

**Scheduling Coordinator- PEC-MSK, HVI PEC & Patient Access Center Scheduling
Classroom Orientation Schedule**
May 29th, 2023

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

DATE	TIME	CONTENT	LOCATION *SUBJECT TO CHANGE
WEEK #1			
Monday 5/29/2023	As Assigned	As Assigned	As Assigned
Tuesday 5/30/2023	As Assigned	CONNECTIONS	As per the directions sent by Human Resources
Wednesday 5/31/2023	0800-1200 1230-1600	Epic: Front Desk Training 100 Epic: HOD Front Desk Training 101	Center for Healthcare Education Center for Healthcare Education
Thursday 6/1/2023	0800-1530	Epic: Front Desk 200 Training	Center for Healthcare Education
Friday 6/2/2023	As Assigned	As Assigned	As Assigned
WEEK #2			
Monday 6/5/2023	0800-1200 As Assigned	Epic: Front Desk 300 Training As Assigned	Web Ex As Assigned
Tuesday 6/6/2023	As Assigned	As Assigned	As Assigned
Wednesday 6/7/2023	As Assigned	As Assigned	As Assigned

Thursday 6/8/2023	As Assigned	As Assigned	As Assigned
Friday 6/9/2023	As Assigned	As Assigned	As Assigned
Further Orientation Schedule – 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>			