

PAYMENT POSTING SPEC

Classroom Orientation Schedule

October 2, 2023

Training Coordinator Contact Name: Diane Kulp

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

NOTE: DEPARTMENTS SCHEDULE ALL CLINICAL DATES AND TIMES.

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

DATE	TIME	CONTENT	LOCATION *SUBJECT TO CHANGE
WEEK #1			
Monday 10/2/2023	As Assigned	CONNECTIONS	As per the directions sent by Human Resources
Tuesday 10/3/2023	0800-1200 1230-1630	As Assigned Epic: HB Registration Basics Training	As Assigned Web Ex
Wednesday 10/4/2023	As Assigned	As Assigned	As Assigned
Thursday 10/5/2023	0800-1200 1230-1630	Epic: PB Insurance Payment Poster Training Epic: HB Insurance Payment Poster Training	Web Ex Web Ex
Friday 10/6/2023	0800-1200 1300-1500	Epic: PRO Customer Service 100 Training Epic: PRO Estimates Training	Web Ex Web Ex
WEEK #2			
Monday 10/9/2023	0800-1200 1230-1630	Epic: PRO Customer Service 200 Training As Assigned	Web Ex As Assigned
Tuesday 10/10/2023	0800-1200 1230-1630	Epic: PRO Guar PayPost & Self-Pay Credit Spec As Assigned	Web Ex As Assigned
Wednesday 10/11/2023	As Assigned	As Assigned	As Assigned
Thursday 10/12/2023	As Assigned	As Assigned	As Assigned
Friday 10/13/2023	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>			