

**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,
Center Valley, PA, 18034 **Virtual:** Email invite to LVHN email

DATE	TIME	CONTENT	LOCATION *SUBJECT TO CHANGE
WEEK #1			
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
Thursday 2/12/2026	As Assigned 1230-1430	As Assigned Epic: Guest Services	As Assigned Virtual
Friday 2/13/2026	As Assigned	As Assigned	As Assigned
CPR CERTIFICATION / CPR RE-CERTIFICATION			
<ul style="list-style-type: none"> • 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. <p>If you need any additional assistance, please call EMI 484-884-0011.</p>			