

# Health Unit Coordinator Certificate (UCMR)

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The Health Unit Coordinator certificate helps students develop marketable skills as entry-level medical clerical workers. Job duties include assembling and maintaining patient charts; processing doctors' orders; processing admissions, transfers, and discharges; and scheduling diagnostic procedures.

The certificate program includes online coursework covering Health Unit Coordinator procedures and communication skills (about 85% of the program), as well as unpaid, on-site clinical observation at an area healthcare organization.

The Health Unit Coordinator program meets the standards of education as published by the National Association of Health Unit Coordinators. The program qualifies students to take the national certification exam for Health Unit Coordinators.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit the Admissions (<http://www.cincinnati.edu/academics/admission/>) section of the College website.

## Health Unit Coordinator Certificate (UMCR)

**Program Prerequisites:** ENG 085 Applications of College Reading and Writing or appropriate placement test score, IM 105 Keyboarding Skills or appropriate keyboarding score.

| Semester 1      |                                    | Lec      | Lab      | Credits   |
|-----------------|------------------------------------|----------|----------|-----------|
| MCH 104         | Comprehensive Medical Terminology* | 3        | 0        | 3         |
| Semester 2      |                                    |          |          |           |
| MCH 110         | Orientation to Health Records      | 3        | 0        | 3         |
| MCH 120         | Health Unit Coordinator Training   | 3        | 2        | 4         |
| <b>Total</b>    |                                    | <b>9</b> | <b>2</b> | <b>10</b> |
| <b>Credits:</b> |                                    |          |          |           |

\* May take MCH 101 Medical Terminology 1 and MCH 102 Medical Terminology 2 (minimum grade C for both) in place of MCH 104.

## Faculty

### Advisor

Lisa Lucas, MA  
lisa.lucas@cincinnati.edu

### Clinical Coordinator

Jenny Boles, MSN, RN  
jennifer.boles@cincinnati.edu

## Courses

### MCH 100 Healthcare Informatics

**2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on technology used in the healthcare delivery system and electronic health records (EHR) management. Topics include: hardware, software, user interfaces, telecommunications and networks, and health management information systems.

Prerequisites: None

### MCH 101 Medical Terminology 1

**2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on the basic structure of medical words and abbreviations. Topics include: prefixes, suffixes, word roots, combining forms, and singulars and plurals.

Prerequisites: ENG 085 or appropriate placement  
Ohio Transfer Assurance Guide Approved

### MCH 102 Medical Terminology 2

**2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A continuation of MCH 101. Topics include: defining, pronouncing, and spelling medical terms using prefixes, suffixes, roots, and combined forms.

Prerequisites: MCH 101 (minimum grade C)  
Ohio Transfer Assurance Guide Approved

### MCH 104 Comprehensive Medical Terminology

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A comprehensive study of medical terminology. Topics include: prefixes, suffixes, word roots, combining forms, singulars and plurals, and abbreviations associated with medical specialties.

Prerequisites: ENG 085 or appropriate placement  
Ohio Transfer Assurance Guide Approved

### MCH 106 Health and Wellness Promotion

**2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on promoting health and wellness issues to the public. Topics include: self-empowerment, stress reduction, physical fitness, healthy eating, addiction avoidance, identifying and reducing risk factors in disease, and alternative therapies.

Prerequisites: None

### MCH 108 Professionalism in Healthcare

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on professional standards applicable in healthcare settings. Topics include: communication skills, employability skills, healthcare teams, diversity, career planning, and professional development.

Prerequisites: ENG 080 or appropriate placement

### MCH 110 Orientation to Health Records

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the content and format of health records. Topics include: standard forms, legal issues related to health records, maintaining health records, and filing and retrieving diagnostic reports.

Prerequisites: MCH 101 (minimum grade C), and IM 105 or appropriate keyboarding score

### MCH 112 Issues in Health Economics

**2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on current trends and concerns related to the economics of health care systems. Topics include: economic differences between medical care and other commodities.

Prerequisites: None

**MCH 114 Law and Ethics for Healthcare**

**2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on fundamentals of medical jurisprudence and essentials of professional behavior in healthcare. Topics include: medical ethics, legal concerns in healthcare, and the healthcare provider's role as an agent of the physician.

