be prepared to gain employment and life-long learning using the following skills: Write and perform job evaluations, complete job analysis, write job descriptions, understand employee compensation and benefits issues, and analyze labor laws and health and safety issues.

PROGRAM REQUIREMENTS - CREDITS

ACC101 Principles of Accounting I	3	COM121 College Writing II**	3
ACC102 Principles of Accounting II	3	COM130 Oral Communications**	3
BUS002 Math Essentials*	0	COM140 Freshman Seminar	3
BUS105 Business Mathematics**	3	COM150 Career Placement Seminar	1
BUS115 Principles of Management	3	ECO201 Principles of Microeconomics**	3
BUS135 Business Ethics	3	ECO202 Principles of Macroeconomics**	3
BUS230 Human Resources Management	3	EXT115 Business Externship	3
BUS250 People Skills in the Workplace	3	MIC110 Introduction to Computers	1
BUS255 Staffing and Recruiting	3	MIS101 Word Processing Applications	2
BUS260 Employment Law	3	MIS102 Spreadsheet Applications	2
BUS270 Compensation and Benefits	3	MIS103 Database Applications	2
COM003 Writing Essentials*	0	MIS104 Presentation Skills Applications	1
COM111 College Writing I**	3	MKT101 Principles of Marketing	3

Sample course sequence for the Business Administration-Human Resources Program.

First Semester:	CRS	Second Semester:	CRS
Principles of Accounting I (ACC101)	3	Principles of Accounting II (ACC102)	3
Business Mathematics (BUS105)	3	Principles of Management (BUS115)	3
College Writing I (COM111)	3	College Writing II (COM121)	3
Freshman Seminar (COM140)	3	Presentation Skills Applications (MIS104)	1
Introduction to Computers (MIC110)	1	Principles of Marketing (MKT101)	3
Word Processing Applications (MIS101)	2	Oral Communications (COM130)	3
	15		16
Third Semester:	CRS	Fourth Semester:	CRS
Human Resources Management (BUS230)	3	Business Ethics (BUS135)	3
People Skills in the Workplace (BUS250)	3	Staffing and Recruiting (BUS255)	3
Employment Law (BUS260)	1	Compensation and Benefits (BUS270)	3
Career Placement Seminar (COM150)	2	Principles of Macroeconomics (ECO202)	3
Database Applications (MIS103)	2	Business Externship (EXT115)	3
Spreadsheet Applications (MIS102)	2		15
Principles of Microeconomics (ECO201)	17		

*Students enrolling at EBI must pass the Accuplacer with a 70 or higher before being placed in credit-bearing writing and/or math courses.

**General Education Course

This Program is in Teach-Out and no longer accepting enrollment at the Main Campus only at 303 N. Main Street, Elmira, NY 14901.

**BUSINESS ADMINISTRATION:
CONCENTRATION IN SMALL BUSINESS MANAGEMENT**

**Associate in Occupational Studies
16 Months
(63 credits)**

The Business Administration program is designed to provide a strong foundation for employment in the world of business. The program will provide a core of courses that will enable the student to view the total picture of general business. In particular, students will have a strong understanding of business law, business ethics, and economic theory. The Business Administration program will be broken into two concentrations: Human Resources, and Small Business Management.

The Small Business Management concentration is designed for the student who would like to manage and/or own his/her own small business. In particular, the student will be prepared to write an individual business plan, understand the basic of managing a small firm, understand a marketing plan, and an overview of basic human resources.

During the final term of study, students will participate in an externship that provides them with an opportunity to work in the field under the supervision and evaluation of a cooperating business and the college.

Program Length: This program consists of 1095 clock hours of study. It should take students approximately 60 instructional weeks for days and 60 instructional weeks for nights to complete the program.

Graduation Requirements: To receive a Diploma, each student must pass all subjects in the curriculum and must achieve at least a "C" (2.0) overall average.

The graduate will be prepared to gain employment and life-long learning using the following skills: Write a business plan, write a marketing research plan, analyze how to organize a sole proprietorship, for a partnership and/or incorporate a small business, prepare budgets to control costs, and understand how to manage a small business.

