

Guest Service Representative Classroom Orientation Schedule August 24, 2026

Training Coordinator Contact Name and Email: Stefanie Fisher (Stefanie.Fisher@jefferson.edu)

IS&T, Epic Training: 484-884-9210

NOTE: DEPARTMENTS SCHEDULE ALL CLINICAL DATES AND TIMES.

Location Key:

**Center for Healthcare Education: 3900 Sierra Circle,
Center Valley, PA, 18034**

Virtual: Email invite to Jefferson email

DATE	TIME	CONTENT	LOCATION *SUBJECT TO CHANGE
WEEK #1			
Monday 8/24/2026	As Assigned	CONNECTIONS	As per the directions sent by Human Resources
Tuesday 8/25/2026	As Assigned	As Assigned	As Assigned
Wednesday 8/26/2026	As Assigned	As Assigned	As Assigned
Thursday 8/27/2026	As Assigned 1230-1430	As Assigned Epic: Guest Services	As Assigned Virtual
Friday 8/28/2026	As Assigned	As Assigned	As Assigned
CPR CERTIFICATION / CPR RE-CERTIFICATION			
- BLS (CPR) course offerings can be found on the Jefferson Intranet. Search for GEM-EMI. Once selected, you will be taken to Clinical - Lehigh Valley Region - GEM-EMI (Life Support Education) - Lehigh Valley - Newly hired colleagues and those with expired AHA BLS for Healthcare Providers Certification should attend an Orientation CPR class. Orientation CPR classes are offered at least once per month – the 4.5 hour orientation class includes teaching and testing on the same date. Pre-registration for all CPR classes is required – no walk-ins will be accepted. - If you need any additional assistance, please call EMI 484-884-0280.			