

Lehigh Valley Health Network
Department of Education, Education Services

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

Classroom Orientation Schedule
July 13, 2026

Program Coordinator:

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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 7/13/26 | As Assigned | CONNECTIONS | As per the directions sent by Human Resources |
| Thursday 7/16//26 | 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 |
| Friday 7/17/26 | 0800-1000 | PACU AP/HUC 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.