



TUITION	DURATION	TARGET CERTIFICATION
\$4,000	18 weeks	Certified Health Unit Coordinator (CHUC) Certified Electronic Health Record Specialist (CEHRS)

ISSUING AUTHORITIES



REQUIREMENTS

High School Diploma or GED

PROGRAM DETAILS

The role of a Health Unit Coordinator has expanded over the years as new technology has been introduced, legal and ethical standards have been tightened, and various supporting roles within the medical environment have evolved. Our thorough certification training program considers this evolution and includes all the training to ensure your success as a HUC.

In just 18 weeks, you'll have completed four courses to introduce you to the health care facility environment and the various procedures performed by a certified Health Unit Coordinators.

Health Unit Coordinators may also be asked to transcribe doctor's orders and update patient records. To address these job roles, you will complete a pre-requisite course covering these topics.

A HUC will also be called upon to work within a patient's electronic health record (EHR) to perform audits, process release requests and to perform the basic collection of patient demographic and insurance information. To address these tasks, you'll complete an Electronic Health Records course.

Completion of the four courses you'll be prepared for the Certified Health Unit Coordinator (CHUC) exam, sponsored by the National Association of Health Unit Coordinators (NAHUC), and the Certified Electronic Health Records Specialist (CEHRS) exam, through the National Healthcareer Association (NHA).

CAREER SERVICES

For all MedCerts Students that are not affiliated with an employer partner, you also have the added benefit of Job Search Assistance including guidance with resume building, networking, interviewing, and job search tips.

ATTAINABLE CAREERS

- Medical Secretary
- Health Unit Coordinator
- Unit Secretary

Throughout the Health Unit Coordinator program, students will learn the skills to:

- Perform HUC tasks and provide accountability to nursing personnel, medical staff and other hospital department patients and visitors
- Manage & operate the nursing unit communication systems
- Record diagnostic tests values, vital signs, and census data
- Scan reports into the patient's EMR or physically insert into patient's chart
- Transcribe doctor's orders or monitor patient orders using knowledge of A&P, disease processes, medical terminology and abbreviations

While MedCerts training and related target certifications may be accepted and/or approved by your state of residency, employers reserve the right to dictate pre-requisite education, experience, or certification/licensure requirements for their positions. We strongly advise students to research target job posts from area employers and relevant state requirements, barriers, or restrictions prior to enrollment to ensure eligibility upon graduation.



TARGET CERTIFICATIONS

Certifications	Issuing Authority	Exam Details
Certified Health Unit Coordinator (CHUC)	National Association Health Unit Coordinator (NAHUC)	100 multiple choice questions Time limit: 1 hour 50 minutes
Certified Electronic Health Record Specialist (CEHRS)	National Healthcareer Association (NHA)	120 multiple choice questions Time limit: 2 hours 30 minutes

Course Code	Title	Hours	Weeks	Course Materials (Included)
PS-1011	Professionalism in Allied Health	32	2	None
HI-1014	Introduction to Human Anatomy and Medical Terminology	96	6	PDF eBook
HI-1018	Electronic Health Records	64	4	eBook
HI-1013	Health Unit Coordinating	96	6	eBook

EXPERIENTIAL/CLINICAL COMPONENT:

Experiential/Clinical Component Requirements (not applicable to the HI-8000 Health Unit Coordinator Program) – Once students complete this program, they will be able to immediately start working with Career Services at MedCerts. Experiential learning or clinicals are not required to get a job in this field.

CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING POLICY:

MedCerts does not perform criminal background checks, nor do we test students for illicit drug use. Please be advised that while MedCerts does not perform these checks, the student's drug, criminal, or immunization status may prevent clinical/externship placement and future employment as a healthcare or IT professionals. Externship sites, employers, and State Boards of Pharmacy or other regulatory boards have regulations about immunizations, drug use, and criminal backgrounds. Regulatory boards, externship sites, employers, and other organizations that may require these screenings for placement, and adverse results may prohibit you from moving forward in the program. Candidates with a felony conviction are not eligible to participate in ANY MedCerts program that includes the Pharmacy Technician certification as a primary or secondary certification

The student understands that MedCerts does not hold any control over the drug, immunization, criminal, or background screening processes or policies held by any organization outside of MedCerts.



Upon 100% completion of this program, students will receive a "MedCerts Certificate of Program Completion." This is proof of completion of training but isn't a nationally recognized certification. Students are expected to take and pass the national certification exam through the issuing authority for recognized certification in their field.