

Contact Information for Psychiatry Staff

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Last update 7/1/2022				
Name	Titles	Description	Email	Phone
Administration				
Marika Brigham	Director	Chief Financial Officer and Department Administrator	marika@ufl.edu	352 265-7981
Samantha LeClair	Assistant Director - Financial/HR	Budget Management & Oversee Fiscal Office	leclair@ufl.edu	352 265-7296
Priscilla Spence	Admin Specialist III	Admin. Assist. To Chair & Liaison to Faculty, COM, VIPs	pspence@ufl.edu	352 294-4914
Fiscal				
Bobbi Reynolds	Finance Manager	Teaching Hours, Grant Reporting, and Asset Management, Faculty P&Ls	bobbi@ufl.edu	352 594-4256
Dawn Roberts	Accountant I	Grant & Effort Reporting, Distributions, Space reporting, Property (Assets - iPad, Laptops, Desktops, Surplus)	droberts76@ufl.edu	352-594-4228
Tina Green	Accounting Manager	Clinical Service Contract, Accounts Receivables and Payables, Vero Admin.	tinagreen@ufl.edu / Psych-Fiscal@ad.ufl.edu	352 594-4261
Melisa Cook (Turner)	Fiscal Assistant II	Accounts Receivables, Contractual Mileage, Department P-Card Reconciliation	melisa.turner@ufl.edu / Psych-Fiscal@ad.ufl.edu	352-594-4303
Samantha Kitchens	Fiscal Assistant II	Travel, Department P-Card Reconciliation, Invoices, dept. Purchases, Moving Expenses, Dues & Memberships	s.kitchens@ufl.edu / Psych-Fiscal@ad.ufl.edu	352-594-4265
Divisional Administration				
Hannah Hatcher	Administrative Specialist II	Admin. for Addiction Division	hatcher225@ufl.edu	352-265-5539
Jessica Sanders	Administrative Specialist I	Accounts Receivables, Contractual Mileage, Department P-Card Reconciliation	hemingway@ufl.edu	352-265-5525
Heather Morgan	Administrative Specialist II	Admin. for Adult Division, Faculty On-call Schedule.	h.morgan@ufl.edu	352 594-1870
April Gerry	Residency/Fellowship Program Crd. I	Admin. Functions of Child & Adolescent Division, Child Fellowship	april2@ufl.edu	352 265-2862 Room#1788
Monica Brook	Administrative Support Assistant II	Admin. Functions of Psychology Division and Training Program	monicaross@ufl.edu	352-265-8853
Personnel (PSYCH-HR@ad.ufl.edu)				
Aracelys (Shelly) Chang	Administrative Specialist II (Faculty)	Personnel & Payroll, Faculty Onboarding and Offboarding, Adjuncts, Courtesy, GA's, Research Post-Doc, DSA	Psych-HR@ad.ufl.edu	352 594-4325
Denise Lambert	HR Generalist II (Staff/TEAMS)	Personnel & Payroll, TEAMS new hires, Credentialing, TEAM evaluations, DSA	Psych-HR@ad.ufl.edu	352 594-4229
Shaniece Benis	HR Generalist I (OPS/Housestaff)	Housestaff/Resident/Fellows, Adjunct Clinical Post-Doc, OPS/FWS, Extra Duty-Residents, Volunteers, Faculty Leave	Psych-HR@ad.ufl.edu	352-594-4306
Education, Promotion and Tenure (P&T), & Marketing				
Britany Ratliff	Residency/Fellowship Program Crd. II	Admin. support for Residency, Ground Rounds. Clerkship program/Event Planning.	britany94@ufl.edu	352 265-2863 Room#1782
Jacqueline Garcia	Residency/Fellowship Program Assist	Assists with Residency/Fellowship Programs, Education Media & IT, CME and Medical Education	restore@ufl.edu	352-265-2862
Shelly Miranowicz	Residency/Fellowship Program Assist	Assists with Residency/Fellowship Programs, Education Media & IT, CME and Medical Education	smiranowicz@ufl.edu	352-265-2865
Casey Davis	Resident/Fellowship Coordinator I	Medical Education and Dr. Brown's CME Programs, 4th year medical student rotations, Admin to online undergrad courses	davibq@ufl.edu	352 265-5300
