

## Preservice & Ins Verif Specialist Classroom Orientation Schedule February 5, 2024

**Training Coordinator Contact Name and Phone #: Nilsa Rivera 484-884-9219**

Department of Education, Epic Training: 484-884-9210

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

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

DATE	TIME	CONTENT	LOCATION *SUBJECT TO CHANGE
<b>WEEK #1</b>			
Monday 2/5/2024	As Assigned	<b>CONNECTIONS</b>	As per the directions sent by Human Resources
<b>Tuesday 2/6/2024</b>	<b>0800-1200</b>	<b>Epic: Front Desk 100 Training</b>	<b>Center for Healthcare Education</b>
	<b>1230-1630</b>	<b>Epic: HOD Front Desk 101 Training</b>	<b>Center for Healthcare Education</b>
Wednesday 2/7/2024	As Assigned	As Assigned	As Assigned
<b>Thursday 2/8/2024</b>	<b>0800-1530</b>	<b>Epic: Front Desk 200 Training</b>	<b>Center for Healthcare Education</b>
<b>Friday 2/9/2024</b>	As Assigned	As Assigned	As Assigned
	<b>1230-1630</b>	<b>Epic: Auth/Cert Training</b>	<b>Web Ex</b>
<b>WEEK #2</b>			
<b>Monday 2/12/2024</b>	<b>0800-1200</b>	<b>Epic: Front Desk 300 Training</b>	<b>Web Ex</b>
	As Assigned	As Assigned	As Assigned
Tuesday 2/13/2024	As Assigned	As Assigned	As Assigned
Wednesday 2/14/2024	As Assigned	As Assigned	As Assigned
Thursday 2/15/2024	As Assigned	As Assigned	As Assigned
Friday 2/16/2024	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.