



PROGRAM OUTCOMES

HEALTH UNIT COORDINATOR (SHORT TERM CERTIFICATE)

1. Communication. Utilize oral and written skills to effectively communicate and interact with health care professionals, colleagues, administration and customers to enhance satisfaction.
2. Interpersonal. Develop effective interpersonal skills to conduct yourself professionally among clients, colleagues, and other health care professionals.
3. Professionalism. Conduct yourself ethically and professionally according to the National Association of Health Unit Coordinators (NAHUC) code of ethics and standards of practice.
4. Problem Solving. Use varieties of techniques to problem solve and arrive at best outcome.
5. Regulations. Follow regulatory, legal and accreditation standards when performing day to day activities.
6. Patient Record. Find, file/enter and maintain the integrity of patient records both paper and electronic format.
7. Computer Skills. Use word processing, spreadsheets, email and health care software to coordinate patient care services.
8. Coordination. Coordinate the daily operation of the Health Care Unit.