

Lehigh Valley Health Network, Department of Education, Education Services

## Clinical Manager Classroom Orientation Schedule September 4, 2023

Training Coordinator **Joseph Lawley**  
Department of Education, Epic Training  
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**NOTE: DEPARTMENTS SCHEDULE ALL CLINICAL DATES AND TIMES**

**Location Key:** Center for Healthcare Education: 3900 Sierra Circle, Center Valley, PA 18034      WebEx: Virtual Training. Email to LVHN email

DATE	TIME	CONTENT	LOCATION *SUBJECT TO CHANGE
<b>WEEK #1</b>			
Monday 9/4/2023		<b>Holiday Observance – No Classes</b>	
Tuesday 9/5/2023	As Assigned	<p style="text-align: center;"><b>CONNECTIONS</b></p> <p style="text-align: center;">***For the LVPG Clinical Services Orientation class schedule please reach out to the following contacts based upon location:</p> <p style="text-align: center;">Lehigh Valley employees contact Jessica Smith <a href="mailto:Jessica.A.Smith@lvhn.org">Jessica.A.Smith@lvhn.org</a> and Deborah Elsheakh <a href="mailto:Deborah.Elsheakh@lvhn.org">Deborah.Elsheakh@lvhn.org</a></p> <p style="text-align: center;">***Hazleton/Schuylkill employees contact Mary Jo Demelfi <a href="mailto:Mary.j.demelfi@lvhn.org">Mary.j.demelfi@lvhn.org</a></p> <p style="text-align: center;">***Pocono employees contact Tammy Vash at <a href="mailto:tammy.vash@lvhn.org">tammy.vash@lvhn.org</a></p>	As per directions sent by Human Resources
Wednesday 9/6/2023	0800-1200 As Assigned	<b>Epic: AMB Clinical Support 100 Training</b>  As Assigned	<b>Center for Healthcare Education</b> <i>3900 Sierra Circle Center Valley, PA 18034</i>  As Assigned
Thursday 9/7/2023	As Assigned	As Assigned	As Assigned
Friday 9/8/2023	0800-1630	<b>Epic: AMB Clinical Support 200 Training</b>	<b>Center for Healthcare Education</b> <i>3900 Sierra Circle Center Valley, PA 18034</i>

- Staff attending Clinical Support training are no longer required to attend Front Desk classes. If staff will be completing registration / attending RCE, managers are required to submit a training request for any Front Desk classes that are needed.

### For Revenue Cycle Education

Click [here](#) for HB/PB Payor/Plan Insurance Training Agendas

\*\*\*Please re-check the RCE agendas the **day** before your scheduled training\*\*\* Questions? Email orcall RCE at REVENUE\_CYCLE\_ED or 484-884-8795

<b>WEEK #2</b>			
Monday 9/11/2023	As Assigned	As Assigned	As Assigned
Tuesday 9/12/2023	<b>0800-1200</b>	<b>Epic: PB/Charge Entry Review Training</b>	<b>Center for Healthcare Education</b> <i>3900 Sierra Circle Center Valley, PA 18034</i>
	As Assigned	As Assigned	As Assigned
Wednesday 9/13/2023	<b>0800-1200</b>	<b>Epic: Template Builder Training</b>	<b>Center for Healthcare Education</b> <i>3900 Sierra Circle Center Valley, PA 18034</i>
	As Assigned	As Assigned	As Assigned
Thursday 9/14/2023	As Assigned	As Assigned	As Assigned
Friday 9/15/2023	As Assigned	As Assigned	As Assigned
<b>Further Orientation Schedule – As Assigned</b>			
<b>CPR CERTIFICATION / CPR RE-CERTIFICATION</b>			
<ul style="list-style-type: none"> <li>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.</li> <li>Newly hired employees who need CPR certification will continue to attend Orientation CPR. Classes are held monthly at EMI.</li> <li><b>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.</b></li> </ul> <p>If you need any additional assistance, please call EMI 484-884-0011.</p>			