

Health Unit Coordinator Program

The Bureau of Labor Statistics estimates that the demand for Health Unit Coordinators will rise by 36 percent over the next decade. That level of job growth is incredible, and faster than nearly any other position in the medical industry.

Start your new career here at Great Oaks!



Health Unit Coordinator program

This 50-hour program is designed to prepare a student to perform the tasks and responsibilities of a Health Unit Coordinator in support of medical staff, nursing personnel, hospital departments, and to assist patients and visitors.

This program includes interactive lectures, labs, and exercises designed to review medical terminology, methods of effective communication, and progressive management techniques.

Throughout this program, students will perform multiple exercises in the complexities of transcribing physician's orders, patient chart documentation, HIPAA regulations, dietary orders, vital signs documentation, and ordering of diagnostic and therapeutic testing. These exercises will prepare the student to function as a vital member of the healthcare team.

Employment

When you successfully complete this program, you will have the skills necessary to gain employment in nearly any health facility, including hospitals, nursing homes, medical clinics, insurance companies, private physician practices, rehab centers and more.

Education and certifications

You must have a high school diploma or GED to take this course. Upon successful completion of this Health Unit Coordinator program, students will be eligible to sit for the National Association of Health Unit Coordinators (NAHUC) national certification exam.

Tuition

\$1,199 (includes all textbooks; does not include certification exam or CPR certification cost.)

The Health Unit Coordinator program is offered at Great Oaks by Condensed Curriculum International (CCI). Since 1993, CCI has supported schools in communities nationwide with educational programs focused on healthcare and other in-demand disciplines.

The next class begins soon!

**Diamond Oaks Career Campus
Western Hills**

*Call 513.612.7003 for information session
dates and class schedules.*



Learn more at adults.greatoaks.com

Health Unit Coordinator Program

You will learn about:

- HIPAA and patient confidentiality
- Medical law and ethics
- Review of healthcare issues
- Overview of the nursing department
- Communication devices and their uses
- Communications and interpersonal skills
- Professionalism
- Management techniques and problem-solving skills
- Medical terminology
- The patient's chart
- Transcription of doctor's orders
- Nursing treatment orders
- Dietary orders
- Medication orders
- Diagnostic imaging orders
- Laboratory orders and recording telephoned laboratory results
- Clerical duties and procedures
- Admission and pre-operative procedures
- Post-operative procedures
- Discharge, transfer, and postmortem procedures
- Recording vital signs
- Supply ordering
- Ordering of diagnostic testing
- Filing of reports
- Infection control, emergencies, and special services
- Basic human structure
- Diseases and disorders

Program requirements

- Attendance at an information session
- Copy of high school diploma or high school equivalency (HSE)
- BCI and FBI background check
- WorkKeys® testing
- Basic computer knowledge



Call now to learn more and register!

Diamond Oaks 513.612.7003

