Training Timeline

Training Schedule/Registration

- Meeting with Habersham Leaders on April 13
  - Draft Schedule – week of April 17
- Training registration opens May 15
- Method for registration – Workday

Training

- Training for employees and physicians/APPs May 31 – June 30.
- Role based training includes a combination of classroom training and online modules (Workday and ShiftWizard).
- Most Training will occur in Gainesville Learning Labs (includes log in labs to validate security).
  - Some Training will occur in Habersham –focusing on classes less than 4 hours

Technical Training - Hospital Training Hours

- **Nurse Leader (depending on department) estimated hours= 57**
  - 4 hours Workday Timekeeping
  - 4 hours ShiftWizard
  - 15.5 hours Epic Training (2 hours post live training)
  - 5 hours New Employee Orientation
  - 24 hours Licensed Orientation
  - 5 hours eLearning's (Workday, Regulatory) – can be completed post live

- **Revenue Cycle Leader (depending on department) estimated hours= 33**
  - 4 hours Workday Timekeeping
  - 19 hours Epic Training
  - 5 hours New Employee Orientation
  - 5 hours eLearning's (Workday, Regulatory) – can be completed post live

Technical Training - Hospital Training Hours

- **Nurse (depending on department) estimated hours= 47**
  - 12.5 hours Epic Training
  - 5 hours New Employee Orientation
  - 24 hours Licensed Orientation
  - 5 hours eLearning's (Workday, Regulatory) – can be completed post live

- **PCT (depending on department) estimated hours= 22**
  - 4 hours Epic Training
  - 5 hours New Employee Orientation
  - 8 hours Unlicensed Orientation
  - 5 hours eLearning's (Workday, Regulatory) – can be completed post live

- **Respiratory Therapist estimated hours= 22.5**
  - 4.5 hours Epic Training
  - 5 hours New Employee Orientation
  - 8 hours Unlicensed Orientation
  - 5 hours eLearning's (Workday, Regulatory) – can be completed post live

Technical Training - Hospital Training Hours

Ancillary

- **Lab Tech estimated hours= 13**
  - 3 hours Epic Training
  - 5 hours New Employee Orientation
  - 5 hours eLearning's (Workday, Regulatory) – can be completed post live

- **Rad Tech estimated hours= 13**
  - 3 hours Epic Training
  - 5 hours New Employee Orientation
  - 5 hours eLearning's (Workday, Regulatory) – can be completed post live

- **Pharmacist estimated hours= 22**
  - 12 hours Epic Training
  - 5 hours New Employee Orientation
  - 5 hours eLearning's (Workday, Regulatory) – can be completed post live

Technical Training - Hospital Training Hours

Revenue Cycle
- **Biller (depending on department) estimated hours= 19**
  - 9 hours Epic Training
  - 5 hours New Employee Orientation
  - 5 hours eLearning's (Workday, Regulatory) – can be completed post live

- **Patient Access (depending on department) estimated hours= 35**
  - 25 hours Epic Training
  - 5 hours New Employee Orientation
  - 5 hours eLearning's (Workday, Regulatory) – can be completed post live

Technical Training - Physician Training Hours

- **NGPG Physician/APP estimated hours= 18**
  - 4 hours Epic Training
  - If have inpatient privileges, additional 4 hours Epic Training
  - 1-hour Virtual Med Staff Orientation
  - 5 hours New Employee Orientation
  - 3 hours of eLearning's (Workday, Regulatory) – can be completed post live

- **Inpatient Physician/APP estimated hours (depending on specialty and privileges)= 14**
  - 4 hours Epic Training
  - 1-hour Virtual Med Staff Orientation
  - 5 hours New Employee Orientation
  - 3 hours of eLearning's (Workday, Regulatory) – can be completed post live

Technical Training - Ambulatory Training Hours

Internal Medicine and Orthopedics Clinics – Training Hours Summary

- **Customer Service estimated hours= 36**
  - 12 hours Epic Training
  - 5 hours New Employee Orientation
  - 3 hours eLearnings (Workday, Regulatory) – can be completed post live
  - 16 hours NGPG University-estimated

- **Medical Assistant estimated hours= 32**
  - 8 hours Epic Training
  - 5 hours New Employee Orientation
  - 3 hours eLearnings (Workday, Regulatory) – can be completed post live
  - 16 hours NGPG University-estimated

- **Medical Office Assistant estimated hours= 46**
  - 22 hours Epic Training
  - 5 hours New Employee Orientation
  - 3 hours eLearnings (Workday, Regulatory) – can be completed post live
  - 16 hours NGPG University-estimated