

Health Unit Coordinator

16-credit Technical Diploma

About the Program

Health unit coordinators are responsible for maintaining patient and unit records, ordering supplies and services, transcribing physician orders and requesting physician-ordered diagnostic tests and treatments from various hospitals and departments.

This diploma program will prepare students for this career by enhancing their communication skills and knowledge of medical terminology. Students will be introduced to some surgical procedures and develop necessary computer skills. Qualified instructors will help students understand laboratory and radiology medical exams, patient chart content and format, physician order transcription and the coordination of the functions of a patient care unit.

Potential Job Titles

- Clinical Systems Communicator
- Unit Clerk Coordinator
- Medical Receptionist
- Unit Clerk

Admission Process

- Fill out a WCTC application
- Send \$30 non-refundable application fee
- Send high school transcript or GED/HSED
- Send any previous college transcripts
- Complete Skills Assessment test (COMPASS)
- Begin pursuing Financial Aid options
- Schedule a Program Planning Session (PPS) with program counselor

For more information, call 262.691.5200.

Required Courses	Credits
First Semester	
501-101 Medical Terminology	3
501-104 Healthcare Customer Service	2
501-107 Intro to Healthcare Computing	2
510-301 Health Unit Coordinator Procedures 1	3
510-302 Health Unit Coordinator Procedures 2	3
510-303 Health Unit Coordinator Clinical	3
Total semester credits	16
<p><i>A grade point of 2.0 (C) or better is required in all courses to complete the program. Curriculum is current as of catalog printing. The most current curriculum requirements for graduation will be provided upon admission to program, or review at www.wctc.edu.</i></p> <p><i>Program layout above represents a sample of how to navigate the program.</i></p>	

Health Unit Coordinator Required Courses**501-101 Medical Terminology** 3

Develop an understanding of medical terminology by breaking related words into prefixes, root words, and suffixes. Practice the formation, analysis, and reconstruction of terms, and learn correct spellings, definitions, and pronunciations. Become familiar with the operative, diagnostic, therapeutic, and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

501-104 Healthcare Customer Serv. 2

Discuss the principles of customer service used by healthcare workers, including confidentiality, professionalism, and written and oral communication skills. Investigate healthcare systems, safety standards, and work force dynamics.

501-107 Intro to Healthcare Computing 2

Become familiar with the basic computer applications used in contemporary healthcare settings, including common software packages, operating systems, file management, word processing, spreadsheets, databases, the Internet, and e-mail. Study the hardware and software components of modern computer systems.

510-301 Health Unit Coordinator Proc 1 3

Become familiar with the environment, communication, and management of client information in health care.

Prerequisites: 510-314 Language of Anatomy (or concurrent) or 509-160 Medical Terminology (or concurrent) or 501-101 Medical Terminology (or concurrent); and 501-104 Healthcare Customer Serv. (or concurrent) or 801-316 Commun in Health Occup (or concurrent); and 501-107 Intro to Healthcare Computing (or concurrent) or 106-110 Microcomputer Bus Apps I (or concurrent); and COMPASS-Reading Skills or ASSET-Reading Skills or Accuplacer Reading Comprehensi or ACT-Reading or TABE Advanced Reading or COMPASS/ESL - Reading or College Proficiency - Reading; and COMPASS-Writing Skills or ASSET-Writing Skills or Accuplacer Sentence Skills or ACT-English or TABE Advanced Language or COMPASS/ESL - Grammar or College Proficiency - Writing; and 838-105 Intro Reading & Study Skills (or concurrent) or 831-103 Intro to College Writing (or concurrent) or 858-775 Reading - Program Readiness or 851-771 Writing-Program Readiness

510-302 Health Unit Coordinator Proc 2 3

Examine topics such as the order process, transcription of medication and infusion orders, laboratory and diagnostic orders, interdisciplinary treatment orders, and specialty unit orders. Prerequisites: 510-301 Health Unit Coordinator Proc 1 (or concurrent); and 501-101 Medical Terminology (or concurrent) or 509-160 Medical Terminology (or concurrent) or 510-314 Language of Anatomy (or concurrent); and 501-104 Healthcare Customer Serv. (or concurrent) or 801-316 Commun in Health Occup (or concurrent); and 501-107 Intro to Healthcare Computing (or concurrent) or 106-110 Microcomputer Bus Apps I (or concurrent)

510-303 Health Unit Coordinatr Clinicl 3

Apply the concepts and skills needed by a Health Unit Coordinator in a clinical setting. Prerequisites: 510-301 Health Unit Coordinator Proc 1 (or concurrent) and 510-302 Health Unit Coordinator Proc 2 (or concurrent); and 510-314 Language of Anatomy (or concurrent) or 509-160 Medical Terminology (or concurrent) or 501-101 Medical Terminology (or concurrent); and 501-104 Healthcare Customer Serv. (or concurrent) or 801-316 Commun in Health Occup (or concurrent); and 501-107 Intro to Healthcare Computing (or concurrent) or 106-110 Microcomputer Bus Apps I (or concurrent)