

## Discharge Planner

### Epic Training Orientation Schedule

September 8, 2026

Epic Training Coordinator Contact Name and Phone #: Aimee Nicholassen, M.Ed 484-884-0257

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

**NOTE: DEPARTMENTS SCHEDULE ALL CLINICAL DATES AND TIMES.**

**Location Key:**

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

WebEx: Email invite to Jefferson email

| DATE                                                                                                                                                                                                                                      | TIME                           | CONTENT                                           | LOCATION<br>*SUBJECT TO CHANGE                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------------------|-------------------------------------------------------|
| <b>WEEK #1</b>                                                                                                                                                                                                                            |                                |                                                   |                                                       |
| Monday<br>9/7/2026                                                                                                                                                                                                                        | As Assigned                    | As Assigned (Labor Day Holiday)                   | As Assigned                                           |
| Tuesday<br>9/8/2026                                                                                                                                                                                                                       | As Assigned                    | <b>CONNECTIONS</b>                                | As per the directions sent by Human Resources         |
| Wednesday<br>9/9/2026                                                                                                                                                                                                                     | As Assigned                    | As Assigned                                       | As Assigned                                           |
| Thursday<br>9/10/2026                                                                                                                                                                                                                     | As Assigned                    | As Assigned                                       | As Assigned                                           |
| Friday<br>9/11/2026                                                                                                                                                                                                                       | As Assigned                    | As Assigned                                       | As Assigned                                           |
| <b>WEEK #2</b>                                                                                                                                                                                                                            |                                |                                                   |                                                       |
| Monday<br>9/14/2026                                                                                                                                                                                                                       | As Assigned                    | As Assigned                                       | As Assigned                                           |
| Tuesday<br>9/15/2026                                                                                                                                                                                                                      | As Assigned                    | As Assigned                                       | As Assigned                                           |
| <b>Wednesday<br/>9/16/2026</b>                                                                                                                                                                                                            | <b>0800-1200<br/>1230-1630</b> | <b>Epic: Case Manager Training</b><br>As Assigned | <b>Center for Healthcare Education</b><br>As Assigned |
| Thursday<br>9/17/2026                                                                                                                                                                                                                     | As Assigned                    | As Assigned                                       | As Assigned                                           |
| Friday<br>9/18/2026                                                                                                                                                                                                                       | As Assigned                    | As Assigned                                       | As Assigned                                           |
| <b>Auth Cert and Patient Access Training – As Assigned by Revenue Cycle Education (RCE)</b><br>Managers will need to contact Revenue Cycle Education to sign their users up for training.<br>Form is available on the LVHN Intranet page. |                                |                                                   |                                                       |
| <b>CPR CERTIFICATION / CPR RE-CERTIFICATION</b>                                                                                                                                                                                           |                                |                                                   |                                                       |

- 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.