

**HEALTH UNIT COORDINATOR**

This course covers how to transcribe doctor's orders, coordinate work flow for a nursing unit, order necessary lab work, and diets. Students are also introduced to daily care of legal medical records, retrieving clinical lab results, and patient privacy. This course along with completion of Microsoft Office, Keyboarding, and Medical Terminology provides a non-credit vocational certificate. A textbook must be purchased.

code: GSMED-035-MC  
dates: Feb 3-Apr 28  
time: 06:00PM-09:00PM

cost: \$299  
days: W  
location: MAC 112