

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
Total		9	2	10
Credits:				

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

Faculty

Clinical Coordinator

Jenny Boles, MSN, RN
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Health and Public Safety Division Advising

Call (513) 569-1670 or Text (513) 569-1600

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. This course is delivered through online instruction only.

Prerequisites: FYE 120 or placement into ENG 101
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. This course is delivered through online instruction only.

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

Ohio Career-Technical 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. This course is delivered through online instruction only.

Prerequisites: FYE 120 or placement into ENG 101
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. This course is delivered through online instruction only.

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. This course is delivered through online instruction only.

Prerequisites: FYE 120 or placement into ENG 101

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. This course is delivered through online instruction only.

Prerequisites: FYE 120 or placement into ENG 101

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. This course is delivered through online instruction only.

Prerequisites: FYE 120 or placement into ENG 101

MCH 120 Health Unit Coordinator Training

3 Credits. 3 Lecture Hours. 0 Lab Hour.

A course on skills required for entry-level medical clerical workers. The curriculum follows the National Association of Health Unit Coordinators (NAHUC) standards. Topics include: orientation to health care facilities; personal and professional skills; electronic health records; and admission, transfers, and discharge procedures. This course is delivered through online instruction only.

Prerequisites: MCH 102 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: FYE 120 or placement into ENG 101, 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: communication, infection control including wound care, workplace safety, basic emergency care, body mechanics, obtaining vital signs including pain assessment, bedmaking, assisting with oxygen therapy, IV therapy, and urinary elimination.

Prerequisites: None

MCH 141 Electrocardiography 1

3 Credits. 2 Lecture Hours. 2 Lab Hours.

A course on the basic principles of electrocardiography. Topics include: cardiac anatomy and physiology, electrical conduction system of the heart, steps for recognizing basic cardiac dysrhythmias, ECG techniques, and patient preparation for an electrocardiogram. This course is delivered through online instruction only.

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 rhythm interpretations and the 12 lead ECG tracing, and focus on recognizing changes in the ECG tracing due to various cardiac conditions. Topics include: cardiac electrophysiology, recognizing common dysrhythmia and advanced cardiac dysrhythmias, chamber enlargement, pacemakers, myocardial ischemia, injury, infarct, and recognizing effects of drugs and electrolytes on the ECG tracing. This course is delivered through online instruction only.

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