

## Guest Services Representative Classroom Orientation Schedule February 9, 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,**      **Virtual: Email invite to LVHN email**  
                                  **Center Valley, PA, 18034**

DATE	TIME	CONTENT	LOCATION *SUBJECT TO CHANGE
<b>WEEK #1</b>			
Monday 2/9/2026	As Assigned	CONNECTIONS	As per the directions sent by Human Resources
Tuesday 2/10/2026	As Assigned	As Assigned	As Assigned
Wednesday 2/11/2026	As Assigned	As Assigned	As Assigned
<b>Thursday</b> 2/12/2026	As Assigned <b>1230-1430</b>	As Assigned <b>Epic: Guest Services</b>	As Assigned <b>Virtual</b>
Friday 2/13/2026	As Assigned	As Assigned	As Assigned
<b>CPR CERTIFICATION / CPR RE-CERTIFICATION</b>			
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Newly hired employees who need CPR certification will continue to attend Orientation CPR. Classes are held monthly at EMI.</li> <li>• <b>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.</b></li> </ul> <p>If you need any additional assistance, please call EMI 484-884-0011.</p>			