

# MRHC General Orientation

## 8:00 AM

* Welcome to MRHC

**8:30 AM**

* Customer Service Training
	+ Nikki Heath, Education Manager
	+ Denise James, Customer Relations Coordinator

**11:00AM – 12:000PM Lunch Break**

**12:00 PM**

* Tour of MRHC—Ashley Kennon, Public Relations Manager

**1:00 PM**

* IT Training

**1:30 PM**

* Infection Control—Amy Rember

**2:00 PM**

* Restraints & BLS Check

**2:15 PM**

* HR Training ADP
	+ Benefits
	+ PolicyTech
	+ Relias (quick review)

**3:00 PM**

* American Fidelity

**4:00 PM**

* **Class Dismissal**

**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 (PolicyTech). 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