

Guest Service Representative Classroom Orientation Schedule March 18th, 2024

Training Coordinator Contact Name and Phone #: Stefanie Fisher 610-871-9777

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

| DATE | TIME | CONTENT | LOCATION *SUBJECT TO CHANGE |
|---|---------------------------------|--|---|
| WEEK #1 | | | |
| Monday 3/18/2024 | As Assigned | CONNECTIONS | As per the directions sent by Human Resources |
| Tuesday 3/19/2024 | As Assigned | As Assigned | As Assigned |
| Wednesday 3/20/2024 | As Assigned | As Assigned | As Assigned |
| Thursday 3/21/2024 | As Assigned | As Assigned | As Assigned |
| Friday 3/22/2024 | As Assigned | As Assigned | As Assigned |
| WEEK #2 | | | |
| Monday 3/25/2024 | As Assigned | As Assigned | As Assigned |
| Tuesday 3/26/2024 | As Assigned 1230-1430 | As Assigned Epic: Guest Services | As Assigned Web Ex |
| Wednesday 3/27/2024 | As Assigned | As Assigned | As Assigned |
| Thursday 3/28/2024 | As Assigned | As Assigned | As Assigned |
| Friday 3/29/2024 | 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.