

# PENSACOLA STATE COLLEGE

## Health Unit Coordinator Information Packet

### Contact Information:

Health Programs Admissions Office  
850-484-2210  
[healthprograms@pensacolastate.edu](mailto:healthprograms@pensacolastate.edu)

Pensacola State College does not discriminate on the basis of race, ethnicity, national origin, gender, age, religion, marital status, disability, sexual orientation and genetic information in its educational programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Dr. Gael Frazer, Assoc. Vice President, Institutional Diversity at (850)484-1759, Pensacola State College, 1000 College Blvd. Pensacola, Florida 32504

## **Health Unit Coordinator (Certificate Program)**

The Health Unit Coordinator program is a 500-clock hour program which provides an introduction to the health care industry specific to duties and responsibilities of a Health Unit Coordinator, also known as Medical Secretaries or Unit Clerks. This curriculum presents the foundational theory and skills necessary to gain entry-level employment as a Health Unit Coordinator in acute care departments of hospitals or on specialty units such as progressive or intensive care.

Graduates of the program earn are eligible to take an examination to qualify as a Nationally Certified Health Unit Coordinator through the National Association of health Unit Coordinators.

## **Role of the Health Unit Coordinator**

Health Unit Coordinators are key members of the nursing unit team working under the direction of a designated nursing unit staff member. Duties include interaction with patients, visitors, and various staff members on the unit and in various departments throughout the hospital.

The Health Unit Coordinator:

- transcribes physician orders by placing orders for patient medications, laboratory and diagnostic tests and appointments
- ensures meals and other patient related needs are obtained
- orders unit supplies
- maintains patient records
- responds to telephone and intercom calls and relay messages to other staff and patients

If you like being at the hub of all the action, do not delay by registering and starting your medical career today.

## **Place of Employment**

Health Unit Coordinators work in acute care departments of hospitals, and can work on a specialty unit like progressive or intensive care. HUCs may also find employment in nursing homes and specialty care clinics or agencies. As traditional ways of documenting health care transitions from paper-based to electronic health records (EHRs) the role of the HUC is changing too. HUCs need a strong foundation in data entry and a high level of comfort with technology. HUCs spend a good deal of time both sitting and standing.

## **State and National Earnings**

Expected median earnings, for entry-level employment, in the local Escambia and Santa Rosa County area is \$10.04 per hour. (SOURCE: Economic Modeling Specialists International report, Aug 12, 2013).

## **Training Pathway**

The Health Unit Coordinator Program is a 500-clock hour program (17 vocational credit hours) divided into both classroom, and clinical settings.

OCP	Course Number	Course Title	Course Length	SOC Code
A	HSC0003	Basic Healthcare Worker	90 hours	31-9099
B	HIM0076	Health Unit Clerk	180 hours	46-6013
	HIM0076L	Health Unit Clerk (Clinical)	180 hours	

This program is offered as a weekend/evening program; theory in one semester and the clinical component in the next semester.

OCP courses A and B may be taken in sequence or concurrently.

Upon successful completion of the Health Unit Coordinator program, graduates receive certificates for the Occupational Completion Point in Basic Healthcare Worker and in Health Unit Clerk.

## **Beyond Graduation**

Graduates from the Health Unit Coordinator program may advance in their field by Continuing their education in other health related areas such as Health Information Management or Office Systems Technology-Medical Emphasis two-year degree programs at Pensacola State College.

## **Career Outlook**

The future outlook for Health Unit Coordinators is predicted to be stable in relation to the health care industry in general. Best opportunities will be available in large hospitals and nursing homes. (SOURCE: Florida Agency of Workforce Innovation).

Overall employment of medical secretaries is expected to grow 12 percent from 2010 to 2020, about as fast as the average for all occupations. Among specialties, Medical Secretary is the only occupation that is expected to have much-faster-than-average employment growth. This is driven by the rapid growth of the healthcare industry. Overall, the majority of job openings will result from the need to replace workers who leave these occupations.

