

Call Center Representative Classroom Orientation Schedule September 18th, 2023

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NOTE: DEPARTMENTS SCHEDULE ALL CLINICAL DATES AND TIMES.

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

DATE	TIME	CONTENT	LOCATION *SUBJECT TO CHANGE
WEEK #1			
Monday 9/18/2023	As Assigned	CONNECTIONS	As per the directions sent by Human Resources
Tuesday 9/19/2023	As Assigned	As Assigned	As Assigned
Wednesday 9/20/2023	As Assigned	As Assigned	As Assigned
Thursday 9/21/2023	As Assigned	As Assigned	As Assigned
Friday 9/22/2023	As Assigned	As Assigned	As Assigned
WEEK #2			
Monday 9/25/2023	As Assigned	As Assigned	As Assigned
Tuesday 9/26/2023	As Assigned 1230-1530	As Assigned Epic: Guest Services	As Assigned Web Ex
Wednesday 9/27/2023	As Assigned	As Assigned	As Assigned
Thursday 9/28/2023	As Assigned	As Assigned	As Assigned
Friday 9/29/2023	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.