

Registration Rep Classroom Orientation Schedule Sept 20, 2021

Training Coordinator Contact Name and Phone #: [Nilsa Rivera]
 Department of Education, Epic Training: 484-884-9210
NOTE: DEPARTMENTS SCHEDULE ALL CLINICAL DATES AND TIMES.

Allentown/CH/Hecktown Oaks Hires: 1247 S Cedar
Schuylkill hires: 450 Washington
Street, Crest Blvd, 2nd floor, Learning Centers A&B
Pottsville, SON building, 2nd floor, Employee
Learning Center

Location Key:

Hazleton hires: 700 E. Broad Street, Hazleton,
Employment & Technology Building, 3rd floor
EPIC Training: in person or web ex

Pocono hires: 206 E. Brown Street, East Stroudsburg,
Stroud and Brodhead conference rooms

DATE	TIME	CONTENT	LOCATION *SUBJECT TO CHANGE
WEEK #1			
Monday 9/20/2021	0800-1115 1115-1215 1215-1630	ONBOARDING DAY 1: CONNECTIONS Hospital Orientation Lunch and Travel Time to Education Locations ONBOARDING DAY 1: NAVIGATIONS ***Masks may be required. Please have a mask on you if instructed to wear one***	Web Ex – As directed by your HR representative Allentown/CH/Hecktown Oaks Hazleton Pocono Schuylkill See location key for your Navigations location
Tuesday 9/21/2021	As Assigned	As Assigned	As Assigned
Wednesday 9/22/2021	0800-1200 1230-1630	Epic: Front Desk 100 Training HOD Front Desk 101	2100 Mack Blvd, 6th FI Training Rooms 2100 Mack Blvd, 6th FI Training Rooms

Thursday 9/23/2021	0800-1200 1230-1630	Epic: Front Desk 200 Training As Assigned	2100 Mack Blvd, 6th FI Training Rooms As Assigned
Friday 9/24/2021	As Assigned	As Assigned	As Assigned
WEEK #2			
Monday 9/27/2021	0800-1200 1230-1630	Epic: Front Desk 300 Training As Assigned	2100 Mack Blvd, 6th FI Training Rooms As Assigned
Tuesday 9/28/2021	0800-1200 1230-1630	Epic: Front Desk 400 Training As Assigned	2100 Mack Blvd, 6th FI Training Rooms As Assigned
Wednesday 9/29/2021	0800-1200 1230-1630	As Assigned	As Assigned
Thursday 9/30/2021	As Assigned	As Assigned	As Assigned
Friday 10/1/2021	As Assigned	As Assigned	As Assigned
WEEK #3			
Monday 10/4/2021	As Assigned	As Assigned	As Assigned
Tuesday 9/8/2021	0800-1200 1230-1630	As Assigned EPIC: ED Registrar 100	As Assigned Webex
Wednesday 10/6/2021	As Assigned	As Assigned	As Assigned
Thursday 10/7/2021	0800-1200 1230-1630	As Assigned EPIC: ED Registrar 200/300	As Assigned Webex
Friday 10/8/2021	As Assigned	As Assigned	As Assigned
WEEK #4			
Monday 10/11/21	0800-1200 1230-1630	As Assigned EPIC: Surgery Registrar	As Assigned Webex

CPR CERTIFICATION / CPR RE-CERTIFICATION

- 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 preregistered, s/he will not be able to attend the class.**

If you need any additional assistance, please call EMI 484-884-0011.