

## Licensed Psychiatric Case Manager Epic Training Orientation Schedule November 11, 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,**      **WebEx: Email invite to LVHN email**  
**Center Valley, PA, 18034**

DATE	TIME	CONTENT	LOCATION *SUBJECT TO CHANGE
<b>WEEK #1</b>			
Monday 11/11/2024	As Assigned	<b>CONNECTIONS</b>	As per the directions sent by Human Resources
Tuesday 11/12/2024	As Assigned	As Assigned	As Assigned
Wednesday 11/13/2024	As Assigned	As Assigned	As Assigned
Thursday 11/14/2024	As Assigned	As Assigned	As Assigned
Friday 11/15/2024	As Assigned	As Assigned	As Assigned
<b>WEEK #2</b>			
Monday 11/18/2024	As Assigned	As Assigned	As Assigned
<b>Tuesday 11/19/2024</b>	<b>0800-1200 1230-1630</b>	<b>Epic: Case Manager Training</b> As Assigned	<b>Center for Healthcare Education</b> As Assigned
Wednesday 11/20/2024	As Assigned	As Assigned	As Assigned
<b>Thursday 11/21/2024</b>	<b>0800-1200 1230-1630</b>	<b>Epic: Bed Management Training</b> As Assigned	<b>Web Ex</b> As Assigned
Friday 11/22/2024	As Assigned	As Assigned	As Assigned
<b>Auth Cert and Patient Access Training – As Assigned by Revenue Cycle Education (RCE)</b> Managers will need to contact Revenue Cycle Education to sign their users up for training. 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.