HEALTH UNIT COORDINATOR
Certificate, 16 credits

The Health Unit Coordinator certificate program is designed to prepare learners for careers in health care facilities that require a wide range of office and communication skills. Health Unit Coordinators (HUC) keep the engine of a health care facility running smoothly. They typically collaborate with other health professionals in doctors’ offices, clinics, hospitals, labs and other organizations, and would benefit from being familiar with insurance rules, billing practices and hospital or lab processes. This program was also designed to offer students a pathway to advance their academic career in other medical fields.

Our classes emphasize the importance of effective communication skills in person, by phone, and electronically with clients/patients, visitors, health care team members and ancillary departments. Courses have been developed based on industry standards and the learner is prepared to work in a variety of health care environments. Experienced instructors offer plenty of personal attention to each learner. This program will also help prepare you for the National Association of Health Unit Coordinators certification exam.

NOTE: All program plans are preliminary and curriculum may change without notice. Your catalog of record may have different requirements.

Required Technical Courses — 6 Courses (16 Credits)

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HUCF1101</td>
<td>Introduction to Health Unit Coordinating</td>
<td>1</td>
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<tr>
<td>HUCF1201</td>
<td>Health Unit Coordinator Procedures</td>
<td>3</td>
</tr>
<tr>
<td>HC1000</td>
<td>Medical Terminology</td>
<td>3</td>
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<tr>
<td>HC1525</td>
<td>Health Care Core Foundations</td>
<td>4</td>
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<tr>
<td>HC1550</td>
<td>Electronic Health Records</td>
<td>2</td>
</tr>
<tr>
<td>MA1020</td>
<td>Medical Office Procedures</td>
<td>3</td>
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*NOTE: The sequence in which a student takes the required courses is determined by the student’s schedule, goals and skills, as well as class availability. College readiness classes or prerequisites may be required for some students/courses – see Program Advisor.

Additional Program Information

Core Competencies
1. Demonstrate understanding of patient confidentiality including HIPPA regulations
2. Communicate effectively with health care team members, patients, and visitors using therapeutic communication both in person and through the use of office equipment
3. Utilize medical terminology and accepted abbreviations to accurately transcribe physician, medication, nursing and dietary orders
4. Demonstrate understanding of how to maintain a patient chart, in both paper and electronic formats

Mission Statement
The mission of the Health Unit Coordinator program is to prepare students for employment in the healthcare setting by educating them on current medical/clerical practices, appropriate communication and professional skills, and how to promote efficiency in the workplace.

Student Background Studies: Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care or child care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care or child care facility. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in that program.

Program Location: Faribault & North Mankato
Admission Dates: Fall or Spring Semester
For more information: (507) 389-7200 | admissions@southcentral.edu

Program Advisor:
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