

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

**\*Classroom Orientation Schedule\*  
 June 15, 2026**

**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
<b>Monday 6/15/26</b>	As Assigned	CONNECTIONS	As per the directions sent by Human Resources
<b>Thursday 6/18/26</b>	<b>Inpatient Unit AP/HUC/Clerk Typist:</b>		
	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
	<b>Emergency Department (ED) AP/HUC/Clerk Typist:</b>		
	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	

5.14.2026

DATE	TIME	CONTENT	LOCATION
	<b>Labor and Delivery AP/HUC/Clerk Typist:</b>		
	0800-1200	OB Administrative Partner	3900 Sierra Circle Center Valley, PA 18034,  3900 Sierra Circle Center Valley, PA 18034
	1200-1230	Lunch	
	1230-1630	AP Workshop: ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists	
<b>Thursday 6/18/26</b>	0800-1000	<b>PACU AP/HUC/Clerk Typist only</b>  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.