Health Unit Coordinator Training
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.
There are several accepted job titles that are used:
- Unit Clerk
- Unit Secretary
- Health Unit Coordinator
- Unit Assistant
Job Duties and Responsibilities

- Doctors
- Nursing Staff
- Hospital Departments
- Visitors
- Patients

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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

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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
NAHUC Membership Information

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