

## **Cuyahoga Community College's Health Unit Coordinator Short Term Certificate Program Frequently Asked Questions:**

### **What exactly is a Health Unit Coordinator (HUC)?**

A Health Unit Coordinator (HUC) is an essential member of a healthcare team with nonclinical secretarial responsibilities who manages all nonclinical tasks on hospital nursing units. The Health Unit Coordinator is central to the efficient operation of the hospital nursing unit and may be employed in all of the units including ICU, short stay, outpatient surgery and emergency facilities.

HUC responsibilities include:

- Coordinating the activities of the nursing staff, doctors, hospital diagnostic departments, patients, and the visitors of the nursing unit.

- Transcribing physician orders for patient treatment,

- Preparing patient charts,

- Maintaining statistical reports,

- Using hospital computer applications

- Using communication technology: telephone, fax, paging systems

- Coordinating nursing treatments

- Coordinating dietary orders

- Coordinating laboratory orders

- Coordinating medication orders

- Coordinating diagnostic orders

- and much more.

The Health Unit Coordinator is one of the key positions on the nursing unit. Health Unit Coordinators may also be employed in emergency departments, doctor's offices, clinics, ambulatory surgery centers and long-term care facilities to assist the nursing staff with clerical duties related to patients health records and coordination of treatment.

### **What is the typical salary of a HUC?**

Usually the starting salary is around \$10.50 to \$14.00 an hour on average; however salary varies from one health care institution to another.

### **What are the employment possibilities?**

All Greater Cleveland area hospitals currently hire Health Unit Coordinators. All hospitals offer employment opportunities for the various shifts: e.g. 7:00a.m.-3:30p.m., 3:00p.m.-11:30p.m., and 11:00p.m.-7:30a.m. There are opportunities for part-time and full-time employment.

### **Must a Health Unit Coordinator be licensed or certified?**

No, it is not necessary to be certified, although a professional organization is available that does provide a certification exam which proves your knowledge in Health Unit Coordinating skills. The National Association of Health Unit Coordinators (NAHUC) administers the exam. You can get more information at [www.nahuc.org](http://www.nahuc.org)

**How long is the program at Cuyahoga Community College?**

The program is designed to be two semesters. The first semester requires MA-1020 Medical Terminology I. The remaining four courses can be taken in the fall or spring semester. The English and the IT course can be taken along with the MA-1020 course if the student desires to do so as well.

**Is the Short Term Certificate program offered in the evenings and weekends?**

HIM-1060, Health Unit Coordinator is generally only offered during the day at the Metro Tri-C campus, however occasionally the class is offered in the evenings, on a Saturday, or at one of our off-campus locations. Check the online course schedule each semester for times and locations.

English, Intro to Microcomputers and Medical Terminology courses are offered as day, evening, weekend or Distance Learning classes at Metro, Eastern and Western campuses.

**When does Cuyahoga Community College's Health Unit Coordinator Short Term Certificate program start?**

The program begins each fall and spring semester, however the prerequisite course MA-1020 Medical Terminology-I can be taken in the summer.

**When is the deadline for applying to the Health Unit Coordinator Short Term Certificate program?**

There is no deadline for the HUC program, but only 25 students per semester will be accepted for enrollment in the Health Unit Coordinator class (HIM-1060) during the day and only 20 students will be accepted in an evening or off-campus class. Class registration is on a first come, first serve basis and is open to any student who has successfully passed Medical Terminology-I with a letter grade of "C" or better. A student may enroll in HIM-1060 and not yet declare his/her intention to attempt to earn the HUC award.

**How do I earn a Health Unit Coordinator Award?**

1. First, the student must submit a high school transcript or GED to the Admissions and Records office at any Tri-C campus.
2. Second, the student must be **eligible for English 1010** by sufficient score on the English Assessment test or successful completion of English 0990.
3. Third, the student must take and pass MA-1020 with a letter grade of "C" or better.
4. Fourth, the student must complete a Health Careers Application for Health Unit Coordinator Certificate Program, available at Cuyahoga Community College Health Careers Enrollment Center located at the Metropolitan Campus in the Health Careers & Sciences building room 193 (MHCS-193).
5. Complete the required five courses with a grade of "C" or better to earn the certificate.

**What are the required courses for completion of the Health Unit Coordinator Short Term Certificate program?**

The following courses must be completed with a **letter grade of “C” or better:**

ENG-1010 English Composition I	3 credits
IT-1010 Intro to Microcomputer Applications	3 credits
HIM-1060 Health Unit Coordinator	3 credits
MA-1020 Medical Terminology I	3 credits
MA-2010 Medical Terminology II	2 credits
	14 total credits

**Must I earn the Health Unit Coordinator Short Term Certificate before I seek employment?**

No. All Greater Cleveland area hospitals are currently seeking qualified applicants for Health Unit Coordinator positions. Their pre-employment tests may include medical terminology.

However, a student who has earned a Health Unit Coordinator Short Term Certificate would demonstrate to a perspective employer determination, commitment and professionalism.

**How much does the HUC program cost at Cuyahoga Community College?**

Check the current fee schedule located on the college website [www.tri-c.edu](http://www.tri-c.edu) or the current semester schedule book for costs per credit hour.

Textbooks are also required for all classes and the costs vary. Course textbooks can cost from \$50 to \$150 each, per class. Check with the campus book center for current prices.

**Is financial aid available?**

A student may qualify for federal and state funding. For more information contact the Financial Aid Department at the Campus where you originally enrolled.

**What if the student has a criminal felony record?**

Acceptance into a health career program with a Background Check violation does not guarantee that a student will be permitted to test for licensure or be admitted to or employed within a clinical setting depending on the guidelines of the outside Accrediting/Certifying Agency or the clinical affiliate.

**Can I take the classes and receive a Pass/No Pass grade instead of a letter grade?**

No. All Health Career courses, including pre-requisite courses required in any health career award/certificate/program, require a letter grade of C or better in order to be considered acceptable.

For more information, please contact Kathy Loflin, Program Manager, at (216)-987-4456 or by email at [Kathy.Loflin@tri-c.edu](mailto:Kathy.Loflin@tri-c.edu)