

Secretary
Classroom Orientation Schedule
 June 28, 2021

Training Educator:

Nilsa Rivera

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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. **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
WEEK #1			
6/28/21 Monday	0800-1115	Onboarding Day 1: CONNECTIONS and NAVIGATIONS <i>Current LVHN employees-Clinical As Assigned</i>	As directed by your HR Representative
	1115-1215	CONNECTIONS WEBEX from home	ALLENTOWN HIRES: 1247 2 nd floor, Learning Centers A&B (Enter the main lobby from the I-78 side of the bldg.)
	1215-1630	Lunch and travel to Department of Education Navigations Part 1 for all Hires (Masks required)	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
6/29/21 Tuesday	As Assigned	As Assigned	As Assigned
6/30/21 Wednesday	0800-1200	Epic: Front Desk Training 100	WebEx- Please check your LVHN Email for Invite
	1230-1630	HOD Front desk 101 (for Oncology Practice Only)	WebEx- Please check your LVHN Email for Invite
7/1/21 Thursday	0800-1200	Epic: Front Desk Training 200	Mack Building: 2100 Mack Blvd., 6th Floor
	1230-1630	As Assigned	As Assigned
7/2/21 Friday	0800-1200	As Assigned	As Assigned
	1230-1630		
<p>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</p>			
WEEK #2			

7/5/21 Monday	0800-1630	As Assigned	Holiday
7/6/21 Tuesday	0800-1200	Epic: Front Desk Training 300	WebEx- Please check your LVHN Email for Invite
	1230-1630	As Assigned	As Assigned
7/7/21 Wednesday	0800-1200	Epic: Front Desk Training 400	WebEx- Please check your LVHN Email for Invite
	1230-1630	As Assigned	As Assigned
7/8/21 Thursday	As Assigned	As Assigned	As Assigned
7/9/21 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>			