

HUC (Health Unit Clerk) Program Outline

Section 1 (Chapters 1-4) Orientation to Hospitals, Medical Centers, and Health Care

- Module 1 Chapters 1, 2 (**Overview of Health Care and the Allied Health Career**)
Module 2 Chapters 3, 4 (**The Nursing Department and Communication Devices**)

Section 2 (Chapter 22) Medical Terminology, Basic Human Structure, Diseases and Disorders

- Module 3 Chapter 22 Units 1, 2, 3 (**Terminology, Body Structure, Oncology, Integumentary & Musculoskeletal Systems**)
Module 4 Chapter 22 Units 4, 5 (**The Nervous System and The Eye And Ear**)
Module 5 Chapter 22 Units 6, 7, 8 (**Cardiovascular, Lymphatic, Digestive, Respiratory Systems**)
Module 6 Chapter 22 Units 9, 10, 11 (**Urinary, Male + Female Reproductive & Endocrine Systems**)

Section 3 (Chapters 8-18) The Patient's Electronic Record or Paper Chart

- Module 7 Chapters 8, 9, 10 (**Patients Chart, Handwritten/ Electronic Dr's Orders and Activity Orders**)
Module 8 Chapters 11, 12, 13, 14 (**Treatment, Nutrition, Medication and Laboratory Orders**)
Module 9 Chapters 15, 16, 17, 18 (**Diagnostic, Treatment and Miscellaneous Orders**)

Section 4 (Chapters 19-21) Health Unit Coordinator Procedures

- Module 10 Chapters 19, 20 (**Admission, Discharge, Pre & Post Operative, Postmortem Procedures**)
Module 11 Chapters 21 (**Infection Control, Reports and Emergency Procedures**)

Section 5 (Chapters 5-7) Personal and Professional Skills

- Module 12 Chapters 5, 6, 7 (**Interpersonal Communication, Workplace Behavior, & Problem Solving**)