PROGRAM REQUIREMENTS - CREDITS

ACC101 Principles of Accounting I	3	COM121 College Writing II**	3
ACC102 Principles of Accounting II	3	COM130 Oral Communications**	3
BUS002 Math Essentials*	0	COM140 Freshman Seminar	3
BUS105 Business Mathematics**	3	COM150 Career Placement Seminar	1
BUS115 Principles of Management	3	ECO201 Principles of Microeconomics**	3
BUS120 Business Law	3	ECO202 Principles of Macroeconomics**	3
BUS135 Business Ethics	3	EXT115 Business Externship	3
BUS215 Introduction to Entrepreneurship	3	MIC110 Introduction to Computers	1
BUS220 Statistics for Management	3	MIS101 Word Processing Applications	2
BUS230 Human Resources Management	3	MIS102 Spreadsheet Applications	2
BUS240 Small Business Management	3	MIS103 Database Applications	2
COM003 Writing Essentials*	0	MIS104 Presentation Skills Applications	1
COM111 College Writing I**	3	MKT101 Principles of Marketing	3

Sample course sequence for the Business Administration-Small Business Management Program.

First Semester:	CRS	Second Semester:	CRS
Principles of Accounting I (ACC101)	3	Principles of Accounting II (ACC102)	3
Business Mathematics (BUS105)	3	Principles of Management (BUS115)	3
College Writing I (COM111)	3	College Writing II (COM121)	3
Freshman Seminar (COM140)	3	Presentation Skills Applications (MIS104)	1
Introduction to Computers (MIC110)	1	Principles of Marketing (MKT101)	3
Word Processing Applications (MIS101)	2	Oral Communications (COM130)	3
	15		16
Third Semester:	CRS	Fourth Semester:	CRS
Business Law (BUS120)	3	Business Ethics (BUS135)	3
Introduction to Entrepreneurship (BUS215)	3	Human Resources Management (BUS230)	3
Statistics for Management (BUS220)	3	Small Business Management (BUS240)	3
Career Placement Seminar (COM150)	1	Principles of Macroeconomics (ECO202)	3
Database Applications (MIS103)	2	Business Externship (EXT115)	3
Spreadsheet Applications (MIS102)	2		15

Principles of Microeconomics (ECO201)	$\frac{3}{17}$		
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**General Education Course

This Program is in Teach-Out and no longer accepting enrollment at the Main Campus only at 303 N. Main Street, Elmira, NY 14901.

MEDICAL ASSISTING

**Associate in Occupational Studies
16 Months (67 credits)**

Medical Assisting provides students with an academic program that will lead to successful employment as an entry-level Medical Assistant with basic skills and knowledge to perform both clinical and administrative functions in a health care facility. Graduates successfully completing this 67-credit program will have the necessary skills to become employed as a medical assistant, phlebotomist, ECG technician, pharmacy technician, hospital ward clerk, insurance coder, medical billing clerk, insurance billing clerk, hospital admissions clerk, or chiropractic assistant.

During the final term of study, students participate in an externship that provides them with an opportunity to work in the field under the supervision and evaluation of a cooperating business facility and the Institute.

Program Length: This program consists of 1335 clock hours of study. It should take students approximately 60 instructional weeks for days and 60 instructional weeks for nights to complete the program.

Graduation Requirements: To receive a Diploma, each student must pass all subjects in the curriculum and must achieve at least a "C" (2.0) overall average. In addition, a grade "C" (2.0 GPA) is required for the following courses:

- MED130 Medical Billing
- MED131 Electronic Medical Records
- MED210 Medical Law & Ethics
- MED220 Medical Laboratory I
- MED230 Medical Laboratory II
- MED240 Clinical Skills I
- MED250 Clinical Skills II
- OFF141 Medical Office Procedures

