RCTC PROGRAM PLAN

HEALTH UNIT COORDINATOR
Certificate

I. MINNESOTA TRANSFER CURRICULUM (MNTC)/
GENERAL EDUCATION REQUIREMENTS..................................................at least 3 CREDITS
Choose one of the following:
ENGL 1117, Reading and Writing Critically I, 4 cr
OR
Non-Minnesota Transfer Curriculum Course:
ENGL 1630, English Grammar, 3 cr

II. PROGRAM CORE REQUIREMENTS..........................................................20 CREDITS
HUC 1510, Introduction to Health Unit Coordinating, 3 cr
HUC 1515, Station Procedures I, 3 cr
HUC 1516, Station Procedures II, 3 cr
HUC 1519, Health Unit Coordinator Communications and Professional Issues, 3 cr
HUC 1524, Intro to Medications for the Health Unit Coordinator, 2 cr
HUC 1529, Health Unit Coordinator Internship, 4 cr
HUC 1530, Electronic Clinical Applications for the Health Unit Coordinator, 2 cr

III. ADDITIONAL REQUIREMENTS.................................................................4 CREDITS
BTEC 1010, Computer Basics, 1 cr
BTEC 1020, Keyboarding for Computers, 1 cr
BTEC 1610, Medical Terminology: Body Systems and Diseases, 2 cr

TOTAL (Depending on English course completed).................................27-28 CREDITS

ADDITIONAL NOTES:
PURPOSE: The Health Unit Coordinator major is designed to prepare students for careers in health care facilities which require the performance of a variety of office and communication skills. These duties include making special arrangements to meet client needs, scheduling appointments and tests according to doctor’s orders, monitoring and ordering supplies, and transcribing doctor’s orders to charts and other communication devices. Communicating effectively by telephone and in person with clients, visitors, and facility staff is an important part of the job. Employment may be found in hospitals, nursing homes, clinics, and in other health care facilities.

Notice of Minnesota Background Check Requirement
Minnesota Statute 245C requires that students who have contact with individuals in licensed institutions complete an annual background study with the Minnesota Department of Human Services. Individuals who do not pass the background check will not be allowed to participate in clinical activities. A list of disqualifying offenses is available at https://www.revisor.mn.gov/statutes/?id=245C.15. Information about completing the background study will be available from program faculty.

Revised: 12/09/2014; Implementation: Fall 2015