



South Central College

## HUCF 1201 Health Unit Coordinator Procedures

### Course Outcome Summary

#### Course Information

**Description** This course expands on the role and job duties of the Health Unit Coordinator. Students will work with medical terminology and information necessary to comprehend and process a variety of orders within a health care setting. Examples of various kinds of orders are studied and many opportunities for practicing procedures is provided. Interaction with the patient chart and the Electronic Health Record continue to be explored, and multiple types of entries are practiced by students. Also, an overview of basic anatomy as well as disease and disorders will be covered to enhance understanding of orders and other elements of working in a health care setting. This course will focus on preparing students for certification through the National Association of Health Unit Coordinators.

**Total Credits** 3

**Total Hours** 48

#### Types of Instruction

Instruction Type	Credits/Hours
Lecture	3

#### Pre/Corequisites

None

#### Institutional Core Competencies

Communication - Students will be able to demonstrate appropriate and effective interactions with others to achieve their personal, academic, and professional objectives.

Critical and Creative Thinking - Students will be able to demonstrate purposeful thinking with the goal of using a creative process for developing and building upon ideas and/or the goal of using a critical process for the analyzing and evaluating of ideas.

#### Course Competencies

##### 1. Describe techniques of a Health Unit Coordinator in a practice setting

###### Learning Objectives

Demonstrate how to prepare patient charts, both paper and electronically  
Interact with the patient's electronic medical record in a variety of ways

Describe detailed processes of admission, discharge, and transfer scenarios  
Identify postmortem procedures and processes

## **2. Identify documentation and forms necessary to execute HUC job duties**

### **Learning Objectives**

Describe Kardex processing  
Demonstrate error correction  
Discuss patient consent forms  
Identify forms and documentation needed for record keeping, organization of unit, patient leaves, supply maintenance

## **3. Utilize medical terminology**

### **Learning Objectives**

Define terms and abbreviations associated with job duties  
Define lab terms and abbreviations  
Define treatment order terms, abbreviations, and symbols  
Define medication types, terms, and abbreviations

## **4. Demonstrate knowledge of patient activity, positioning, and nursing order processing**

### **Learning Objectives**

Describe the 10 steps of transcription needed to document on paper  
Identify how electronic processing is different than paper documentation  
Demonstrate knowledge of other items needed to fulfill orders  
Discuss ordering components from the Central Supply Department  
Recognize example orders and supplies involved and practice processing

## **5. Describe Nutritional Care Order processing**

### **Learning Objectives**

Explain the categories of diet orders - Standard vs. Therapeutic  
Discuss how to transcribe orders and communicate with the appropriate department  
Recognize example nutritional orders

## **6. Develop knowledge of processing of medication orders**

### **Learning Objectives**

Describe components of a medication order  
Understand categories of medications to identify process needed  
Implement use of the Medication Administration Record, both paper and e-MAR  
Recognize example medication orders and practice processing

## **7. Describe steps for processing treatment orders**

### **Learning Objectives**

Describe aspects of a treatment order  
Understand elements of treatments to effectively requisition needed supplies  
Identify many different kinds of treatment machines/supplies and their basic function  
Recognize example medication orders and practice processing

## **8. Describe the processing of laboratory orders**

### **Learning Objectives**

Identify the different types of laboratory orders  
Explain how lab orders interact with dietary orders  
Discuss how to obtain laboratory results and transcribe them or add them to the patient chart  
Recognize example laboratory orders and practice processing

## **9. Identify process for working with diagnostic imaging orders**

### **Learning Objectives**

Define a contrast medium, and identify presence in orders  
Identify the different kinds of imaging orders  
Discuss the communication necessary between departments when executing a diagnostic imaging order

Recognize example diagnostic imaging orders and practice processing

**10. Demonstrate understanding of Admission, Discharge, Transfer, Preoperative, and Postoperative procedures**

**Learning Objectives**

Describe the processes and orders involved with patient status or location changes

Explain the process involved in admissions and discharges, and transfers

Identify example orders for admissions, operative procedures, discharges, and transfers

**11. Develop understanding of basic health, anatomy, disease & disorder conditions**

**Learning Objectives**

Define anatomical terms and abbreviations

Define disease terms and abbreviations

**12. Identify National Association for Health Unit Coordinators**

**Learning Objectives**

List National Association for HUCS

Define credential process for HUCS

Provide practice for certification examination for NAHUC test

**SCC Accessibility Statement**

South Central College strives to make all learning experiences as accessible as possible. If you have a disability and need accommodations for access to this class, contact the Academic Support Center to request and discuss accommodations. North Mankato: Room B-132, (507) 389-7222; Faribault: Room A-116, (507) 332-7222.

Additional information and forms can be found at: [www.southcentral.edu/disability](http://www.southcentral.edu/disability)

This material can be made available in alternative formats by contacting the Academic Support Center at 507-389-7222.