

## Inpatient Care Manager MSW Epic Training Orientation Schedule December 09, 2024

Epic Training Coordinator Contact Name and Phone #: Aimee Nicholassen, M.Ed 484-884-0257  
Epic Training, IT&I: 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<br>*SUBJECT TO CHANGE                        |
|---|--------------------------------|---|---|
| <b>WEEK #1</b>  |                                |   |   |
| Monday<br>12/9/2024   | As Assigned                    | <b>CONNECTIONS</b>                                | As per the directions sent by Human Resources         |
| Tuesday<br>12/10/2024   | As Assigned                    | As Assigned                                       | As Assigned   |
| Wednesday<br>12/11/2024   | As Assigned                    | As Assigned                                       | As Assigned   |
| Thursday<br>12/12/2024  | As Assigned                    | As Assigned                                       | As Assigned   |
| Friday<br>12/13/2024  | As Assigned                    | As Assigned                                       | As Assigned   |
| <b>WEEK #2</b>  |                                |   |   |
| Monday<br>12/16/2024  | As Assigned                    | As Assigned                                       | As Assigned   |
| <b>Tuesday<br/>12/17/2024</b>   | <b>0800-1200<br/>1230-1630</b> | <b>Epic: Case Manager Training</b><br>As Assigned | <b>Center for Healthcare Education</b><br>As Assigned |
| Wednesday<br>12/18/2024   | As Assigned                    | As Assigned                                       | As Assigned   |
| Thursday<br>12/19/2024  | As Assigned                    | As Assigned                                       | As Assigned   |
| Friday<br>12/20/2024  | As Assigned                    | As Assigned                                       | As Assigned   |
| <b>Auth Cert and Patient Access Training – As Assigned by Revenue Cycle Education (RCE)</b><br>Managers will need to contact Revenue Cycle Education to sign their users up for training.<br>Form is available on the LVHN Intranet page. |                                |   |   |
| <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.