PROGRAM REQUIREMENTS - CREDITS

ACC101 Principles of Accounting I	3	MED130 Medical Billing	3
BUS002 Math Essentials*	0	MED131 Electronic Medical Records	3
BUS105 Business Mathematics**	3	MED210 Medical Law & Ethics	3
COM003 Writing Essentials*	0	MED220 Medical Laboratory I	3
COM111 College Writing I**	3	MED230 Medical Laboratory II	3
COM121 College Writing II**	3	MED240 Clinical Skills I	3
COM130 Oral Communications**	3	MED250 Clinical Skills II	3
COM140 Freshman Seminar	3	MIC110 Introduction to Computers	1
COM150 Career Placement Seminar	1	MIS101 Word Processing Applications	2
ECO201 Principles of Microeconomics**	3	MIS103 Database Applications	2
EXT120 Medical Assisting Externship	6	MIS104 Presentation Skills Applications	1
MED110 Medical Terminology	3	OFF110 Computerized Keyboarding	3
MED120 Anatomy & Physiology	3	OFF141 Medical Office Procedures	3

Sample course sequence for the Medical Assisting Program.

<u>First Semester:</u>	CRS	<u>Second Semester:</u>	CRS
Medical Terminology (MED110)	3	Medical Laboratory I (MED220)	3
College Writing I (COM111)	3	Clinical Skills I (MED240)	3
Freshman Seminar (COM140)	3	Anatomy & Physiology (MED120)	3
Introduction to Computers (MIC110)	1	Business Mathematics (BUS105)	3
Word Processing Applications (MIS101)	2	College Writing II (COM121)	3
Computerized Keyboarding (OFF110)	3	Oral Communications (COM130)	3
	15		18
<u>Third Semester:</u>	CRS	<u>Fourth Semester:</u>	CRS
Medical Laboratory II (MED230)	3	Principles in Microeconomics (ECO201)	3
Clinical Skills II (MED250)	3	Principles of Accounting I (ACC101)	3
Medical Law & Ethics (MED210)	3	Database Applications (MIS103)	2
Medical Office Procedures (OFF141)	3	Presentation Skills Applications (MIS104)	1
Electronic Medical Records (MED131)	3	Medical Assisting Externship (EXT120)	6
Medical Billing (MED130)	3		15
Career Placement Seminar (COM150)	1		
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**General Education Course

This Program is in Teach-Out and no longer accepting enrollment at the Main Campus only at 303 N. Main Street, Elmira, NY 14901.

MEDICAL CODING & REIMBURSEMENT SPECIALIST

**Associate in Occupational Studies
16 Months (61 credits)**

This coding and reimbursement specialist program is for those individuals who desire to begin their careers in positions of responsibility right after graduation. Courses in this program offer the curriculum of diagnostic and procedural codes to individual patient health information for data retrieval, analysis and claims processing.

A graduate will learn the following skills:

Abstracts pertinent information from patient records; Assign ICD-10-CM or HCPCS codes, creating APC or DRG group assignments in HRC. Queries physicians when code assignment are not straightforward or documentation in the record is inadequate, ambiguous, or unclear for coding purposes. Keeps abreast of coding guidelines and reimbursement reporting requirements. Brings identified concerns to supervisor or department manager for resolution. Abides by the Standards of Ethical Coding as set forth by the American Health Information Management Association and adheres to official coding guidelines.

During the final term of study, students participate in an externship that provides them with an opportunity to work in the field under the supervision and evaluation of a cooperating business facility and the Institute.

Program Length: This program consists of 1215 clock hours of study. It should take students approximately 60 instructional weeks for days and 60 instructional weeks for nights to complete the program.

Graduation Requirements: To receive a Diploma, each student must pass all subjects in the curriculum and must achieve at least a "C" (2.0) overall average.

A graduate may gain employment as a Coding & Reimbursement Specialist and be able to sit for national certification. Positions may be found in medical office environment.

