Health Unit Coordinator - Ward Clerk

Alternative Training
Health Sciences Division
Office: Curtice-Mott Complex CM2313
Phone: (810) 762-0317

Health unit coordinators function at nursing stations in hospitals and extended-care facilities under the direction of the nursing staff. Duties include clerical, physicians' orders transcription and communication with other departments. The two courses HUC.-100 and HUC.-101 include theory, lab and clinical training.

ELIGIBILITY REQUIREMENTS:

1. Reading level of at least 11th grade comprehension or successful completion of RDNG 020 (Reading course).
2. One college level Medical Terminology course.
3. One computer course selection from courses approved to meet the General Education Computer Use requirement. (Computer course selection can be a prerequisite taken before HUC. courses or a corequisite taken with HUC. courses).
4. At least a 2.0 in each required eligibility course.
5. A 2.0 cumulative GPA.
6. Program coordinator/designee signature required.

Specific Requirement Courses

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<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>HUC.-100</td>
<td>Health Unit Coordinator Foundations</td>
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<td>HUC.-101</td>
<td>Health Unit Coordinator-Practicum</td>
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