Program Number 30-510-2
Technical Diploma • One Term

ABOUT THE PROGRAM

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.

PROGRAM OUTCOMES

• 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.

ADMISSIONS STEPS

• Work with Admissions Specialist to:
  - Submit application and $30 fee.
  - Complete an assessment for placement (Accuplacer or ACT).
  - Submit official transcripts (high school and other colleges).
  - Complete background check and $16 processing fee.
  - Complete health requirements.
  - Complete Functional Abilities Statement of Understanding form.
• Meet with program advisor/counselor to discuss program details.

APPROXIMATE COSTS

• $132 per credit (resident)
• $198 per credit (out-of-state resident)
• Other fees vary by program (books, supplies, materials, tools, uniforms, health related exams, etc.) Visit gotoltc.edu/financial-aid/tuition-and-fees for details.

PLACEMENT SCORES

Accuplacer/ACT scores will be used to develop your educational plan. Contact your program advisor/counselor for details.

CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

LTC credits transfer to over 30 universities. For more information visit gotoltc.edu/future-students/transfer.

CONTACT

Jenny Beltran, Admissions Specialist
920.693.1127 • jenny.beltran@gotoltc.edu

Catalog No.	Class Title	Credit(s)
	Term 1	
30510301	Health Unit Coordinator Procedures 1	3
30510302	Health Unit Coordinator Procedures 2	3
30510303	Health Unit Coordinator Clinical	3
10501101	Medical Terminology	3
10501104	Healthcare Customer Service	2
10501107	Introduction to Healthcare Computing	2
	TOTAL	**16**

Curriculum and Program Acceptance requirements are subject to change.
Program start dates vary; check with your advisor/counselor for details.

The **Hire** in
HIGHER EDUCATION

2015-16

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

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 or 315103 Health Care Technician requirements met

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

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.

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, electronic mail, and electronic health records (EHR).

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.