

# MRHC General Orientation

## 8:00 AM

* Welcome to MRHC

**8:30 AM**

* Customer Service Training—Rebecca Lanham

**10:00 AM**

* Benefit Training

**10:30 AM**

* HIPAA Training—Rhonda Falconer

**11:00AM – 12:000PM Lunch Break**

**12:00 PM**

* Tour of MRHC—Marketing
* Foundation—Chris Plunkett

**1:00 PM**

* IT Training

**1:30 PM**

* Infection Control—Amy Rember

**2:00 PM**

**➢** Retirement Review—Paul Mariconda

**2:20 PM**

* Restraints & BLS Check Verified by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2:45 PM**

* HR Training: ADP & PolicyTech

**3:45 PM**

* American Fidelity

**4:30 PM: Class Dismissal**

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

I have completed all requirements of orientation and agree to read the MRHC Employee Handbook (PolicyTech). I have been trained to log into ADP and Policy Tech.

I understand that Relias courses are part of the orientation process and that by not completing my Relias courses within the specified time frame I can be suspended from work without pay.

Name (Print) Signature Date