BELLEVUE COLLEGE

Health Unit Coordinator
Certificate of Achievement

STUDENT NAME		SID #	
PROGRAM CHAIR		DATE	

PROGRAM REQUIREMENTS			Requested Substitution/Transfer Credits (if applicable)					
Course	Course Title	CR	College/University	Course	CR	Grade	Quarter	Year
CORE COURSEWORK								
AHE 100	Introduction to Healthcare	5						
AHE 110	Medical Terminology	5						
AHE 120	Safety for Healthcare	2						
AHE 130	Human Systems	5						
AHE 140	Professional Relationships in Healthcare	5						
HLTH 145	Wellness for Healthcare	3						
AHEA 100	Medical Law and Ethics	3						
AHEA 102	Introduction to Medical Administration	5						
AHEA 104	Introduction to Billing and Coding	5						
AHEA 106	Medical Computer Systems	5						
AHEA 110	Health Unit Coordinator I	5						
AHEA 112	Health Unit Coordinator Ii	5						
AHEA 118	Health Unit Coordinator Practicum	5						
BTS 104	Keyboarding Review & Speed Building	1						
BTS 161	Business Software Essentials	5						
TOTAL		**64**						

This health professional is responsible for maintaining and supporting a healthcare facility. Their duties include setting up hospital admittance charts, performing data entry, ordering lab tests and x-rays, transcribing physician orders, maintaining patient records, and managing facility communications.

LEARNING OUTCOMES:

Certificate recipients should possess the following skills & abilities:

- Demonstrate understanding of basic human anatomical structure and body functions
- Interpret, understand, and use basic medical and laboratory terminology
- Demonstrate proficiency in basic computer applications
- Utilize critical thinking and problem solving skills
- Interact and communicate with a diverse client base, with sensitivity to cultural differences
- Demonstrate the ability to use an electronic admitting system for admitting, discharging, and transferring pre-operative and post-operative patients
- Demonstrate the ability to check patients into a doctor's office, including complete knowledge of insurance types and restrictions and proficiency in medical billing and coding

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/ ahe/#certificateAchievement_health_unit_coordinator

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