PROGRAM REQUIREMENTS – CREDITS

BUS002 Math Essentials*	0	MED130 Medical Billing	3
BUS105 Business Mathematics**	3	MED131 Electronic Medical Records	3
COM003 Writing Essentials*	0	MED150 Professional Medical Coding I	3
COM111 College Writing I**	3	MED210 Medical Law & Ethics	3
COM121 College Writing II**	3	MED260 Professional Medical Coding II	3
COM130 Oral Communications**	3	MED270 Introduction to Health Information Management	3
COM140 Freshman Seminar	3		
COM150 Career Placement Seminar	1	MED280 Health Care Reimbursement Issues	3
ECO201 Principles in Microeconomics**	3	MIC110 Introduction to Computers	1
EXT110 Externship	6	MIS101 Word Processing Applications	2
MED110 Medical Terminology	3	OFF110 Computerized Keyboarding	3
MED120 Anatomy & Physiology	3	OFF141 Medical Office Procedures	3

Sample course sequence for the Medical Coding & Reimbursement Program.

<u>First Semester:</u>	CRS	<u>Second Semester:</u>	CRS
Medical Terminology (MED110)	3	Anatomy & Physiology (MED120)	3
College Writing I (COM111)	3	Electronic Medical Records (MED131)	3
Freshman Seminar (COM140)	3	Medical Billing (MED130)	3
Introduction to Computers (MIC110)	1	Business Mathematics (BUS105)	3
Word Processing Applications (MIS101)	2	Professional Medical Coding I (MED150)	3
Computerized Keyboarding (OFF110)	3	College Writing II (COM121)	3
	15		18
<u>Third Semester:</u>	CRS	<u>Fourth Semester:</u>	CRS
Health Care Reimbursement Issues (MED280)	3	Externship (EXT110)	6
Medical Office Procedures (OFF141)	3	Principles of Microeconomics (ECO201)	3
Professional Medical Coding II (MED260)	3	Oral Communications (COM130)	3
Medical Law & Ethics (MED210)	3		12
Introduction to Health Information Management (MED270)	3		
Career Placement Seminar (COM150)	1		
	16		

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**General Education Course

This Program is in Teach-Out and no longer accepting enrollment at the Main Campus only at 303 N. Main Street, Elmira, NY 14901.

**OFFICE TECHNOLOGIES-
CONCENTRATION IN MEDICAL**

**Associate in Occupational Studies
16 Months (63 credits)**

The Office Technologies program offers training in the essential office skills necessary for entry-level positions as assistants to executives in a wide variety of business, technical, industrial, or governmental institutions.

The program develops competencies in many skill areas such as keyboarding, word processing, microcomputer applications, desktop publishing, office procedures, accounting, communications, decision making, and time management that are needed by the expert assistant.

During the final term of study, students participate in an externship that provides them with an opportunity to work in the field under the supervision and evaluation of a cooperating business facility and the college.

Program Length: This program consists of 1215 clock hours of study. It should take students approximately 60 instructional weeks for days and 60 instructional weeks for nights to complete the program.

Graduation Requirements: To receive a Diploma, each student must pass all subjects in the curriculum and must achieve at least a "C" (2.0) overall average.

The graduate will be prepared to gain employment as an administrative assistant, personnel assistant, office supervisor, office manager, or executive assistant.

PROGRAM REQUIREMENTS – CREDITS

ACC101 Principles of Accounting I	3	MED120 Anatomy & Physiology	3
BUS002 Math Essentials*	0	MED130 Medical Billing	3
BUS105 Business Mathematics**	3	MED131 Electronic Medical Records	3
BUS115 Principles of Management	3	MIC110 Introduction to Computers	1
COM003 Writing Essentials*	0	MIS101 Word Processing Applications	2
COM111 College Writing I**	3	MIS102 Spreadsheet Applications	2
COM121 College Writing II**	3	MIS103 Database Applications	2
COM130 Oral Communications**	3	MIS104 Presentation Skills Applications	1
COM140 Freshman Seminar	3	MIS203 Advanced Database Applications	3
COM150 Career Placement Seminar	1	OFF110 Computerized Keyboarding	3
ECO201 Principles of Microeconomics**	3	OFF131 Medical Transcription I	3
EXT110 Externship	6	OFF141 Medical Office Procedures	3
MED110 Medical Terminology	3		

Sample course sequence for the Office Technologies Program.

