Health Unit Coordinator Training

Presented by

Kelli Albrecht
Health Unit Coordinator Training

- 128 hour classroom
- 80 hour clinical internship
  - Learn the skills needed to become a vital member of the patient care team.
  - Certification available through the National Association of Health Unit Coordinators, Inc.
What’s in a name?

• There are several accepted job titles that are used
  – Unit Clerk
  – Unit Secretary
  – Health Unit Coordinator
  – Unit Assistant
Responsibilities to Visitors

- Finds and advises visitors of patient location
- Provides information on location of bathrooms, visitors’ lounge, cafeteria, etc.
- Informs visitors of visitation rules and any special precautions regarding their visit to a patient’s room
- Receives telephone calls from patients’ relatives or friends
- Is often the first to handle visitor complaints
Responsibilities to Nursing Staff

- Communicates all new doctors’ orders to the patient’s nurse
- Maintains the patient’s chart
- Performs the non-clinical tasks for admission, discharge, and transfer of patients
- Prepares the patient’s chart for surgery
- Handles all telephone communication for nursing unit
Responsibilities to Patients

• Greets patients upon arrival in nursing unit
• Answers call light - intercom
• Relays messages - transfers calls to room
• Coordinates their receiving mail - flowers (volunteers)
Responsibilities to Hospital Departments

- Schedules diagnostic procedures and treatments
- Requests services from maintenance and other service departments
- Coordinates discharge, admitting and transfer activities with admitting department
- Orders food and supplies for nursing unit as required
Responsibilities to Doctors

• Transcribes the doctors’ written orders
• Places calls to and receives calls from the doctors’ offices
• Obtains information for the physician as to whether previously ordered procedures have been completed

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NAHUC Membership Information

- www.nahuc.org
- National headquarters: Rockford, IL
- 1-888-22-NAHUC 815-633-4351
Pre-admission Requirements

• Completed application and successful completion of the following must be turned in prior to class:
  – Proof of current immunizations including tetanus
  – TB skin test
  – Criminal background check (conducted by GroupOne Services)
  – Drug screen (coordinated by the college)
  – Students must also be free of communicable diseases
Pre-admission Requirements

• Proof of current immunizations
  – Measles, Mumps & Rubella (MMR) or titer to prove immunity
  – History of Chicken Pox (Varicella), proof of vaccination, or titer to prove immunity
  – Tetanus-Diphtheria (Td) within last 10 years
  – Hep B (optional but highly recommended)
Pre-admission Requirements

• TB Skin Test
  – Administered by the Collin County Healthcare Services in McKinney
  – $20 fee for TB Test
  – Must be completed within 6 months of clinical rotation
Pre-admission Requirements

• Criminal background check
  – Done by GroupOne services
  – $45 per student
  – Instructions attached to application
  – Cannot be more than 6 months old during clinical rotation
Pre-admission Requirements

• Drug Screen
  – Administered by SurScan
  – $29 per student, paid in cash or money order only
Classroom Information

- **Textbook information**
  - *Health Unit Coordinating, Sixth Ed. & Skills Practice Manual to Accompany Health Unit Coordinating, Sixth Ed.* by Myrna LaFleur Brooks

- **Course Outline**
  - Introduction to Health Unit Coordinating
  - Communication & Interpersonal Skills
  - Patient Charts & Transcription of orders
  - HUC Procedures
  - Anatomy, medical terms, diseases and medical abbreviations
Classes will include
- Power point presentations
- Lectures
- Group discussions and activities
- Practice activities
- Homework assignments
- Daily reviews and quizzes
Hospital Clinical Rotation

- Gives students an opportunity to have hands-on experience
- Students are **required** to attend hospital orientation prior to starting clinical
- Individual schedules will be coordinated with the hospital and the instructor
- Students are **required** to wear scrubs during the clinical rotation
Thank you for coming today!

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