

**ADMINISTRATIVE PARTNER  
HOSPITAL UNIT CLERK (HUC)  
CLINICAL SECRETARIES  
CLERK TYPIST**

**\*Classroom Orientation Schedule\*  
November 25, 2024**

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**Program Coordinator:**  
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Center for Healthcare Education  
3900 Sierra Circle  
Center Valley, PA 18034  
610-402-2277  
Epic Training: 484-884-9210

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***“Clinical Unit Based Orientation” – Talk with your Department Leaders***

DATE	TIME	CONTENT	LOCATION
<b>Monday 11/25/24</b>	As Assigned	CONNECTIONS	As per the directions sent by Human Resources
<b>Tuesday 11/26/24</b>	As Assigned	Unit based orientation as assigned by Department	Assigned Unit
<b>Wednesday 11/27/24</b>	As Assigned	Unit based orientation as assigned by Department	Assigned Unit
<b>Thursday 11/28/24</b>	As Assigned	Unit based orientation as assigned by Department	Assigned Unit
<b>Friday 11/29/24</b>	<b>AP orienting in Emergency Department:</b> (Clinical Attire Required)		

DATE	TIME	CONTENT	LOCATION
Friday 11/29/24	0800-1200	EPIC ED AP 100 Training	3900 Sierra Circle Center Valley PA 18034, first floor
	1200-1230	Lunch	
	1230-1630	Navigating the AP Role: AP Workshop: ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists	3900 Sierra Circle Center Valley, PA 18034 Computer lab 20 2 <sup>nd</sup> floor
	<b>AP orienting in Labor &amp; Delivery: (Clinical Attire Required)</b>		
	0800-1200	EPIC L&D Administrative Partner	3900 Sierra Circle Center Valley PA 18034, first floor
	1230-1630	Navigating the AP Role: AP Workshop: ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists	3900 Sierra Circle Center Valley, PA 18034 Computer lab 20, 2 <sup>nd</sup> floor
	<b>AP orienting to PACU (Clinical Attire Required)</b>		
	0800-1200 1230-1630	Unit based Orientation Navigating the AP Role: AP Workshop: ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists	Assigned Unit  3900 Sierra Circle Center Valley, PA 18034 Computer lab 20, 2 <sup>nd</sup> floor
	<b>All other AP's: (Clinical Attire Required)</b>		
	0800-1200 1200-1230 1230-1630	EPIC AP 100 Training  Lunch Navigating the AP Role: AP Workshop: ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists	3900 Sierra Circle Center Valley, PA 18034, first floor  3900 Sierra Circle Center Valley, PA 18034 Computer lab 20, 2 <sup>nd</sup> floor

DATE	TIME	CONTENT	LOCATION
Monday 12/2/24	As assigned	ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists for <b>ED</b> – Unit Based Orientation as assigned by Unit Leadership	Assigned Unit
Monday 12/2/24	As assigned	ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists for <b>Labor &amp; Delivery</b> – Unit Based Orientation as assigned by Unit Leadership	Assigned Unit
Monday 12/2/24	As assigned	ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists for <b>PACU</b> – Unit Based Orientation as assigned by Unit Leadership	Assigned Unit

DATE	TIME	CONTENT	LOCATION
Monday 12/2/24	All other AP's: (Clinical Attire Required)		
	0800-1200	EPIC AP 200 Training  **after Epic Class, follow schedule as assigned by your unit leadership**	3900 Sierra Circle Center Valley, PA 18034, first floor
	As assigned	ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists – Unit Based Orientation as assigned by Unit Leadership	Assigned Unit
Tuesday 12/3/24	As Assigned	Unit Based Orientation as assigned by Unit Leadership	Assigned Unit
Wednesday 12/4/24	As Assigned	Unit Based Orientation as assigned by Unit Leadership	Assigned Unit
Thursday 12/5/24	As Assigned	Unit Based Orientation as assigned by Unit Leadership	Assigned Unit
Friday 12/6/24	As Assigned	Unit Based Orientation as assigned by Unit Leadership	Assigned Unit

-BLS (CPR) course offerings can be found on the LVHN intranet.

-On the LVHN homepage, select Departments, Non-Clinical, EMI.

Select course type, choose 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 Unit Manager/PCS's to forward confirmation e-mails to the orientee to ensure that they are not turned away. If the orientee is not pre-registered they will not be able to attend the class.**

If you need any additional assistance, please call EMI **484-884-0011**.