First Semester:	CRS	Second Semester:	CRS
Introduction to Computers (MIC110)	1	Business Mathematics (BUS105)	3
Word Processing Applications (MIS101)	2	Anatomy & Physiology (MED120)	3
College Writing I (COM111)	3	Oral Communications (COM130)	3
Freshman Seminar (COM140)	3	Medical Billing (MED130)	3
Medical Terminology (MED110)	3	College Writing II (COM121)	3
Computerized Keyboarding (OFF110)	3	Principles of Management (BUS115)	3
	<u>15</u>		<u>18</u>
Third Semester:	CRS	Fourth Semester:	CRS
Medical Office Procedures (OFF141)	3	Principles of Accounting I (ACC101)	3
Medical Transcription I (OFF131)	3	Advanced Database Applications (MIS203)	3
Principles of Microeconomics (ECO201)	3	Spreadsheet Applications (MIS102)	2
Database Applications (MIS103)	2	Presentation Skills Applications (MIS104)	1
Electronic Medical Records (MED131)	3	Externship (EXT110)	6
Career Placement Seminar (COM150)	1		<u>15</u>
	<u>15</u>		

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**General Education Course

This Program is in Teach-Out and no longer accepting enrollment at the Main Campus only at 303 N. Main Street, Elmira, NY 14901.

MEDICAL CODING & BILLING - CERTIFICATE

**12 Months
(46 credits)**

This coding and billing program is for those individuals who desire to begin their careers in positions of responsibility right after graduation. Courses in this program offer the curriculum of diagnostic and procedural codes to individual patient health information for data retrieval, analysis and claims processing.

Program Length: This program consists of 810 clock hours of study. It should take students approximately 45 instructional weeks for days and 45 instructional weeks for nights to complete the program.

Graduation Requirements: To receive a Diploma, each student must pass all subjects in the curriculum and must achieve at least a "C" (2.0) overall average.

A graduate will learn the following skills:

Abstracts pertinent information from patient records; Assign ICD-10-CM or HCPCS codes, creating APC or DRG group assignments in HRC. Queries physicians when code assignment are not straightforward or documentation in the record is inadequate, ambiguous, or unclear for coding purposes. Keeps abreast of coding guidelines and reimbursement reporting requirements. Brings identified concerns to supervisor or department manager for resolution. Abides by the Standards of Ethical Coding as set forth by the American Health Information Management Association and adheres to official coding guidelines. Positions may be found in medical office environment.

PROGRAM REQUIREMENTS – CREDITS

BUS002 Math Essentials*	0	MED131 Electronic Medical Records	3
BUS105 Business Mathematics**	3	MED150 Professional Medical Coding I	3
COM003 Writing Essentials*	0	MED210 Medical Law & Ethics	3
COM111 College Writing I**	3	MED260 Professional Medical Coding II	3
COM140 Freshman Seminar	3	MED270 Introduction to Health Information Management	3
COM150 Career Placement Seminar	1		
MED110 Medical Terminology	3	MED280 Health Care Reimbursement Issues	3
MED120 Anatomy & Physiology	3	MIC110 Introduction to Computers	1
MED130 Medical Billing	3	MIS101 Word Processing Applications	2
		OFF110 Computerized Keyboarding	3
		OFF141 Medical Office Procedures	3

Sample course sequence for the Medical Coding & Billing Program.

<u>First Semester:</u>	CRS	<u>Second Semester:</u>	CRS
Medical Terminology (MED110)	3	Anatomy & Physiology (MED120)	3
College Writing I (COM111)	3	Medical Billing (MED130)	3
Freshman Seminar (COM140)	3	Electronic Medical Records (MED131)	3
Computerized Keyboarding (OFF110)	3	Business Mathematics (BUS105)	3
Introduction to Computers (MIC110)	1	Professional Medical Coding I (MED150)	3
Word Processing Applications (MIS101)	2		15
	15		
<u>Third Semester:</u>	CRS		
Medical Law & Ethics (MED210)	3		
Professional Medical Coding II (MED260)	3		
Introduction to Health Information Management (MED270)	3		
Health Care Reimbursement Issues (MED280)	3		
Medical Office Procedures (OFF141)	1		
Career Placement Seminar (COM150)	16		

*Students enrolling at EBI must pass the Accuplacer with a 70 or higher before being placed in credit-bearing writing and/or math courses.

