Health Unit Coordinator

TECHNICAL DIPLOMA

Downtown Milwaukee Campus

Enter the healthcare field in a non-direct patient care role. This program prepares you for responsibilities such as order transcription, clerical support functions and customer service interactions. Technical courses are offered via flexible hybrid (in-class/online) instructional format.

Career Outlook
Positions are available in hospitals, long-term care facilities and clinics.

Program Learning Outcomes
• Manage multiple sources of client information
• Function as an integrated member of the healthcare team
• Coordinate operational processes
• Communicate professionally utilizing multiple modalities
• Process healthcare orders

Admission Requirements
High school diploma or GED required. This program admits students through a petition selection process. See this program’s webpage at matc.edu to view the petition process and all requirements.

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

Start dates: August, January and June
Possible Careers
• Health Unit Coordinator
• Nursing Unit Administrative Assistant
• Unit Clerk/Secretary

Related Programs
• Healthcare Customer Service
• Healthcare Services Management
• Medical Assistant
• Registered Nursing

For complete information, go to matc.edu/health_sciences

COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HEALTH-101</td>
<td>Medical Terminology * ^</td>
<td>3</td>
</tr>
<tr>
<td>HEALTH-104</td>
<td>Culture of Healthcare * ^</td>
<td>2</td>
</tr>
<tr>
<td>HEALTH-107</td>
<td>Digital Literacy for Healthcare * ^</td>
<td>2</td>
</tr>
<tr>
<td>HSM-140</td>
<td>Health Unit Coordinator Procedures 1 ‡</td>
<td>3</td>
</tr>
<tr>
<td>HSM-141</td>
<td>Health Unit Coordinator Procedures 2 ‡</td>
<td>3</td>
</tr>
<tr>
<td>HSM-142</td>
<td>Health Unit Coordinator Clinical ‡</td>
<td>3</td>
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TOTAL CREDITS: 16

( ) Semester order for full-time students.
‡ Prerequisite required.
* Must be taken prior to entering the program.
^ Counts toward earning the Healthcare Customer Service certificate.

Program curriculum requirements are subject to change.

Current MATC students should consult their Academic Program Plan for specific curriculum requirements.