<u>Lehigh Valley Health Network, Department of Education, Education Services</u>

Care Contiuum Partner
Classroom Orientation Schedule
November 13, 2023

Training Coordinator Contact Name and Phone #: Robert Hargrove   Robert_f.hargrove@lvhn.org
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 11/13/2023	As Assigned	**CONNECTIONS**	As per the directions sent by Human Resources
Tuesday 11/14/2023	**0800-1200**	**Epic: Front Desk 100 Training**	**Center for Healthcare Education**
	As Assigned	As Assigned	As Assigned
Wednesday 11/15/2023	As Assigned	As Assigned	As Assigned
Thursday 11/16/2023	**0800-1530**	**Epic: Front Desk 200 Training**	**Center for Healthcare Education**
Friday 11/17/2023	As Assigned	As Assigned	As Assigned
WEEK #2			
Monday 11/20/2023	**0800-1200**	**Epic: Front Desk 300 Training**	**Web Ex**
	As Assigned	As Assigned	As Assigned
Tuesday 11/21/2023	As Assigned	As Assigned	As Assigned
Wednesday 11/22/2023	As Assigned	As Assigned	As Assigned
Thursday 11/23/2023	As Assigned	As Assigned	As Assigned
Friday 11/24/2023	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.