

Guest Services Representative Classroom Orientation Schedule Decemeber 23rd, 2024

Training Coordinator Contact Name and Phone #: Stefanie Fisher 610-871-9777

IS&T, Epic Training: 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 *SUBJECT TO CHANGE
WEEK #1			
Monday 12/23/2024	As Assigned	CONNECTIONS	As per the directions sent by Human Resources
Tuesday 12/24/2024	As Assigned	As Assigned	As Assigned
Wednesday 12/25/2024	As Assigned	As Assigned	As Assigned
Thursday 12/26/2024	As Assigned 1230-1430	As Assigned Epic: Guest Services	As Assigned Web Ex
Friday 12/27/2024	As Assigned	As Assigned	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>			