Health Unit Coordinator

TECHNICAL DIPLOMA     Program Code: 30-510-2 | Downtown Milwaukee Campus

This fast-paced diploma program prepares you to coordinate non-direct patient care tasks including order transcription, clerical support functions and customer service interactions, as well as taking direction from physicians, nurses and other health professionals. Classes are held at MATC’s Health Education Center (HEC), 1311 North Sixth Street.

Workplace Competencies
Employers expect graduates to:
• Communicate professionally in the healthcare environment
• Coordinate health unit operations
• Integrate the role of the Health Unit Coordinator in the healthcare system
• Manage client information
• Transcribe medical orders

Career Outlook
The demand for this profession continues to grow in hospitals, long-term care facilities and clinics.

Admission Requirements
This program admits students through a petition selection process. Please see this program’s web page at matc.edu to view the petition process.

You can earn the Healthcare Customer Service certificate on your way to completing this program. After earning this diploma, the credits can be applied toward the Healthcare Services Management associate degree.

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Possible Careers

- Health Unit Coordinator
- Nursing Unit Administrative Assistant
- Unit Clerk/Secretary

Related Programs

- Healthcare Services Management
- Health Information Technology
- Registered Nursing
- Healthcare Customer Service

Health Unit Coordinator Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEALTH-101</td>
<td>Medical Terminology*^</td>
<td>3</td>
</tr>
<tr>
<td>HEALTH-104</td>
<td>Healthcare Customer Service*^</td>
<td>2</td>
</tr>
<tr>
<td>HEALTH-107</td>
<td>Introduction to Computing for Healthcare*^</td>
<td>2</td>
</tr>
<tr>
<td>HUC-301</td>
<td>Health Unit Coordinator Procedures 1 ‡</td>
<td>3</td>
</tr>
<tr>
<td>HUC-302</td>
<td>Health Unit Coordinator Procedures 2 ‡</td>
<td>3</td>
</tr>
<tr>
<td>HUC-303</td>
<td>Health Unit Coordinator Clinical ‡</td>
<td>3</td>
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</tbody>
</table>

TOTAL CREDITS: 16

* Must be taken prior to entering the program.
‡ Prerequisite required.
^ Counts toward earning the Healthcare Customer Service certificate.
Curriculum requirements are subject to change.

For complete information, go to matc.edu/health_sciences/index.cfm
To apply for financial aid, visit fafsa.ed.gov
School Code: 003866

For more information:
matc.edu or 414-297-MATC
Wisconsin Relay System 711

Downtown
Milwaukee Campus
700 West State Street

Mequon Campus
5555 West Highland Road

Oak Creek Campus
6665 South Howell Avenue

West Allis Campus
1200 South 71st Street