

## Human Svc Aide Classroom Orientation Schedule November 27, 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
<b>WEEK #1</b>			
Monday 11/27/2023	As Assigned	<b>CONNECTIONS</b>	As per the directions sent by Human Resources
<b>Tuesday 11/28/2023</b>	<b>0800-1200</b> As Assigned	<b>Epic: Front Desk 100 Training</b> As Assigned	<b>Center for Healthcare Education</b> As Assigned
Wednesday 11/29/2023	As Assigned	As Assigned	As Assigned
<b>Thursday 11/30/2023</b>	<b>0800-1530</b>	<b>Epic: Front Desk 200 Training</b>	<b>Center for Healthcare Education</b>
Friday 12/1/2023	As Assigned	As Assigned	As Assigned
<b>WEEK #2</b>			
<b>Monday 12/4/2023</b>	<b>0800-1200</b> As Assigned	<b>Epic: Front Desk 300 Training</b> As Assigned	<b>Web Ex</b> As Assigned
Tuesday 12/5/2023	As Assigned	As Assigned	As Assigned
Wednesday 12/6/2023	As Assigned	As Assigned	As Assigned
Thursday 12/7/2023	As Assigned	As Assigned	As Assigned
Friday 12/8/2023	As Assigned	As Assigned	As Assigned
<b>Further Orientation Schedule – As Assigned</b>			
<b>CPR CERTIFICATION / CPR RE-CERTIFICATION</b>			

- 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.