

health unit coordinator

Health Unit Coordinator CERTIFICATE

Health Unit Coordinators must be professional in interactions with others, performance of job responsibilities, appearance and be proficient in the English language. Health Unit Coordinators work at the nursing station in health care facilities. As the center of communication on the nursing unit, Health Unit Coordinators are responsible for reading doctor's orders for patient treatments, medications and tests, and accurately relaying those orders to the appropriate department. The Health Unit Coordinator is responsible for performing clerical tasks for the nursing stations such as answering the telephone, operating the computer, assisting visitors, filing, managing station records, and maintaining patient's charts. Recent changes in healthcare with electronic medical records and computerized physician order entry are introduced. All health care workers must have a high degree of ethics in maintaining the confidentiality of patient information.

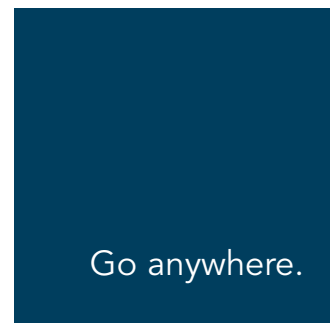
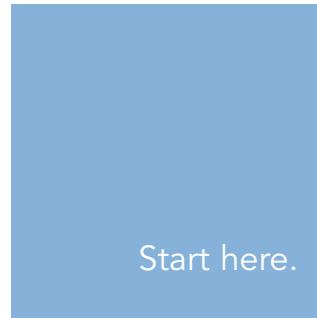
About the Program

What you'll learn

- Processing physicians' orders
- Scheduling tests and procedures
- Communicating orders to other health care team members
- Receptionist, clerical, communication skills and customer service
- Medical terminology, basic human structure, diseases and disorders

Career settings

- Private and public hospitals
- Long-term care facilities
- Outpatient facilities and clinics
- Rehabilitation units and centers



Potential employers

- Regions Hospital
- VA Medical Center
- Fairview Health Services
- Gillette Children's Specialty Healthcare
- Lakeview Hospital
- Allina Hospitals & Clinics
- HealthEast Care System
- Children's Hospitals & Clinics
- Methodist Hospital
- North Memorial Medical Center

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SAINT PAUL COLLEGE

A Community & Technical College

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www.saintpaul.edu

Start here. Go anywhere.

How to get started

To find out more about this program and Saint Paul College, go to our Web site, www.saintpaul.edu, where you can find more program information, explore all the College has to offer or sign up for a campus tour. You can also call 651.846.1666 with your questions.

Program Requirements

academic year 2009-10

Health Unit Coordinator Certificate *

Course		Cr
HLUC 1410	Diagnostic & Therapeutic Procedures	4
HLUC 1420	Health Unit Coordinator Fundamentals	4
HLUC 1510	Processing Physicians' Orders 1	3
HLUC 1511	Processing Physicians' Orders 2	3
HLUC 2491	Health Unit Coordinator Internship	3
Total Program Credits		17

* Students must be proficient in the English language.

This program meets National Association of HUC Standards and prepares students for the National HUC certification exam.
NAHUC Web site – www.NAHUC.org

Additional benefits

- Learn from experienced instructors who teach in a "hands-on" environment.
- Clinical based course requirements give students the opportunity to learn and experience the day-to-day flow of activities on a Nursing Unit.
- Train with experienced Health Unit Coordinators through an internship.
- Use training as a stepping stone to other health-related careers.
- Work in an occupation with the advantage of working flexible schedules or on different shifts.

Attend a **FREE** Information Seminar

Attend a Health Unit Coordinator Seminar to find out more about the program. Seminars are offered prior to each Fall and Spring Semester and during the Summer Term.

Learn more about:

- classes offered
- required clinical internship
- what currently is happening in this field

Contact Anita Mills, HUC instructor at 651.846.1502 or anita.mills@saintpaul.edu for seminar dates and times and to register for the free Health Unit Coordinator Information Seminar.

For additional information about recommended Course Sequence, Minimum Program Entry Requirements and Program Outcomes, please see the Program Guide Sheet. Guide Sheets are available online on each Program Web page at www.saintpaul.edu or in Enrollment Services.

For more information about the curriculum please contact the faculty advisor:

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This document is available in alternative formats to individuals with disabilities by calling 1.800.227.6029, 651.846.1547(V) / 651.846.1548(TTY) or email DisabilityServices@saintpaul.edu.

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Saint Paul College reserves the right to change the program requirements in this brochure without notice. This brochure is not a contract.



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