

Health Unit Coordinator



204 Instructional Hours
\$4000

Health Unit Coordinators (HUCs) work in almost every hospital, nursing home, and extended care facility. They are valuable members of the healthcare team and coordinate the clerical aspects of busy healthcare units. HUCs work in different specialty areas including medical, surgical, intensive care, maternity, psychiatry, rehabilitation -- to name a few.

Course Content

Medical Terminology

- Prefixes
- Suffixes
- Roots
- Basic Normal Anatomy and Physiology
- Pharmacy Terms

Working with Electronic Health Records

- Intro to Electronic Health Records
- Standards for Electronic Health Records
- *Spring Charts Advanced Training*
 - Intro and Setup
 - Clinic Administration
 - The Patient's Chart
 - The Office Visit
 - Clinical Tools
 - Customizing Templates and Pop-up Text
 - Tests, Procedures and Diagnostic Codes
 - Productivity Center & Utilities
 - Applying Your Knowledge
 - Electronic Recording

Orientation to Hospitals, Medical Centers & Health Care

- Health Unit Coordinating: An Allied Health Career
- Overview of Health Care Today
- The Nursing Department
- Communication Devices and Their Uses

Personal & Professional Skills

- Communication & Interpersonal Skills
- Workplace Behavior: Ethics & Legal Concepts
- Management Techniques & Problem-Solving Skills for the HUC

Electronic Record & Transcription and Monitoring of Doctors' Orders

- The Patient's Chart/E.H.R.
- Transcription of Handwritten Orders
- Patient Activity, Positioning and Nursing Observation Orders
- Nursing Intervention & Treatment Orders
- Nutritional Care Orders
- Medication Orders
- Laboratory Orders & Recording Telephoned Laboratory Results
- Diagnostic Imaging Orders
- Treatment Orders
- Miscellaneous Orders

Health Unit Coordinator Procedures

- Admission, Pre-op and Post-op
- Discharge, Transfer and Postmortem
- Recording Vitals, Ordering Supplies, Daily Diagnostics and Filing
- Reports, Infection Control, Emergencies and Special Services

Introduction to Anatomic Structures, Medical Terms & Illnesses

Computers in the Medical Office

- Windows
- MS Office Applications Commonly Used in the Medical Environment