

Health Unit Clerk Program

This program will prepare students to function as part of the health care team as a Health Unit Clerk. They will learn the Health Unit Clerk's roles and responsibilities related to maintaining client records both paper and electronic, processing and transcribing physician, nursing, medication, diagnostic, and laboratory orders.

Job Market: Graduates may find employment in a wide variety of settings such as:

- Hospitals
- Nursing Homes
- Special Needs Areas: High Schools, Medical Offices, etc.

Section 1 – Module 1 & 2 – Chapters 1- 4

Orientation to Hospitals, Medical Centers, and Health Care *(1 Week)*

This section introduces the student to the Health Care Delivery System – departments and services, members of the health care team, facility communication systems, and client care management.

Group & Individual Assignments & Quizzes	30%
Module Tests	70%
Total	100%

Section 2 – Modules 3 – 6 – Chapter 22 – Units 1-11

Medical Terminology, Basic Human Structure, Diseases and Disorders *(5 weeks)*

This is an introduction to medical terminology, anatomy and physiology of the human body. You will learn the basic fundamentals of medical terminology including word components, definitions, spelling and pronunciation, using the system approach as well as basic anatomy and physiology.

Group & Individual Assignments & Quizzes	20%
Module Tests	80%
Total	100%

Section 3 – Chapters 8 – 18 – Modules 7 – 9

The Patient's Electronic Record or Paper Chart *(5 Weeks)*

This course provides the knowledge needed to medications & classifications, transcribe doctors' orders, nursing treatment orders, dietary orders, medication orders, and laboratory orders and recording telephoned laboratory results, diagnostic imaging orders, and miscellaneous orders. It also focuses on the patient's chart, particularly the assembly of, forms, and maintenance.

Group & Individual Assignments & Quizzes	30%
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Health Unit Clerk

Module Tests	70%
Total	100%

Section 4 – Chapters 19 – 21 – Module 10 & 11

Health Unit Clerk Procedures *(1 Week)*

This course provides the knowledge and skills needed to accurately manage the admission, transfers, and discharge procedures for patients. Also included are postmortem procedures, recording vital signs, ordering supplies, daily diagnostic test, filing, infection control, emergencies, and any special services required.

Group & Individual Assignments & Quizzes	30%
Module Tests	70%
Total	100%

Section 5 – Chapters 5 – 7 – Module 12

Personal and Professional Skills *(1 Week)*

In this section, you will examine the process of communication. Interpersonal behavior and communication skills will be taught. Ethics, legal issues and management of a nursing ward will also be discussed. Completion of a Nursing Assistant Resume & Cover letter.

Group & Individual Assignments & Quizzes	30%
Module Tests	70%
Total	100%

Keyboarding *(Ongoing)*

This course provides a basic working knowledge of keyboarding skills.

Computer Fundamentals *(2 Weeks)*

This course will teach the students the basic fundamentals of Microsoft Office

Industry Practicum *(6 Weeks)*

Clinical practicum allows the student to apply their theoretical knowledge and skills in a practice environment.