

# Health Unit Coordinator CERTIFICATE

## Program Overview

Health Unit Coordinators work at the nursing station in health care facilities. As the center of communications 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 with emphasis on customer service on the nursing unit including answering the telephone, operating the computer, assisting visitors, filing, and maintaining patient records. Recent changes in healthcare with electronic medical records and computerized physician order entry will be introduced. Adequate computer keyboarding skills are required to be accepted into the program. Please see "Minimum Program Entry Requirements."

Health Unit Coordinators must be able to complete detailed tasks with a high degree of accuracy, while working in a busy environment. They must be self-motivated and conscientious to complete work independently and be able to solve problems logically.

Excellent written and verbal communication skills are essential. All health care workers must have a high degree of ethics in maintaining the confidentiality of patient information. Health Unit Coordinators must be professional in: interactions with others, performance of job responsibilities and appearance, as well as be proficient in the English language.

## Career Opportunities

Health Unit Coordinators are employed in front desk positions at various metropolitan hospitals, healthcare centers and clinics. The National Association of Health Unit Coordinators conducts an optional certification exam for Health Unit Coordinators. Certification exams are independent of graduation requirements.

## Program Outcomes

1. Graduates will possess the knowledge necessary to process physicians' orders.
2. Graduates will have the ability to manage the clerical aspects of the nursing unit.
3. Graduates will have the ability to function in the receptionist role on the nursing unit.
4. Graduates will demonstrate their knowledge and skills by performing as a HUC via Internship.
5. Graduates will be prepared for immediate employment as a HUC.
6. Graduates will be prepared for the National HUC certification exam.

*Information is subject to change.  
This Program Requirements Guide is not a contract.*

## Program Faculty

Anita Mills      anita.mills@saintpaul.edu

## Part-Time/Full-time Options

Part-time and full-time options are available.

## Textbook and Supply Costs

Students should expect to spend approximately \$300 beyond the cost of tuition and fees for books, supplies and parking.

## Required Internship

Students in this program must complete an internship. When on internship, students are responsible for appropriate business attire or uniforms, parking fees, and any other expenses associated with the internship. Liability insurance is included in the cost of tuition.

- Satisfactory completion of all coursework is required for internship.
- Students must submit specified immunization records and receive a background study clearance through the Minnesota Department of Human Services before they can be placed in an internship facility.

## Program Requirements

Check off when completed

Course	Cr
<input type="checkbox"/> HLUC 1410 Diagnostic & Therapeutic Procedures . . . . .	4
<input type="checkbox"/> HLUC 1420 Health Unit Coordinator Fundamentals . . . . .	4
<input type="checkbox"/> HLUC 1510 Processing Physicians' Orders 1 . . . . .	3
<input type="checkbox"/> HLUC 1511 Processing Physicians' Orders 2 . . . . .	3
<input type="checkbox"/> HLUC 2491 Health Unit Coordinator Internship. . . . .	3
<b>Total Program Credits . . . . .</b>	<b>17</b>

This program meets National Association of HUC Standards and prepares students for the National HUC certification exam.



NAHUC Web site: [www.NAHUC.org](http://www.NAHUC.org)

## Program Start Dates

Fall, Spring

## Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. All courses are offered spring and fall; the HLUC Internship is offered spring semester and summer term.

### First Semester

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
<b>Total Semester Credits. . . . .</b>	<b>14</b>

### Second Semester

HLUC 2491 Health Unit Coordinator Internship. . . . .	3
<b>Total Semester Credits. . . . .</b>	<b>3</b>

**Total Program Credits . . . . . 17**

## Minimum Program Entry Requirements

Students entering this program must meet the following minimum program entry requirements:

**Reading:** Score of 78+ or grade of "C" or better in READ 0722

**Writing:** Score of 60+ on Reading Comprehension or grade of "C" or better in ENGL 0921

**Arithmetic:** Score of 31+

**Keyboarding:** Keyboarding assessment of 30 wpm and 5 or fewer errors or grade of "C" or better in BTEC 1400 Keyboarding.

### Assessment Results and Prerequisites:

Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

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