

**Elmira Business Institute
Founded 1858**

Volume XIX

**2019-2020
Catalog Addendum
Effective: September 30, 2019**

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ABOUT THIS CATALOG

The catalog is the official reference document containing approved curricula, policies, and standards in effect for students admitted to Elmira Business Institute during the 2019-2020 academic year. It supersedes any other document with regard to rules and regulations. 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.

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. American Academy of Professional Coders (AAPC)
7. Medical Education & Information Society (MEDIA)
8. Human Resource Association of the Twin Tiers (HRATT)
9. 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 (Teach Out), and Business Administration: Concentration in Small Business Management (Teach Out). Its programs are registered with the New York State Education Department.

EBI is institutionally accredited by the Accrediting Bureau of Health Education Schools to award certificates and associate's degrees. The Medical Assisting Program at EBI is programmatically accredited by the Accrediting Bureaus of Health Education Schools.

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

ACADEMIC POLICIES

Requirements for Graduation

To be qualified to graduate and become eligible to participate in the Graduation Commencement Ceremony, a student must fulfill the following requirements;

- **receive a passing grade and credits for all required coursework**
- **achieve a minimum of "C" (2.0) overall average**
- **satisfy all financial obligations to Elmira Business Institute**

Medical Assisting students must follow program guidelines for competencies and obtain a 2.0 grade point average for the required classes. See page 55 of the 2019-2020 Catalog.

A Certificate Credential will be issued for completing all requirements in a Certificate Program. An Associate of Occupational Studies Credential will be issued for completing all requirements in a Degree Program.

<i>Program Name</i>	<i>Credential</i>	<i>Required Number of Semester Credit Hours</i>	<i>Program Status</i>
Accounting	AOS	61	Active
Business Administration: Concentration In Small Business Management	AOS	63	Teach Out as of May 2019
Medical Assisting	AOS	67	Active
Medical Coding & Reimbursement Specialist	AOS	61	Active
Medical Office Technologies	AOS	63	Teach Out as of May 2019
Medical Coding & Billing	Certificate	46	Active

In addition to the graduation requirements listed above, students are encouraged to pursue the successful achievement of the national or state licensure or certification examination associated with their program of study. Professional licensure or certification may provide a competitive edge in securing employment with higher salaries.

Program Listing

Programs/Awards

CIP Code

Allied 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
Business Administration – Associate Degree- A.O.S. <i>Concentration:</i> Small Business Management +Program in Teach Out as of June 2019	52.0201

Technology

Medical Office Technologies – Associate Degree – A.O.S. +Program in Teach Out as of June 2019	51.0716
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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

Program Descriptions

This Program is in Teach-Out and no longer accepting enrollment as of June 2019.
Associate in Occupational Studies

**BUSINESS ADMINISTRATION:
 CONCENTRATION IN SMALL BUSINESS MANAGEMENT
 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 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)	3		
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*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

MEDICAL ASSISTING
16 Months

Associate in Occupational Studies
(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:

- MED110 Medical Terminology
- MED120 Anatomy & Physiology
- 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.

First Semester:	CRS	Second Semester:	CRS
Principles of Accounting I (ACC101)	3	Medical Laboratory I (MED220)	3
Medical Terminology (MED110)	3	Clinical Skills I (MED240)	3
College Writing I (COM111)	3	Anatomy & Physiology (MED120)	3
Freshman Seminar (COM140)	1	Business Mathematics (BUS105)	3
Introduction to Computers (MIC110)	2	College Writing II (COM121)	3
Word Processing Applications (MIS101)	3	Medical Billing (MED130)	3
Computerized Keyboarding (OFF110)	18		18
Third Semester:	CRS	Fourth Semester:	CRS
Medical Laboratory II (MED230)	3	Principles in Microeconomics (ECO201)	3
Clinical Skills II (MED250)	3	Database Applications (MIS103)	2
Medical Law & Ethics (MED210)	3	Presentation Skills Applications (MIS104)	1
Medical Office Procedures (OFF141)	3	Medical Assisting Externship (EXT120)	6
Electronic Medical Records (MED131)	3		12
Oral Communications (COM130)	3		
Career Placement Seminar (COM150)	1		
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**General Education Course

This Program is in Teach-Out and no longer accepting enrollment as of June 2019.

**MEDICAL OFFICE TECHNOLOGIES
16 Months**

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

The Medical 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 Medical Office Technologies Program.

First Semester: Principles of Accounting I (ACC101) Introduction to Computers (MIC110) Word Processing Applications (MIS101) College Writing I (COM111) Freshman Seminar (COM140) Medical Terminology (MED110) Computerized Keyboarding (OFF110)	CRS 3 1 2 3 3 3 3 3 18	Second Semester: Business Mathematics (BUS105) Anatomy & Physiology (MED120) Oral Communications (COM130) Medical Billing (MED130) College Writing II (COM121) Principles of Management (BUS115)	CRS 3 3 3 3 3 3 18
Third Semester: Medical Office Procedures (OFF141) Medical Transcription I (OFF131) Principles of Microeconomics (ECO201) Database Applications (MIS103) Electronic Medical Records (MED131) Career Placement Seminar (COM150)	CRS 3 3 3 2 3 1 15	Fourth Semester: Advanced Database Applications (MIS203) Spreadsheet Applications (MIS102) Presentation Skills Applications (MIS104) Externship (EXT110)	CRS 3 2 1 6 12

*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.

ADMINISTRATION AND FACULTY

Main Campus
Administrative Staff

Brad C. Phillips, FT
President

Kathleen Hamilton, FT
Senior Vice President

Erin McCann, FT
Corporate Accountant/Compliance

Fatima Johnson, FT
Administrative Assistant

Lori Williams, FT
Assistant Director of Admissions and Career Services

Barbara Patton, FT
Associate Director of Admissions

Woodsn Agte, FT
Admissions Representative

Karen Taylor, FT
Financial Aid Coordinator

Jessica Stetts, FT
Medical Assisting Program Director

Susan Madden, FT
Building Supervisor

Benjamin VanTol, FT
Head Librarian

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

James Ellis

Main Campus
Faculty

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

Katelyn Camp, FT Instructor
Medical Assisting
Certified Medical Assistant
AOS, Elmira Business Institute

Larry Canfield, PT Instructor
Accounting
MDiv, Lancaster Theological Seminary
BA, Franklin and Marshall College
QuickBooks Certification

John Endress, PT Instructor
Office Technologies
BS, Ithaca College
AAS, Onondaga Community College
Microsoft Office Specialist in Word 2013
Microsoft Office Specialist in Excel Expert 2016
Microsoft Office Specialist in Access 2016
Microsoft Office Specialist in PowerPoint 2016

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

Mairin Kirchheimer, FT Instructor
General Studies
MA, University of Limerick
BA, Gallaudet University
AA, Palm Beach State College

Dennis Lawler, PT Instructor
Business Lead Instructor
Accounting and Business Externship Coordinator
MS, Chapman College
BA, Hampden-Sydney College

Felix Okogu, PT Instructor
Business Studies
MBA, Excelsior College
BS, Excelsior College
AAS, SUNY Broome Community College

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

Andrew Robertshaw, PT Instructor
Lead Instructor for Medical Coding &
Billing, Medical Coding & Reimbursement
Specialist,
and Medical Office Technologies
Externship Coordinator
Registered Health Information Technician,
AHIMA
AS, Broome Community College

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

Jessica Stetts, FT
Medical Assisting Program Director
Medical Assisting Externship Coordinator
Certified Medical Assistant
AAS, Broome Community College
AOS, Elmira Business Institute

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

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

Cynthia Baldwin