

WEEK ONE			
Time	Session	Attendees	Location
Monday			
7:30 – 8:15 am	Registration/ID Badges	All Staff	2 West Classroom, Main Hospital
8:25 am – 4:00 pm	New Employee Organizational Orientation	All Staff	2 West Amphitheater, Main Hospital
Tuesday			
8:30 am – 12:30 pm	Benefits Briefing and Payroll Sign Up	Benefits Eligible Employees	2 West Amphitheater, Main Hospital
12:30 – 1:30 pm	Lunch (on your own)	All Staff	
1:30 – 4:30 pm	Report to Library for Medication Test/MyQuest	All Staff	MUSC Library 4 th floor, Room 439
Wednesday			
7:30 – 11:30 am	Clinical Services Orientation	All Clinical Staff	2 West Amphitheater, Main Hospital
11:30 am – 12:30 pm	Lunch (on your own)	All Staff	
12:30 – 4:00 pm	Report to Clinic for Epic E-Learnings in MyQuest	All Clinical Staff	Clinic
Thursday			
8:00 am – 12:00 pm	Electronic Medical Record Class	All Clinical Staff (except Storm Eye)	Cannon Park Place, 2 nd Floor Training Rm (Rite Aid Building)
12:00 pm – 1:00 pm	Lunch (on your own)	All Staff	
1:00 pm – 5:00 pm	Epic observation work sheets with preceptor in clinic	All Clinical Staff (except Storm Eye)	Clinic
Friday			
8:00 – 11:15 am	Ambulatory Orientation (CBO Level I)	All Clinical Staff	Cannon Park Place, 2 nd Floor Training Rm (Rite Aid Building)
11:30 am – 1:00 pm	Electronic Medical Record Class	All Clinical Staff (except Storm Eye)	Cannon Park Place, 2 nd Floor Training Rm (Rite Aid Building)
1:00 pm – 1:30 pm	Lunch (on your own)	All Staff	
1:30 pm – 3:30 pm	Electronic Medical Record Scenarios/Tests	All Clinical Staff (except Storm Eye)	Cannon Park Place, 2 nd Floor Training Rm (Rite Aid Building)
TO BE SCHEDULED			
Date TBD Time 9:30 – 12:30	Epic Outpatient Charge Capture Class	All Clinical Staff	Cannon Park Place, 3 rd Floor Conference Room (352)