Thank you for your interest in our continuing education healthcare courses. Enclosed you will find pre-admission information relevant to our Health Unit Coordinator training. This application packet must be completed and returned to the continuing education healthcare program director prior to registering for classes.

Please return completed packet to:

Kelli Albrecht
Healthcare Program Director
4800 Preston Park Blvd.
A350
Plano, Texas 75093
kalbrecht@collin.edu
972-599-3117
Unit Coordinators perform a range of administrative duties that support the operations of the nursing unit: assembling and maintaining patient charts, transcribing physician’s orders, interpreting medical terminology, abbreviations and symbols, coordinating diagnostic testing, communicating effectively with patients, family, visitors and the healthcare team and must possess exceptional customer service skills, ability to multi-task and work with all levels of staff including physicians, nurses and hospital administrators.

Collin College offers 128 hours of classroom training and 80 hours of clinical training to help you obtain the skills needed to successfully work as a Health Unit Coordinator in area hospitals. Medical Terminology, law and ethics, HIPAA, safety/risk management, order entry and medical charts will be discussed along with other topics.

All students are required to attend a mandatory information and complete the pre-admissions requirements prior to starting class. Any exceptions must be approved by the Program Director.

**Health Unit Coordinator – Admission Criteria**

1. Completed application (attached)
2. Immunizations (Records must accompany application)
   - MMR (immunization or titer to prove serological immunity)
   - Varicella (record of disease, immunization or titer to prove immunity)
   - Tetanus (in the last 10 years)
3. TB skin test (must be taken within 6 months of clinical rotation)
4. Criminal background (GroupOne information attached)
5. Drug screen (SurScan form attached)

The immunization requirements set forth are mandated by the Texas Department of State Health Services, program accreditation agencies and/or the healthcare facilities associated with the courses. Collin College cannot make exceptions to any of these requirements.
Continuing Education
Healthcare Programs
Admissions Packet
Health Unit Coordinator

Date of application submission: _____________________

Name: _________________________________________________________________

Mailing address: _________________________________________________________

________________________________________________________________________

Home phone: ___________________________ Cell phone: ___________________

E-mail address: __________________________________________________________

• I have attached the required documentation for consideration.
• I have read and understand the rules and regulations of the college and the program and will abide by these as terms of my continuation in the program.
• The information I have given in this application is factual, and I understand that falsification of any required documentation will result in the denial of my application.
• I understand that I must obtain and pay for liability insurance prior to attending clinical rotations.
• I have read and understand the terms related, and release Collin College and its employees from any liability.
• I understand that if I don’t successfully complete and pass each requirement, my application could be declined or I could be immediately dismissed from the program.
• I understand that I must successfully pass competencies in the classroom portion of my training and maintain at least 90% classroom attendance to be approved for clinical rotation.
• I understand that in order to participate in clinicals, I must be free of communicable diseases. I also understand that individual facilities may have requirements in addition to the college’s requirements and that those additional requirements must be met prior to starting clinicals.
• I understand that this type of course/career has specific physical requirements as per the documentation provided to me at the information session.
• I understand that enrollment in the Health Unit Coordinator training is limited, and seats will be awarded in date order based on those students who complete all pre-admission requirements (immunizations, drug screen, and background check).

__________________________________________  __________________
Signature         Date
Health Unit Coordinator
GroupOne Texas Student Background Check Instructions

All students applying for admission to the Health Unit Coordinator classes must complete a student background check through GroupOne Services. **The cost of this service is $45.** That amount may be paid by Visa or MasterCard.

To initiate a background check, go to GroupOne’s student website at [www.gpl.com/students](http://www.gpl.com/students). Once you have read the information on the first screen, click continue. You will then see the screen below. Be sure to pick, Texas, Collin County Community College and Health Unit Coordinator to ensure your background results reach the correct department.
Health Unit Coordinator
GroupOne Texas Student Background Check Instructions Continued

Continue to read and move through the screens until you get to the screen below. Please view the information necessary to complete this screen and ensure that you have the relevant information prior to starting the background check process.

All on-line activity is date and time stamped. Typical background reports will take 2-4 business days to complete. Only the program director will have access to this information found in the background report. All information is considered confidential and as such will not be used for any purposed other than to determine an applicant’s eligibility.

Any questions can be directed to Kelli Albrecht, CE Healthcare Program Director, at 972-599-3117. Any website technical difficulties should be directed to GroupOne.