



Example of Health Unit Coordinator Job Description

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Our company is hiring for a health unit coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for health unit coordinator

- Prioritizes and transcribes written doctor's orders under the supervision of the RN
- Respond to call lights and direct the inquiry to the appropriate party
- Greet and assist patients, visitors, physicians, students, and staff
- Facilitate communication of patient information, working within the unit with other units and departments
- Answer multi-line telephones answering the caller's questions or directing the caller to the appropriate party
- Provide unit support by assisting with bed assignments and maintaining accurate patient locations in Epic
- Assist in the onboarding and training of new employees to ensure all employees receive consistent and accurate information
- Maintains the patients charts from admission through discharge, ensures that all necessary documents are in the chart before procedures, and is responsible for filing reports and preparing the charts for transfer to Medical Records if using paper chart
- Demonstrates competency with regards to computer skills necessary for job functions
- If completed appropriate portion of CRIM class for monitor interpretation and has demonstrated competency in Cardiac Rhythm interpretation may be assigned telemetry monitoring duties

Qualifications for health unit coordinator

- Can work cooperatively with all members of the patient care team across units
- Graduate of a vocational/technical school program for Health Unit Coordinator
- Minimum of one year as a HUC in a general, acute-care hospital or unit secretary position in non-acute care setting
- Unit coordinator course preferred
- Completion of a hospital unit secretary program or 5+ years of relevant experience