Health Unit Coordinator

Program No: 30-510-2
Technical Diploma
Degree Completion Time: One Term
Degree completion time may vary based on student scheduling needs and class availability.

2012-2013

Catalog No.	Class Title	Credit(s)
Term 1		
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	Healthcare Customer Service	2.00
10501107	Introduction to Healthcare Computing	2.00
	Total	**16.00**

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 Program
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
- Program Advising Session
- Health/TB/Immunization Form
- Background Check
- Functional Abilities Statement of Understanding Form

Program Outcomes
You will learn to:
- Communicate professionally in the health care environment.
- Coordinate health unit operations.
- Integrate the role of the health unit coodinator in the health care system.
- Manage client information.
- Transcribe medical orders.

Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Placement Scores
Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

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10501101 Medical Terminology
...focuses on the component parts of medical terms, including prefixes, suffixes, and word roots. Spelling, definition, and pronunciation will enhance student learning as students practice formation, analysis, and reconstruction of medical terms. Medical terminology will come "alive" through an introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology. Students will explore the Greek and Latin origins of medical terms and commonly used abbreviations.

10501104 Healthcare Customer Service
...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 Intro to Healthcare Computing
...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 2