Prerequisites: ENG 085 or appropriate placement

**MCH 116 Cultural Competency for Health and Public Safety Professions**

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the influences of race, culture, and ethnicity in shaping values, belief systems, and behaviors of Health and Public Safety professionals and patients/clients.

Prerequisites: ENG 085 or appropriate placement

**MCH 118 Quality Improvement in Healthcare**

**2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on quality improvement in healthcare, focused on patient-centered care. Topics include: organizations responsible for healthcare accreditation and regulation, healthcare provider departments that address regulations, and trends affecting delivery of quality healthcare services.

Prerequisites: ENG 085 or appropriate placement

**MCH 120 Health Unit Coordinator Training**

**4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on skills required for entry-level medical clerical workers. Topics include: patient charts, transcribing nursing treatment, using computer software, medication, respiratory and physical therapy orders, X-ray and MRI scan procedures, nuclear medicine, ultrasound, and endoscopy.

Prerequisites: MCH 101 or MCH 104 (minimum grade C for either)

**MCH 130 Nurse Aide Training**

**4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A course on caring for the elderly in long-term care facilities. Topics include: communication skills, mental health and social service needs, resident rights, activities of daily living, safety, and restorative services. Students who complete the course at 80% or above are qualified to take the Ohio Department of Health Competency Evaluation Test for a State Tested Nurse Aide (STNA).

Prerequisites: None

Instructor Consent Required

**MCH 132 Patient Care Assistant Training**

**3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course that prepares students for employment in acute care facilities as nursing assistive personnel. Topics include: role definition/classification, communication, basic anatomy/physiology concepts with associated observations, overview of nutrition/diet therapy, introduction to common pathologies, and commonly delegated skills.

Prerequisites: ENG 085 or appropriate placement, and MCH 130, and on State Nurse Aide Registry or eligible for Registry

Instructor Consent Required

**MCH 134 Medication Aide Training**

**6 Credits. 4 Lecture Hours. 4 Lab Hours.**

A course that prepares students to distribute medications in long-term care and residential care facilities, through a minimum of 80 hours of lecture and laboratory practice and 40 hours of clinical experience.

Prerequisites: MCH 130, and on State Nurse Aide Registry or have one year of experience in a residential care setting

Instructor Consent Required

**MCH 136 Restorative Aide Training**

**2 Credits. 1 Lecture Hour. 2 Lab Hours.**

A course on rehabilitation services used to return individuals to optimal mobility and functioning following various conditions. Topics include: lifting, moving, and ambulation procedures; care of individuals with musculoskeletal, neurological, and integumentary conditions; and restorative approaches to meeting nutrition, hydration, and personal care needs.

Prerequisites: MCH 130, and on State Nurse Aide Registry or eligible for Registry

Instructor Consent Required

**MCH 138 Patient Care Skills**

**2 Credits. 1 Lecture Hour. 3 Lab Hours.**

A course on fundamental health care concepts and skills for students planning a career in healthcare. Topics include: basic body mechanics, patient draping techniques, infection control techniques, oxygen therapy, and problem solving techniques.

Prerequisites: None

**MCH 141 Electrocardiography 1**

**3 Credits. 2 Lecture Hours. 2 Lab Hours.**

A course on basic principles of electrocardiography. Topics include: the electrical conductive system of the heart, patient preparation, setting up the ECG machine, and recognizing and correcting distortion problems.

Prerequisites: BIO 100 or BIO 111 or BIO 151 (minimum grade C for all)

**MCH 142 Electrocardiography 2**

**4 Credits. 3 Lecture Hours. 2 Lab Hours.**

A continuation of MCH 141, including review of basic electrocardiography and 12 lead ECG interpretation. Topics include: cardiac electrophysiology, recognizing common dysrhythmia and advanced cardiac dysrhythmias, chamber enlargement, pacemakers, myocardial ischemia, injury, infarct patterns, and effects of drugs and electrolytes on the ECG.

Prerequisites: MCH 141 (minimum grade C), or certification in EMT, Paramedic, Nursing, or Practical Nursing