

Contact Information for Psychiatry Staff

Business Office Fax: 352 265-7983

Last update 10/15/2024				
Name	Titles	Description	Email	Phone
Administration				
Jack Curran	Director	Chief Financial Officer and Department Administrator	jd.curran@ufl.edu	352 265-7981
Samantha (Sammi) LeClair	Associate Director - Financial/HR	Budget Management, Oversee Fiscal Office, Compensation Plan	leclair@ufl.edu	352 265-7296
Aubrey Bonsal	Admin Specialist III	Admin. Assist. To Chair & Liaison to Faculty, COM, VIPs	aubrey.bonsal@ufl.edu	352-294-4914
Fiscal				
Bobbi Reynolds	Finance Manager	Budget, Teaching Hours, Grant Reporting, and Asset Management	bobbi@ufl.edu	352 594-4256
TBD	Accountant II	Grant & Effort Reporting, Distributions, Space reporting, Property (Assets - iPad, Laptops, Desktops, Surplus)		352-594-4228
Tina Green	Accounting Manager	Clinical Service Contract, Accounts Receivables and Payables	tinagreen@ufl.edu / Psych-Fiscal@ad.ufl.edu	352 594-4261
Tracy Ahrens	Administrative Support AST II	Admin. for Pre-consent Medication Consultations and Medication Consultations reporting and monitoring program, Admin. Functions for Department: accounts receivable, accounts payable	tracyahrens@ufl.edu / Psych-Fiscal@ad.ufl.edu	352-594-4303
Corinne Akyildiz	Fiscal Assistant II	Department Travel, P-Card Reconciliation, Invoices, dept. Purchases, Moving Expenses, Dues & Memberships	corinne.akyildiz@ufl.edu / Psych-Fiscal@ad.ufl.edu	352-594-4265
Divisional Administration				
Hannah Hatcher	Administrative Specialist II	Admin. for Addiction Division; IME's	hatcher225@ufl.edu	352-265-5539
Jessica Sanders	Administrative Specialist I	Admin. Functions of Addiction Division	hemingway@ufl.edu	352-265-5525
Kayla McCray	Residency/Fellowship Prog. Assistant	Admin. Functions of Addiction Division, Addiction Medicine Fellowship	KaylaMcCray@ufl.edu	352-294-4904
Heather Morgan	Administrative Specialist II	Admin. for Adult Division, Faculty On-call Schedule, Admin. Support for VC of Clinical Operations	h.morgan@ufl.edu	352 594-1870
David Roberts	Residency/Fellowship Program Crd. I	Admin. for Child & Adolescent Division, Child Fellowship	david.roberts@ufl.edu	352 265-8838
Monica Brook	Residency/Fellowship Prog. Assistant	Admin. for 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
TBD	HR Generalist II (Staff/TEAMS)	Personnel & Payroll, TEAMS new hires, Credentialing, TEAM evaluations, DSA	Psych-HR@ad.ufl.edu	352 594-4229
Natalya Stewart	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				
Ricky Snyder	Residency/Fellowship Program Crd. II	Admin. for Residency, Ground Rounds. Clerkship program/Event Planning.	dmchugh@ufl.edu	352 265-2863
Jacqueline (Jackie) Garcia	Residency/Fellowship Program Crd. I	Assists with Residency/Fellowship Programs, Education Media & IT, CME and Medical Education	restore@ufl.edu	352-265-2862
Thomas Womble	Residency/Fellowship Program Assist	Assists with Residency/Fellowship Programs, Education Media & IT, CME and Medical Education	twomble@ufl.edu	352-265-2865
Shelly Flanagan	Residency/Fellowship Program Crd. I	Admin. Support for Clerkship Program	smiranowicz@ufl.edu	352-265-5300
Kim Rowe	Administrative Assistant II	Admin. Support for Online Education Courses; Admin. Support to MBI, COARD, CAN, Research Faculty Leave	k.rowe@ufl.edu	352-294-4924
Nancy Boyd	Administrative Specialist II	Faculty Promotion and Tenure, Faculty Development & Mentoring, CME Admin. & Grand Rounds, Faculty Evals	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
Research - Grant Proposals (Psychiatry-Research@ad.ufl.edu)				
Jacqueline (Jackie) Tucker	Research Administrator III	Research Admin. & Development: proposal development, submission, educational activities to aid faculty	jackie.tucker@ufl.edu / Psychiatry-Research@ad.ufl.edu	352-294-4913
Katherine (Kati) Trejo	Research Administrator II	Research Admin. & Development: proposal development, submission, educational activities to aid faculty	ktrejo@ufl.edu / Psychiatry-Research@ad.ufl.edu	352-294-4963
Geri Underhill	Fiscal Assistant II	Grant support for purchase orders, Travel, reimbursements, Grant P-Card Reconciliation	gunderhi@ufl.edu	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, 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
Danielle Espino	Research Coordinator II	Coordinator for FRC, manages staff, students and volunteers. Assist with study development	despino@ufl.edu	352-265-9609
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
Jessica Smith	Mgr, Healthcare Admin	Clinical Program Support for Clinical Operations (VC of Clinical Operation, Child & Adolescent, Psychology)	jessicaasmith@ufl.edu	352-265-8884
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 1	Manager of adult clinic operations, clinic staff, scheduling and billing	freyme@shands.ufl.edu	352 594-1821
TBD	Clinic Manager - Springhill 2	Manager of child and psychology clinic operations, clinic staff, scheduling and billing		352 265-8885

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