Lynda Kirk	Resident/Fellowship Coordinator I	Addiction Division Fellows and Addiction Division IME's	lynda.kirk@ufl.edu	352-595-5525
TBA - Britany Ratliff- Grad & Casey Davis- underarad	Academic Assistant II	Program Development support for online courses; including course scheduling and coordination, and enrollment coordination	britany94@ufl.edu and davibq@ufl.edu	352-294-5565
Nancy Boyd	Administrative Specialist II	Faculty Promotion and Tenure, Faculty Development & Mentoring, CME Admin. & Grand Rounds, Faculty Evaluations	nancy.boyd@ufl.edu	352 594-4298
Melinda Fawcett	Public Relations Specialist I	Department website management and content, video, digitizing, photography/ Social Media	hartigan@ufl.edu	352 294-4906
David Roberts	Administrative Support Assistant II	Admin. Support for COARD Center and Research Vice Chairs, Research Faculty Leave, BI Receptionist	david.roberts@ufl.edu	352-294-4900
Research - Grant Proposals (Psychiatry-Research@ad.ufl.edu)				
Nicole Bristow	Research Administrator III	Research Admin. & Development: proposal development, submission, educational activities to aid faculty	nhenning@ufl.edu / Psychiatry-Research@ad.ufl.edu	352-294-4963
Jacqueline Tucker	Research Administrator II	Research Admin. & Development: proposal development, submission, educational activities to aid faculty	jackie.tucker@ufl.edu / Psychiatry-Research@ad.ufl.edu	352-294-4913
TBA - Geri Underhill	Fiscal Assistant II	Grant support for purchase orders, Travel, reimbursements, Grant P-Card Reconciliation, Grant Proposals		352-294-4934
Research Coordinators				
Robyn Nelson	Mgr, Clinical Research	Project coordinator PGENeS Lab (Dr. Mathews). Manages staff and volunteers and all IRB related task. Clinical Research Manager for Psychiatry Department (research protocols, programs, procedures, IRB, help train personnel).	r.nelson@ufl.edu	352-294-5563
Meagan Sullivan	Mgr, Clinical Research	Coordinator for Dr. Nixon, manages staff, students, resources and purchasing	msully94@ufl.edu	352-294-4942
Dana Mason	Research Coordinator II	Primary coordinator on clinical trials, patient enrollments and start ups, development and procedures	dmason@ufl.edu	352-273-8540
Danielle Espino	Research Coordinator II	Coordinator for FRC, manages staff, students and volunteers. Assist with study development	despino@ufl.edu	352-265-9612
Clinical Support Staff				
Kati Breton	Mgr, Healthcare Admin	DOH Pediatric Collaborative Care Grant/Contract; UF CAN Program; Admin.Support Child Div. Clinical programs; Psychology clin/prog.	kbreton@ufl.edu	352-265-8844
Safal Desai	Assistant Director - Clinic/Billing	Inpatient/Outpatient billing and coding, Managed Care Liaison, Clinic Operations Liaison, Clinic Business Development	desisam@ufl.edu	cell: 352 328-7896 352 594-1891
MaryEllen Frey	Clinic Manager - FRC	Manager of addiction clinic operations, clinic staff, scheduling and billing	freyme@shands.ufl.edu	352 594-1821
MaryEllen Frey	Clinic Manager - Springhill	Manager of adult clinic operations, clinic staff, scheduling and billing	freyme@shands.ufl.edu	352 594-1821
Jason Pappas	Clinic Manager - Springhill 2	Manager of child and psychology clinic operations, clinic staff, scheduling and billing	pappaj@shands.ufl.edu	352 265-8885
Gina Palladino	Clinic Manager - Vero	Manager of adult, child and addiction clinic operations, clinic staff, scheduling and billing. Assist clinical trainees on site, community liaison.	PALLAG@shands.ufl.edu	772 794-0179/772-794-1082

See website <https://psychiatry.ufl.edu/about-us/staff/>