



Example of Health Unit Coordinator Job Description

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Our growing company is looking for a health unit coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for health unit coordinator

- Care Delivery Maintains accurate unit communication including, but not limited to, promptly answering telephones, activating the paging system, facilitating timely faxing, and distributing patient and unit mail
- Collaborative Practice Maintains office equipment including, but not limited to, computers, telephones, refrigerator temperatures, printers, and fax machines
- Education & Development Constructively receives feedback and direction
- Collaborate with team members to coordinate department activities and flow of information between teams and other departments
- Prepare medical record on admission, maintain all active medical records in designated order
- Maintain security of all patient medical records and security of the nurse's station and acute and ER area
- Assist in preparation of the appropriate forms for lab and radiology tests
- Accurately transcribe physician and nursing orders to the appropriate forms for the patient care plan
- Manage and troubleshoot communication systems
- Maintain on call schedules for services and communication tools

Qualifications for health unit coordinator

- Must be able to successfully pass a Customer Service test, Spelling test, and Basic Computer Skills test with a minimum score of 80%

- Must be able to communicate effectively with patients, families, and hospital staff
- Must be able to complete the Health Unit Coordinator checklist within three months of employment
- Customer service or clerical experience preferred
- Certification from the Health Unit Coordinator Program preferred