

## School Based Behavioral Health Specialist Classroom Orientation Schedule November 18<sup>th</sup> 2019

**Training Coordinator Training Coordinator Nilsa Rivera**  
Phone #: 484-884-0242

Department of Education, Epic Training: 484-884-9210

**NOTE: DEPARTMENTS SCHEDULE ALL CLINICAL DATES AND TIMES.**

**Location Key:** LVHN-CC Auditorium: 1200 S. Cedar Crest Blvd. **Mack Building: 2100 Mack Blvd., 6th floor**  
 Kasych Computer Labs: 1200 S. Cedar Crest Blvd. DOE: 1247 S. Cedar Crest Blvd  
 NCC: Northampton Community College

DATE	TIME	CONTENT	LOCATION - * SUBJECT TO CHANGE
<b>WEEK #1</b>			
11/18/19 Monday	0800-1630	<b>ONBOARDING DAY 1: CONNECTIONS</b> Hospital Orientation	As directed by your HR Representative
11/19/19 Tuesday	0800-1200  As Assigned	<b>ONBOARDING DAY 2: NAVIGATIONS</b> LVHN (half day)  As Assigned	<b>ALLENTOWN HIRES:</b> 1247 2 <sup>nd</sup> floor, Learning Centers A&B (Enter the main lobby from the I-78 side of the bldg.)  <b>HAZLETON HIRES:</b> 700 E. Broad Street, Hazleton, Employment & Technology Building, 3 <sup>rd</sup> floor  <b>POCONO HIRES:</b> 206 E. Brown Street, East Stroudsburg, Stroud and Brodhead conference rooms  <b>SCHUYKILL HIRES:</b> 450 Washington Street, Pottsville, SON building, 2 <sup>nd</sup> floor, Employee Learning Center  As Assigned
<b>11/20/19 Wednesday</b>	<b>0800-1200</b> 1230-1630	<b>Epic: Front Desk Training 100</b>  As Assigned	<b>Mack - 6<sup>th</sup> Floor Training Rooms</b>  As Assigned
<b>11/21/19 Thursday</b>	<b>0800-1200</b> 1230-1630	<b>Epic: Front Desk Training 200</b> As Assigned	<b>Mack - 6<sup>th</sup> Floor Training Rooms</b>  As Assigned
11/22/19 Friday	As Assigned	As Assigned	As Assigned
<b>For Revenue Cycle Education</b> Click <a href="#">here</a> for HB/PB Payor/Plan Insurance Training Agendas ***Please re-check the RCE agendas the <b>day</b> before your scheduled training*** Questions? Email or call RCE at REVENUE_CYCLE_ED or 484-884-8795			
<b>WEEK #2</b>			
<b>11/25/19 Monday</b>	<b>0800-1200</b> 1230-1630	<b>Epic: Front Desk Training 300</b>  As Assigned	<b>Mack - 6<sup>th</sup> Floor Training Rooms</b>  As Assigned
<b>11/26/19 Tuesday</b>	<b>0800-1200</b> 1230-1630	<b>Epic: Front Desk Training 400</b>  As Assigned	<b>Mack - 6<sup>th</sup> Floor Training Rooms</b>  As Assigned
11/27/19 Wednesday	<b>0800-1400</b> 1430-1630	<b>Epic: Wellness</b>  As Assigned	<b>Mack - 6<sup>th</sup> Floor Training Rooms</b>  As Assigned
11/28/19 Thursday	As Assigned	As Assigned	As Assigned

11/29/19 Friday	As Assigned	As Assigned	As Assigned
<b>Further Orientation Schedule – As Assigned</b>			
<b>CPR CERTIFICATION / CPR RE-CERTIFICATION</b>			
<ul style="list-style-type: none"> <li>• BLS (CPR) course offerings can be found on the LVHN intranet. On the LVHN homepage, select Departments, Non-Clinical, EMI. Select the course type, choose the date, and use the registration form to enroll in the course of your choice.</li> <li>• Newly hired employees who need CPR certification will continue to attend Orientation CPR. Classes are held monthly at EMI.</li> <li>• <b>All participants must be pre-registered for courses, and we encourage all Practice Managers to forward confirmation e-mails to the new-hire Provider to ensure that s/he is not turned away. If the orientee is not pre-registered, s/he will not be able to attend the class.</b></li> </ul> <p>If you need any additional assistance, please call EMI 484-884-0011.</p>			