

Image Management Asst Classroom Orientation Schedule April 1 – April 12, 2024

Training Coordinator Contact Name and Phone #: **Stefanie Fisher 610-871-9777**

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

NOTE: DEPARTMENTS SCHEDULE ALL CLINICAL DATES AND TIMES.

Location Key: **Center for Healthcare Education: 3900 Sierra Circle,** **WebEx: Email invite to LVHN email**
 Center Valley, PA, 18034

****For front desk training, please contact Revenue Cycle Education.**

DATE	TIME	CONTENT	LOCATION *SUBJECT TO CHANGE
WEEK #1			
Monday 4/1/2024	As Assigned	CONNECTIONS	As per the directions sent by Human Resources
Tuesday 4/2/2024	As Assigned	As Assigned	As Assigned
Wednesday 4/3/2024	As Assigned	As Assigned	As Assigned
Thursday 4/4/2024	As Assigned	As Assigned	As Assigned
Friday 4/5/2024	As Assigned	As Assigned	As Assigned
WEEK #2			
Monday 4/8/2024	As Assigned	As Assigned	As Assigned
Tuesday 4/9/2024	0800-1200 As Assigned	Epic: Radiology Front Desk Training As Assigned	Web Ex As Assigned
Wednesday 4/10/2024	As Assigned	As Assigned	As Assigned
Thursday 4/11/2024	As Assigned	As Assigned	As Assigned
Friday 4/12/2024	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.