



# Health Unit Coordinator

Program No: 30-510-2

Technical Diploma

Degree Completion Time: Varies

Degree completion time may vary based on student scheduling needs and class availability.

2008-2009

Catalog No.	Class Title	Credit(s)
<b>Term 1</b>		
30510301	Health Unit Coordinator Procedures 1	3.00
30510302	Health Unit Coordinator Procedures 2	3.00
30510303	Health Unit Coordinator Clinical	3.00
10501101	Medical Terminology	3.00
10501104	Principles of Customer Service in Health Care	2.00
10501107	Introduction to Computing in Healthcare	2.00
	<b>Total</b>	<b>16.00</b>

**Note:** Program start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.

### About the Career

Today's healthcare environment is overflowing with opportunity for those interested in helping others. Health unit coordinators are valued members of the healthcare team who professionally coordinate health unit operations, transcribe medical orders, communicate effectively within the healthcare setting, and manage client information. If you want to help people in a healthcare career that is fast-paced, requiring excellent communication, organizational, technological and customer service skills, check into becoming a health unit coordinator.

### About the Career

You will learn to:

- Communicate professionally in the health care environment
- Coordinate health unit operations
- Integrate the role of the health unit coordinator in the health care system.
- Manage client information
- Transcribe medical orders

### Careers

- Health Unit Coordinator
- Communication Systems Coordinator
- Ward Clerk
- Medical Reception
- Admissions
- Purchasing
- In-Patient/Out-Patient Registration
- Staffing Coordinator
- Central Supply
- Any Unit Administrative Position
- Communication Systems Coordinator
- Dispatcher
- All Entry-Level Clerical Health Care Positions
- Complimentary and alternative medicine
- Medical retail management

### Admission Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Health/TB/Immunization Form
- Background Check

### Program Goals

You will learn to:

- Communicate professionally in the health care environment
- Coordinate health unit operations
- Integrate the role of the health unit coordinator in the health care system
- Manage client information
- Transcribe medical orders

### Approximate Costs

- \$92 per credit (resident)
- \$563 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

### Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	15	34
Read	14	55
Write	14	60

---

**10501101 Medical Terminology**

...prepares the learner to use appropriate medical terminology for the digestive, urinary, integumentary, reproductive, respiratory, endocrine, nervous, musculoskeletal, cardiovascular, and lymphatic systems and special senses.

**10501104 Principles of Customer Service in Health Care**

...is designed as an introduction to customer service for learners interested in working in various health care settings. The learner investigates health care systems and the health care workforce. The learner examines professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service.

**10501107 Introduction to Computing for Healthcare**

...provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasis is placed on the use of common software packages, operating systems, file management, word processing, spreadsheet, database, Internet, and electronic mail.

**30510301 Health Unit Coordinator Procedures 1**

...is an introductory course to the HUC profession. The course will introduce the student to the environment, communication, and managing client information in healthcare.

*CONDITION: 305102 Health Unit Coordinator requirements met*

**30510302 Health Unit Coordinator Procedures 2**

...is a more advanced course that introduces the student to the order process, transcription of medication and infusion orders, laboratory and diagnostic orders, interdisciplinary treatment orders, and specialty unit orders.

*COREQUISITE: 30510301 Health Unit Coord Procedure 1*

**30510303 Health Unit Coordinator Clinical**

...provides opportunities for learners to apply the concepts and skills of a Health Unit Coordinator in a clinical setting.

*COREQUISITE: 30510301 Health Unit Coordinator Procedures 1 and 30510302 Health Unit Coordinator Procedures*