

Lehigh Valley Health Network, Information Technology & Informatics, Epic Training

Imaging Management Assistant Classroom Orientation Schedule September 15 – September 26, 2025

Training Coordinator Contact Name: Susan Pool (susan.pool@jefferson.edu)

Information Technology & Informatics (IT&I), Epic Education: 484-884-9210

NOTE: DEPARTMENTS SCHEDULE ALL CLINICAL DATES AND TIMES.

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

For Revenue Cycle Education, email or call RCE:

- **Telephone: 484-884-8795**
- **Email: Revenue_Cycle_ED@lvhn.org**

DATE	TIME	CONTENT	LOCATION *SUBJECT TO CHANGE
WEEK #1			
Monday 9/15/2025	As Assigned	CONNECTIONS	As per the directions sent by Human Resources
Tuesday 9/16/2025	As Assigned	As Assigned	As Assigned
Wednesday 9/17/2025	As Assigned	As Assigned	As Assigned
Thursday 9/18/2025	As Assigned	As Assigned	As Assigned
Friday 9/19/2025	As Assigned	As Assigned	As Assigned
WEEK #2			
Monday 9/22/2025	As Assigned	As Assigned	As Assigned
Tuesday 9/23/2025	As Assigned	As Assigned	As Assigned
Wednesday 9/24/2025	0800-1200 1230-1630	Epic: Radiology Front Desk As Assigned	Virtual (Teams Invite) As Assigned
Thursday 9/25/2025	As Assigned	As Assigned	As Assigned
Friday 9/26/2025	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.