

Scheduling Coordinator
Classroom Orientation Schedule
 December 28th, 2020

Training Educator:

Robert Hargrove

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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.
 Kasych Computer Labs: 1200 S. Cedar Crest Blvd.
 NCC: Northampton Community College

Mack Building: 2100 Mack Blvd., 6th Floor
 DOE: 1247 S. Cedar Crest Blvd

DATE	TIME	CONTENT	LOCATION - * SUBJECT TO CHANGE
WEEK #1			
12/28/20 Monday		Onboarding Day 1: CONNECTIONS and NAVIGATIONS Current LVHN employees-Clinical As Assigned	As per the directions sent by Human Resources
	0800-1115	CONNECTIONS WEBEX from Home	
	1115-1215	Lunch and travel to Department of Education	
	1215-1630	Navigations Part 1 for all Hires (Masks required)	ALLENTOWN HIRES: 1247 2 nd floor, Learning Centers A&B (Enter the main lobby from the I-78 side of the bldg.) HAZLETON HIRES: 700 E. Broad Street, Hazleton, Employment & Technology Building, 3 rd floor POCONO HIRES: 206 E. Brown Street, East Stroudsburg, Stroud and Brodhead conference rooms SCHUYKILL HIRES: 450 Washington Street, Pottsville, SON building, 2 nd floor, Employee Learning Center
12/29/20 Tuesday	As Assigned	As Assigned	As Assigned
12/30/20 Wednesday	0800-1200	Epic: Front Desk Training 100	WebEx- Please check your LVHN Email for Invite
	1230-1600	EPIC: HOD Front Desk 101	WebEx- Please check your LVHN Email for Invite
12/31/20 Thursday	0800-1200 As Assigned	Epic: Front Desk Training 200 As Assigned	WebEx- Please check your LVHN Email for Invite As Assigned

1/1/20 Friday	As Assigned	As Assigned	As Assigned
For Revenue Cycle Education Click here for HB/PB Payor/Plan Insurance Training Agendas ***Please re-check the RCE agendas the day before your scheduled training*** Questions? Email or call RCE at REVENUE_CYCLE_ED or 484-884-8795			
WEEK #2			
1/4/20 Monday	0800-1200	Epic: Front Desk Training 300	WebEx- Please check your LVHN Email for Invite
	1230-1630	As Assigned	As Assigned
1/5/20 Tuesday	0800-1200	Epic: Front Desk Training 400	WebEx- Please check your LVHN Email for Invite
	1230-1630	As Assigned	As Assigned
1/6/20 Wednesday	As Assigned	As Assigned	As Assigned
1/7/20 Thursday	As Assigned	As Assigned	As Assigned
1/8/20 Friday	As Assigned	As Assigned	As Assigned
Further Orientation Schedule – As Assigned			
CPR CERTIFICATION / CPR RE-CERTIFICATION			
<ul style="list-style-type: none"> 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. Newly hired employees who need CPR certification will continue to attend Orientation CPR. Classes are held monthly at EMI. 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. <p>If you need any additional assistance, please call EMI 484-884-0011.</p>			