

# Pensacola Junior College



## Health Unit Coordinator Admission Packet

### Contact Information:

Jim Kite  
850-484-2224  
[jkite@pjc.edu](mailto:jkite@pjc.edu)

Health Programs Admissions Office  
850-484-2210  
[healthprograms@pjc.edu](mailto:healthprograms@pjc.edu)

## **Health Unit Coordinator (Certificate Program)**

Health Unit Coordinators are key members of the nursing unit team working under the direction of a designated nursing unit staff member. Duties include interaction with patients, visitors, and various staff members on the unit and in various departments throughout the hospital. The Health Unit Coordinator transcribes physician orders by placing orders for patient medications, laboratory and diagnostic tests and appointments, ensures meals and other patient related needs are obtained. They order unit supplies, maintain patient records, respond to telephone and intercom calls and relay messages to other staff and patients. If you like being at the hub of all the action, do not delay by registering and starting your medical career today.

### **FREQUENTLY ASKED QUESTIONS**

#### **Q: What are some Typical Tasks in this Career?**

- A:**
- Preparing and collecting records in hospital nursing units such as obstetrics, Pediatrics or surgery.
  - Ensuring accuracy and completeness of patient information, as well as obtaining laboratory, pharmacy, dietary and diagnostic services as requested by treating physicians.
  - Recording patients' temperatures, pulse rates, and blood pressure on medical records.

Graduates from the Health Unit Coordinator program work in hospitals, nursing homes, and specialty care clinics or agencies.

#### **Q: What Other Occupations are Available in this Field?**

- A:**
- Ward Clerk
  - Medical Receptionist

#### **Q: What is the Degree Progression?**

**A:** Health Unit Coordinator is a 17-credit program that leads to a Health Unit Coordinator Vocational Credit Certificate.

#### **Q: What is Available beyond Graduation?**

**A:** Graduates from the Health Unit Coordinator program may advance in their field by Continuing their education in other health related areas such as Health Information Management or Office Systems Technology-Medical Emphasis two-year degree Programs at PJC.

#### **Q: What is the Career Outlook for this Field?**

**A:** The future outlook for Health Unit Coordinators is predicted to be stable in relation to The health care industry in general. Best opportunities will be available in large hospitals and nursing homes. (Source: Florida Agency of Workforce Innovation). PJC's job placement rates for 2005 – 2006 are 100%. PJC placement rates are based upon those graduates who are (1) working in their field of training, (2) in the military, and (3) continuing their education not seeking related employment.

#### **Q: What are the Entrance Requirements for this Program?**

**A:** A high school diploma or GED is required.

**Q: What are the Testing Requirements for this Program?**

**A:** Students must be assessed for appropriate placement in courses by taking the Test of Adult Basic Education (TABE). Students must earn a 10.0 in Reading, 9.0 in Math, and 10.0 in Language. If a student does not earn these scores, he or she must take the following vocational preparatory courses.

VPI 0100	Vocational Preparatory Reading
VPI 0200	Vocational Preparatory Mathematics
VPI 0311	Vocational Preparatory Language

**Q: What is the Estimated Cost of the Program?**

**A:** 17 credits @ \$72.21 each in state = Total \$1,227.57 in-state

Additional Expenses (approximate):

Books	\$212
Uniforms	\$ 85
Immunizations & Physical	\$300

*Tuition rates are subject to change, contact Registrar office for current cost.*

**Q. What is the Recommended Sequence for the Program?**

<u>COURSE</u>	<u>CREDITS</u>
WCL0050C** Health Unit Coordinator Functions	8
HSC0005** Orientation to Health Science	1
HSC0591W AIDS/OSHA for Health Professionals	1
OTA0101 Keyboarding	1
WCL0055L** Health Unit Coordinator Clinical II	<u>6</u>
<b>TOTAL PROGRAM CREDITS</b>	<b>17</b>

*\* Students who have satisfactory TABE test scores are not required to take these courses.*

*This publication is to provide general career and program information and is not to be construed as a contract between the student and Pensacola Junior College. The student is encourage to work closely with counselors and the department to verify the appropriateness of courses for registration.*

**FINANCIAL AID**

Students requiring financial assistance are directed to the Office of Financial Aid and Veterans Affairs (OFA & VA) (850)484-2349 for information on numerous grants, and scholarships available. Short-term loans are available at registration. Inquiries should be directed to the Student Affairs Office on the Warrington Campus. Students needing assistance for an education are encouraged to seek every avenue of financial aid available for that purpose. Financial counseling, as well as help with the application process, is available. Students needing financial assistance must contact the Financial Aid office as soon as the need is determined.

