A health unit coordinator handles the day-to-day administrative duties of a single section of a medical office, hospital, or clinic. Health unit coordinators need to be organized, and aid in billing, transcribing, and scheduling, as well as provide excellent customer service. The Health Unit Coordinator program at Prairie State College (PSC) provides students with the necessary skills needed to be a certified health unit coordinator.

**CERTIFICATION**

Upon the successful completion of the Health Unit Coordinator program, students will be eligible to sit for the National Association of Health Unit Coordinators (NAHUC) certification exam.

**ABOUT THE CURRICULUM**

Health unit coordinators keep their unit flowing and operational. This program covers how to transcribe doctors’ orders, coordinate workflow for a nursing unit, order necessary lab work, and diets. Students will learn management of information, communication, medical terminology, critical thinking and cultural diversity. Students also will be introduced to processes that involve daily care of legal medical records, retrieving clinical lab results, and understanding patient privacy.

Courses required in this program include Microsoft Office, keyboarding, medical terminology, and health unit coordinator. Completing these core classes provide a vocational certificate. A textbook is required the first night of class and can be purchased at the Barnes and Noble Bookstore at PSC on the main campus in Chicago Heights.

**JOB OUTLOOK**

In 2014, health unit coordinators average salary was between $22,357 and $40,592 a year. The U.S. Bureau of Labor Statistics indicates that the employment of health unit coordinators is projected to increase by about 36 percent through 2022.

Refer to the current course schedule for course dates and times or visit prairiestate.edu/ced.
USE INSTANT ENROLLMENT
Register and pay for continuing education courses through Instant Enrollment on WebAdvisor.

To register, go to prairiestate.edu and select How to Register for Non-Credit Courses from the A-Z index.

HOW TO REGISTER
Step 1. Review and choose classes
Review and choose classes from the non-credit class schedule online at prairiestate.edu, or request a copy by calling (708) 709-3750.

Step 2. Register
1. Register online through WebAdvisor by following the Instant Enrollment instructions.
   • If you have a WebAdvisor username and password, please log in before registering.
   • If you are a new student, you will need to fill out the Personal Identification screen to create an account. Your username and password will be emailed to you upon registration.

2. Register in person at Enrollment Services on the main campus or at the Matteson Area Center on weekdays. (Please note that only credit and debit card payments are accepted at the Matteson Area Center).

3. Register by phone by calling (708) 709-3516 or (708) 709-3750. Please have your credit or debit card information ready.

4. Register by mail by completing the registration form at the back of the non-credit schedule. Send payment with completed registration form to Prairie State College, Office of Enrollment Services, 202 South Halsted Street, Chicago Heights, IL 60411. Checks should be made payable to Prairie State College. Driver’s license number and phone number must be included on check.

Step 3. Payment
Pay tuition and fees. Payment is due in full at time of registration. Paying by cash or check, Visa, MasterCard, or Discover? Visit the Business Office to pay tuition. Note: Make checks payable to Prairie State College. Driver’s license or State ID and a phone number is required for all checks. Prefer to pay at the Matteson Area Center? Only credit and debit cards are accepted for payment there.

REFUNDS
If you register for a non-credit class, but are unable to attend, you must come to the Matteson Area Center and complete a drop form. No refunds will be issued unless requested at least 48 business hours before the first class meeting.

WIA APPROVED COURSE
The Workforce Investment Act (WIA) has helped many individuals obtain new job skills and training to make them more employable. If you meet the eligibility requirements and funding is available, WIA may help pay for your tuition, books, and other fees associated with college courses. The Health Unit Coordinator Program is approved for WIA funding for eligible individuals. For more information on WIA, call (708) 709-7975.

FOR MORE INFORMATION
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