**General Education Course

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

Patricia Morse, FT
Executive Assistant

Elmira Main Campus
Faculty

John Barnstead, FT Instructor
Medical Assisting Lead Instructor
Certified EMT, Pennsylvania
Department of Health
Certificate, Certified Phlebotomy
Technician, NHA

Kristi Enderle, PT Instructor
Accounting
MBA, University of Phoenix
BS, University of Phoenix

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

John Kozinsky, PT Instructor
Accounting
MBA, Bellevue University
BS, Elmira College
AS, Elmira College
AS, Corning Community College

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

Teresa Nash, PT Instructor
Program Director for Medical Coding &
Billing, Medical Coding & Reimbursement
Specialist and Office Technologies
Certified Professional Coder, AAPC
BS, SUNY Empire State College
AAS, Corning Community College
AOS, Elmira Business Institute

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

Margaret Tobin, FT Instructor
Business Lead Instructor
Externship Coordinator
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

**The following faculty members are no longer associated with Elmira Business Institute:
Susan Gonzalez*

Vestal Non-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

Yvonne Uzzolino, FT
Executive Assistant

Barbara Patton, FT
Associate Director of Admissions

Desiree DeNinis, FT
Admissions Representative

Elijah McGee, FT
Admissions Representative

Jeffrey Wood, FT
Financial Aid Director

Susan Madden, FT
Security Officer

Benjamin VanTol, FT
Head Librarian

**The following staff members are no longer associated with Elmira Business Institute:*
Scott Galilei

Vestal Non-Main Campus
Faculty

Cynthia Baldwin, PT Instructor
Medical Studies
Certified Professional Coder, AAPC
Certified Professional Medical Auditor, AAPC
AOS, Elmira Business Institute

John Barnstead, FT Instructor
Medical Assisting Lead Instructor
Certified EMT, Pennsylvania Department of Health
Certificate, Certified Phlebotomy Technician, NHA

Leon Bennett, PT Instructor
Business Lead Instructor
Business & Accounting Externship Coordinator
MBA, Alvernia University
BA, Alvernia University

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

David Grate, PT Instructor
General Studies
MSEd, Walden University
MDiv, Liberty University
BA, Herbert Lehman College
Microsoft Office Specialist in Word 2013
Microsoft Office Specialist in PowerPoint 2013

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

Mairin Kirchheimer, FT Instructor
Career Services Coordinator
MA, University of Limerick
BA, Gallaudet University
AA, Palm Beach State College

Dennis Lawler, PT Instructor
Business Lead Instructor
MS, Chapman College
BA, Hampden-Sydney College

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Medical Coding & Reimbursement Specialist
and Office Technologies
Certified Professional Coder, AAPC
BS, SUNY Empire State College
AAS, Corning Community College
AOS, Elmira Business Institute

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
Certificate, US Kinesiology Institute

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

Donna Riley, PT Instructor
Medical Studies
Certified Medical Assistant
NCCT-Certified Postsecondary Instructor
AS, Anthem College
Certificate, Certified EKG Technician, NHA

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

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

Vestal Non-Main Campus
Faculty Continued

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

William Spring, FT Instructor
Accounting
Certified Public Accountant
BS, Clarkson University
AS, Broome Community College
QuickBooks Pro-Advisor

Yvonne Turner, FT Instructor
Lead Instructor for Medical Coding & Billing,
Medical Coding & Reimbursement Specialist,
and Office Technologies
Coding & Billing Externship Coordinator
Medical Studies
Certified Professional Coder, AAPC
Professional Medical Coding Curriculum, AAF
Certified Billing and Coding Specialist, DCMC
BOCES
Certified Medical Administrative Assistant,
DCMO BOCES
Certificate, Certified Electronic Health Record
Specialist, NHA

Benjamin VanTol, FT
Head Librarian
MS, University at Albany
BRE, Davis College