## STUDENT CHECKLIST FOR APPLICATION

Date when completed

- |       |  |
|-------|--|
| _____ | Complete and submit the <u>PJC application</u> (\$30) for General admission.   |
| _____ | Complete the <u>Florida Residency Affidavit</u> (if Applicable).   |
| _____ | Request <u>high school transcripts</u>   |
| _____ | Request all <u>college transcripts</u>   |
| _____ | Complete the <u>health-related program application</u> (the last page of this applications) and submit it to the Admissions Office on the Warrington Campus. |
| _____ | Complete <u>test requirements</u> – TABE – for consideration into the Health Unit Coordinator Program.   |

# PENSACOLA JUNIOR COLLEGE REQUEST FOR OFFICIAL TRANSCRIPT



**TO: REGISTRAR**

\_\_\_\_\_  
Name of High School, College or University

\_\_\_\_\_  
Address of School

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

**Please forward an official transcript of my academic work:**

- \_\_\_\_\_ College Transcript
- \_\_\_\_\_ High School Record (showing graduation date or date of withdrawal)
- \_\_\_\_\_ General Education Development Test Scores (GED)
- \_\_\_\_\_ Transient Student Form/Letter of Good Standing (for non-degree transient students)

**Mail transcript to:**

**Admissions Office  
Pensacola Junior College  
1000 College Boulevard  
Pensacola, FL 32504-8998**

The following information is furnished to assist you in locating my records:

Name \_\_\_\_\_

Name used when attending the institution listed above \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security Number \_\_\_\_\_

Date of Graduation \_\_\_\_\_ Date of Last Attendance \_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

If there is a fee for this service, please bill me at the address shown above.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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## PJC HEALTH-SCIENCE PROGRAMS

### Application Information

Health Science Program Admission Office: 850-448-2210

Detailed information packets for each program are available at [www.pjc.edu/healthprograms](http://www.pjc.edu/healthprograms)

1. Complete and submit the PJC application (\$30.00) for general admission. Have your high school and college transcripts sent to PJC. This will generate your Pirate e-mail account, which will be used extensively during the admissions process. Get familiar with it now.
2. Complete this Application for Health-SCIENCE Programs and submit to the admissions office at any PJC campus. Health-SCIENCE applications will be forwarded to the Health Program Admissions Office on the Warrington Campus. You may also fax this application to our office at 484-2375.
3. Each program has an information packet on our website at: [www.pjc.edu/healthprograms](http://www.pjc.edu/healthprograms). Pay particular attention to the admissions requirements. Contact Health Admissions for assistance in completing the list, (850)484-2210.
4. Complete test requirements for the program. Test fees are: **CPT (re-take (\$10), HOBET (\$30), LPN (\$25), and NLN (\$80)**. All others are free. Call Testing (Pensacola – 484-1987; Warrington -484-1076) for scheduling assistance.
5. You are strongly encouraged to contact the Health Program Admissions Office to ensure you have completed all requirements (850)484-2210.
6. For help with college admissions, call Warrington Student Affairs at (850) 484-2270 or the Registrar at (850) 484-1600.
7. Keep your address and phone information current with the College: To update your contact info, complete a Student Record Change form with any Student Affairs Office at a PJC campus or center. You may also do this online via your Spyglass account.
8. **Applicants will be required to undergo a criminal background check and a drug test. Pending the results of these two tests, you may not be able to continue in your chosen program. If you have an arrest record, make an appointment with the appropriate department head to see if you can sit for the state licensing examination.** In addition, current health and immunization records must be completed as a condition for attending portions of these programs. You will bear the cost of these immunizations.
9. Seats in health programs are awarded on a ‘first-qualified, first placed’ system. Once you have met all admissions requirements for your programs, you are moved to the Candidates’ List. You are selected for a position in strict chronological sequence off this list.