

**ADMINISTRATIVE PARTNER (AP)
HOSPITAL UNIT CLERK (HUC)
CLERK TYPIST**

Classroom Orientation Schedule
December 22, 2025

Program Coordinator:

Theresa Hallowell, MSN, RN
theresa.hallowell@jefferson.edu
Center for Healthcare Education
3900 Sierra Circle
Center Valley, PA 18034
610-402-2277
Epic Training: 484-884-9210

Clinical Unit Based Orientation – As assigned by your Unit Leadership

DATE	TIME	CONTENT	LOCATION
Monday 12/29/25	As Assigned	CONNECTIONS	As per the directions sent by Human Resources
Monday 12/29/25	Inpatient Unit AP/HUC/Clerk Typist:		
	0800-1200	EPIC AP 100 and 200 Training	3900 Sierra Circle Center Valley PA 18034
	1200-1230	Lunch	
	1230-1630	AP Workshop: ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists	3900 Sierra Circle Center Valley, PA 18034
	Emergency Department (ED) AP/HUC/Clerk Typist:		
	0800-1200	Epic ED 100 Training	3900 Sierra Circle Center Valley PA 18034
	1200-1230p	Lunch	
	1230-1630	AP Workshop: ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists	3900 Sierra Circle Center Valley, PA 18034

DATE	TIME	CONTENT	LOCATION
	Labor and Delivery AP/HUC/Clerk Typist:		
	0800-1200	OB Administrative Partner	3900 Sierra Circle Center Valley, PA 18034,
	1200-1230	Lunch	
	1230-1630	AP Workshop: ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists	3900 Sierra Circle Center Valley, PA 18034
Monday 12/29/25	0800-1000	PACU AP/HUC/Clerk Typist only OR Administrative Partner Epic Workshop	3900 Sierra Circle Center Valley, PA 18034

CPR/BCLS Certification Information

-BLS (CPR) course offerings can be found on the LVHN intranet.

-On the LVHN homepage, select Departments, Non-Clinical, EMI.

Select course type, choose date, and use the registration form to enroll in the course of your choice.