

MRHC General Orientation

☐ 8:00 AM

- Welcome to MRHC

☐ 8:30 AM

- MRHC Foundation

☐ 9:00 AM

- Customer Service Training

11:00AM – 12:000 PM Lunch

☐ 12:00 PM

- VALIC/AIG Retirement Presentation

☐ 12:30 PM

- Welcome to a Teaching Hospital (Dr. Gambrill)

☐ 1:00 PM

- HR Information (Go over benefits, Paycom, Relias, PolicyTech,

☐ 2:00 PM

- IT Training

☐ 2:45 PM

- Restraints & BLS Check

☐ 3:00 PM

- American Fidelity Presentation

☐ 4:30 PM

- Group Picture
- Badge Picture
- **Class Dismissal**

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At the end of General Orientation, please review, sign and return to HR.

I have completed all requirements of orientation and have read the MRHC Employee Handbook. I have been trained to log into Paycom and Policy Tech.

I understand that Relias courses are part of the orientation process and mandatory. I understand that by not completing my Relias required educational courses within the specified time frame (2 weeks from hire date) I can be suspended from work without pay.

Name (Print)

Signature

Date