

HI 8000

HEALTH UNIT COORDINATOR



PROGRAM DETAILS

This certification program introduces students to the health care facility environment and the various procedures performed by a certified Health Unit Coordinator (HUC). The role of Unit Coordinator has expanded over the years as new technology has been introduced, legal and ethical standards have been tightened and various supporting roles within the medical environment have evolved.

Today's Health Unit Care Coordinator wears many hats but is often considered the "go-to" person for nurses, doctors and other hospital staff. Top candidates should be able to set up charts, perform data entry, maintain patient records, manage facility communications and monitor compliance with facility policy and confidential regulations.

Upon completion of this program, graduates will have met the training requirements to sit for the Certified Health Unit Coordinator (CHUC) examination, which is sponsored by the National Association of Health Unit Coordinators (NAHUC).

COURSES

CS 1011 - Customer Service Professional -Level 1

HI 1014 - Introduction to Human Anatomy & Medical Terminology

HI 1018 - Electronic Health Records

HI 1013 - Health Unit Coordinator

AT THE END OF THIS PROGRAM, YOU WILL BE ABLE TO:

- ✓ Perform HUC tasks and provide accountability to nursing personnel, medical staff and other hospital department patients and visitors
- ✓ Manage & operate the nursing unit communication systems
- ✓ Record diagnostic tests values, vital signs and census data
- ✓ Scan reports into the patient's EMR or physically insert into patient's chart
- ✓ Transcribe doctor's orders or monitor patient orders using knowledge of A&P, disease processes, medical terminology and abbreviations

ATTAINABLE CAREERS

Medical Secretary

Health Unit Coordinator

Unit Secretary

TARGET CERTIFICATIONS

CEHRS Certified Electronic Health Record Specialist

CSC Customer Service Certified

CHUC Certified Health Unit Coordinator



ISSUING AUTHORITIES

