

Health Unit Coordinator Certificate

New

Certificate Number 90-501-1

Description:

The Health Unit Coordinator (HUC) Certificate prepares the student to coordinate non-clinical tasks in health care settings. Responsibilities include transcription of physician orders, preparing and maintaining patient charts and all aspects of communication with health team members.

Requirements for Certificate Entry:

- A high school diploma or equivalent.
- Must have worked 1,000 hours in a related health setting.
- Must be recommended by employer.
- Complete TABE entrance assessment.
- Ability to use a keyboard with computer literacy recommended.
- Must be able to speak, read and write fluently in the English language.
- Excellent interpersonal skills.
- Completed Employer Recommendation Form (form available upon request).

Certificate Completers Will be Able to:

- Provide excellent customer service in a health care setting.
- Experience Health Unit Coordinator work life prior to certificate completion.
- Use the skills obtained in all types of health care settings, particularly hospitals.

Special Notes:

- Clinical will be with a preceptor.
- Clinical can be started while in HUC Medical Order Management class.
- No final grade lower than "C" is acceptable in any of the courses. A student must repeat the particular course to achieve a "C" or better final grade in order to continue in or complete this certificate.

Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-501-122 <i>Offered in: Fall 2008 Spring 2009</i>	HUC Coordinator Clinical... the clinical experience provides opportunities for learners to apply the concepts and skills taught in Medical Order Management in a clinical health care setting with a preceptor. (Corequisite: 10-501-121 HUC, Medical Order Management)	2
10-501-121 <i>Offered in: Fall 2008 Spring 2009</i>	HUC Medical Order Management... is designed to introduce the student to the clerical and non-clinical functions in a health care setting. The coursework will enable the student to manage patient information, unit communications and transcribe orders. The Health Unit Clerk role is a vital component of the health care team. (Corequisites: 10-501-101, Medical Terminology; 10-501-104 Principles of Customer Service in Healthcare)	3
10-501-104 <i>Offered in: Fall 2008 Spring 2009</i>	Healthcare Customer Serv... is designed as an introduction to customer service for learners interested in working in various healthcare settings. The learner investigates healthcare systems, safety standards, and the workforce. The learner examines professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service in healthcare.	2
10-501-101 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	Medical Terminology... focuses on the component parts of medical terms: Prefixes, suffixes, and root words. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.	3

Certificate Total **10**

For more information, please contact: The Health Sciences Division, (920) 498-5543 or (800) 422-NWTC, extension 5543, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu