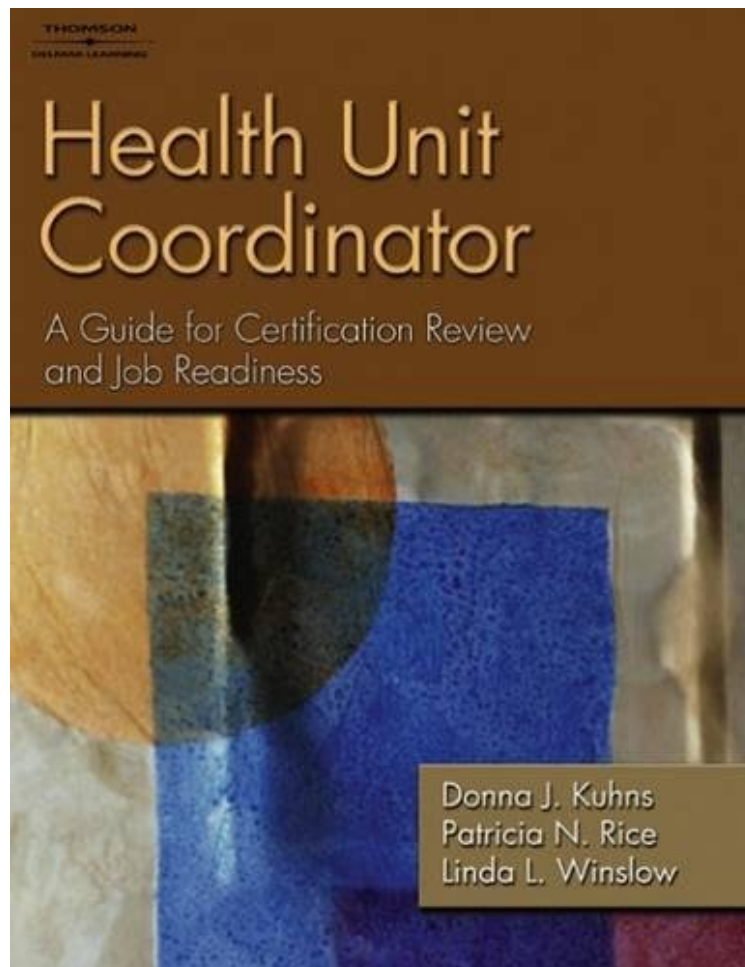


Health Unit Coordinator: A Guide for Certification Review and Job Readiness

Donna J Kuhns, Patricia Noonan Rice, Linda L. Winslow
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The role of the 21st century health unit coordinator is one that requires constant education and awareness of the changes in technology and health care. Whether you are an experienced health unit coordinator or just entering the field, this review and practice resource will help you prepare for the National Association of Health Unit Coordinators certification exam. Exercises and activities such as tear-out worksheets and crossword puzzles provide a variety of ways to review and reinforce content. This resource is also a unique tool for job preparation.

Section I Transcription of Orders Chapter 1 Processing Chapter 2 Notification Chapter 3 Requests Section II Coordination of Health Unit Chapter 4 Admissions Chapter 5 Patient Results Processing Chapter 6 Discharges/Transfers Chapter 7 Unit Responsibilities/Clerical Chapter 8 Reports and Record Keeping Chapter 9 Personnel Management Chapter 10 Safety and Security Chapter 11 Confidentiality and Patient Rights Section III Equipment/Technical Procedures Chapter 12 Communication. Chapter 13 Computers Chapter 14 Monitoring Systems Chapter 15 Miscellaneous Equipment Section IV Professional Development Chapter 16 Training Chapter 17 Individual Development About the Author Donna J. Kuhns, CHUC, Health Unit Coordinator Instructor, Aurora Health Care, Milwaukee Wisconsin