

Medical Assistant Trainee Classroom Orientation Schedule June 27, 2022

Training Coordinator Contact Name and Phone #: Stefanie Fisher 484-884-0259

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

NOTE: DEPARTMENTS SCHEDULE ALL CLINICAL DATES AND TIMES.

Location Key:	<p style="color: blue;">Allentown/CH/Hecktown Oaks Hires: 1247 S Cedar Crest Blvd, 2nd floor, Learning Centers A&B</p> <p style="color: green;">Hazleton/Dickson City hires: 700 E. Broad Street, Hazleton, Employment & Technology Building, 3rd floor</p> <p style="color: orange;">Pocono hires: Dept of Education at Pocono - 175 E. Brown St., Suite 106, East Stroudsburg</p>	<p style="color: purple;">Schuylkill hires: 450 Washington Street, Pottsville, SON building, 2nd floor, Employee Learning Center</p> <p style="color: red;">EPIC Training: in person or web ex</p>
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DATE	TIME	CONTENT	LOCATION *SUBJECT TO CHANGE
WEEK #1			
Monday 6/27/2022	0800-1115	ONBOARDING DAY 1: CONNECTIONS WebEx	As per the direction sent by Human Resources
	1115-1630	As assigned by Department/Unit Leadership ***Masks are required in the classroom. Please have a mask on you if instructed to wear one***	As assigned
Tuesday 6/28/2022	0800-1200 As Assigned	Epic: Front Desk 100 Training As Assigned	2100 Mack Blvd, 6th FI Training Rooms As Assigned
Wednesday 6/29/2022	As Assigned	As Assigned	As Assigned
Thursday 6/30/2022	0800-1200 1230-1630	Epic: Front Desk 200 Training Epic: Front Desk 300 Training	2100 Mack Blvd, 6th FI Training Rooms
Friday 7/1/2022	As Assigned	As Assigned	As Assigned
WEEK #2			
Monday 7/4/2022	0800-1200 As Assigned	Epic: Front Desk 400 Training As Assigned	Web Ex As Assigned
Tuesday 7/5/2022	As Assigned	As Assigned	As Assigned

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Wednesday 7/6/2022	As Assigned	As Assigned	As Assigned
Thursday 7/7/2022	As Assigned	As Assigned	As Assigned
Friday 7/8/2022	As Assigned	As Assigned	As Assigned

Further Orientation Schedule – As Assigned

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

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