



As a **Health Unit Coordinator**, you'll work in a hospital or office setting, assisting nursing staff with non-clinical clerical tasks. You'll perform a variety of services for patients, visitors and hospital management.

Health Unit Coordinators handle everything from maintaining patient charts and scheduling diagnostic tests to ordering supplies and transcribing doctor's orders. As a **Health Unit Coordinator**, you'll also receive new patients and give information and directions to visitors. Because you'll serve as an important link between departments, physicians, nursing staff and patients and visitors, you'll need to have excellent written and verbal communication skills. Anyone interested in this health related profession should pay close attention to detail, be reliable and dependable, and have the ability to follow instructions and procedures.

You'll be able to work in any of these settings as a **Health Unit Coordinator**:

- hospitals
- clinics
- insurance companies
- public health care agencies
- nursing homes



Health Unit Coordinator Salary

According to Indeed.com, the average annual salary for Health Unit Coordinators is around \$39,000/yr or \$18.75/hr.

Health Unit Coordinator Training

In addition to having your GED or high school diploma, you'll need to complete a **Health Unit Coordinator** training program, usually a certificate or diploma program. In the training program, students learn clerical skills, medical terminology, hospital organization, legal and ethical responsibilities, and transcription of doctors' orders.

Health Unit Coordinator Licensure

National certification is optional, but some employers may require it. After you graduate from an accredited **Health Unit Coordinator** program, you'll qualify to sit for the National Health Unit Coordinator Certification Examination (NHUCCE). Successful completion results in the title of Certified Health Unit Coordinator (CHUC). Certification allows the person to work anywhere in the United States as a **Health Unit Coordinator**. Thirty-six continuing education hours are required every three years for recertification.

Other Information You Should Know

Health Unit Coordinators are sometimes called Ward Clerks, Department Secretaries, or Unit Clerks. New **Health Unit Coordinators** entering the field should expect to work off-shifts (evenings/nights) or Per Diem (on-call), as well as rotating holidays and weekends. Experienced **Health Unit Coordinators** have more scheduling options.

The 4-month **Health Unit Coordinator** Training will be offered only once a year at MCRC/On-Track Training.

MCRC/On-Track Training is an approved training provider for the National Health Unit Coordinator Certification Examination (NHUCCE) through the National Association of Health Unit Coordinators (NAHUC).



Only students with the following will be considered for acceptance into the program:

- Have a high school diploma or GED.
- Have basic computer skills.
- Have good reading, writing, and communication skills.
- Willing and able to work off-shifts and rotating weekends and holidays.
- Have a professional appearance and demeanor.
- Have completed or is in the process of completing the required prerequisites or have successfully tested out.
 - MS Word
 - MS Excel
 - MS Access
 - Healthcare Foundations

The screening process will include:

- An appointment with a Program Counselor.
- A copy of High School Diploma or GED Certificate.
- Assessment of basic computer skills.
- Screening for reading comprehension and writing skills.

Course Content (16 weeks) will include:

- Orientation to Hospitals, Medical Centers, and Health Care
- Interpersonal and Professional Skills/Customer Service
- Ethics & Law
- Coordination and Procedures of the Health Unit
- Medical Terminology, Abbreviations, & Symbols
- Admissions, Discharges, & Transfers
- Supplies and Inventory
- Medical Records Management
- The Patient Chart
- Interpretation & Transcription of Doctor's Orders
- Nursing Care & Observation Orders
- Laboratory Testing, Results, Orders, & Records
- Equipment/Technology/Software
- Certification Exam Preparation
- Job Readiness & Job Search