



# Example of Health Unit Coordinator Job Description

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Our company is searching for experienced candidates for the position of health unit coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for health unit coordinator

- Coordinates information to facilitate care progression of patients, making sure all discharge information is assembled for discharge to home or transfers to skill nursing facilities, TCUs
- Accurately transcribe orders for patient plan of care
- Perform computer and order entry
- Assist in scheduling appointments and transportation for residents
- Accurately maintain patient chart and unit records according to procedure
- Establish and maintain daily communication with team and other departments
- Assist with the ordering of unit and patient care supplies (i.e., I-meds, IV poles, forms and paper supplies, rental supplies)
- Process and follow up on work order requests for any unit repairs
- Sorts, identifies and distributes mail
- Provide support services for the Center for Medically Fragile Children including answering phones, taking orders, ordering supplies & tracking facility statistics

## Qualifications for health unit coordinator

- Must be able to accurately relate information concerning a patient's condition
- Must have functional knowledge in field of practice
- Must be knowledgeable of practices and procedures the laws, regulations, and guidelines governing functions in the post-acute care facility

- Must have one year of healthcare experience