SOURCE: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2012-13 Edition, Secretaries and Administrative Assistants, on the Internet at <http://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm> (visited September 6, 2013).

## **Entrance Requirements**

- High school diploma or GED
- 18 years of age or older
- TABE score on file

**Testing Requirements**

TABE scores of 9 or higher in the category of Mathematics and a score of 10 or higher in the categories of Reading and Language are required for successful completion of the program. If a student scores less than the minimum required score, the student will be advised for self-remediation or tutoring services. The TABE is required for entry into a program; however, the test is an exit requirement. This means that a student who does not achieve the minimum required score will not receive credit for the OCP or the certificate, until the TABE score is met.

Exemption for the Test of Adult Basic Education (TABE) in any clock hour program:

- Students who possess a college degree at the associate of applied science level or higher
- Any student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student serving as an active duty member of any branch of the of the United States Armed Services

**Estimated Cost of the Program**

The Health Unit Coordinator program consists of 17 credits @ \$85.80 + fees = Total \$1,458.60 in-state.

Additional Expenses (approximate):

Books	\$220.00
Uniforms	\$ 85.00
Immunizations & Physical	\$300.00
Lab Fees	\$ 96.00

Tuition rates are subject to change, contact Registrar office for current cost.

Semester		Required Courses	Credits
I	HSC0003C	Basic Health Care Worker	3
	HIM0076	Health Unit Clerk	8
II	HIM0076L	Health Unit Clerk (Clinical)	6
Total			17

**Financial Aid**

Students requiring financial assistance are directed to the Office of Financial Aid and Veterans Affairs (OFA & VA) (850)484-2349 for information on numerous grants, and scholarships available. Short-term loans are available at registration. Inquiries should be directed to the Student Affairs Office on the Warrington Campus. Students needing assistance for an education are encouraged to seek every avenue of financial aid available for that purpose. Financial counseling, as well as help with the application process, is available. Students needing financial assistance must

contact the Financial Aid office as soon as the need is determined.

This publication is to provide general career and program information and is not to be construed as a contract between the student and Pensacola State College. The student is encouraged to work closely with counselors, and the department, to verify the appropriateness of courses for registration.

### STUDENT CHECKLIST FOR APPLICATION

Date when completed

- \_\_\_\_\_ Complete and submit the Pensacola State College application (\$30) for general admission.
- \_\_\_\_\_ Complete the Florida Residency Affidavit (if applicable).
- \_\_\_\_\_ Request high school transcripts
- \_\_\_\_\_ Request all college transcripts
- \_\_\_\_\_ Complete the health-related program application and submit it to the Admissions Office on the Warrington Campus.
- \_\_\_\_\_ Complete test requirements – TABE – for consideration into the Health Unit Coordinator Program.

# PENSACOLA STATE COLLEGE REQUEST FOR OFFICIAL TRANSCRIPT

**TO: REGISTRAR**

\_\_\_\_\_  
Name of High School, College or University

\_\_\_\_\_  
Address of School

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

**Please forward an official transcript of my academic work:**

\_\_\_\_\_ College Transcript

\_\_\_\_\_ High School Record (showing graduation date or date of withdrawal)

\_\_\_\_\_ General Education Development Test Scores (GED)

\_\_\_\_\_ Transient Student Form/Letter of Good Standing (for non-degree transient students)

**Mail transcript to:**

**Admissions Office  
Pensacola State College  
1000 College Boulevard  
Pensacola, FL 32504-8998**

The following information is furnished to assist you in locating my records:

Name \_\_\_\_\_

Name used when attending the institution listed above

Birthdate \_\_\_\_\_ Social Security Number \_\_\_\_\_

Date of Graduation \_\_\_\_\_ Date of Last Attendance \_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

If there is a fee for this service, please bill me at the address shown above.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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