City College of San Francisco John Adams Center 1860 Hayes St. San Francisco, CA 94117

www.ccsf.edu

HEALTH UNIT COORDINATOR Credit Course: HCT 110

Instruction in core concepts required for certification as health unit coord Health care environments, roles and responsibilities of unit coordination, issues; medical terminology; communication systems; medical transcription; pa medical record maintenance; processing orders, and professional communication within the health unit.

Courses Required for the Certificate of Accomplishment in Health Unit Coordinator

COURSE HCT 110 4 units Health Unit Coordinator	Prerequisites: None Advisory:ENGL 88 or ESL 188 or readiness for college
EMT 12 0.5 units Basic Life Support for Healthcare Providers	
TOTAL: 4.5 units	Location:Zoom To Enroll:Preregistration required; students ca also register dirst day of claissroom is available. Instructor: Gladys Porras

IT IS RECOMMENDED TO JOIN A ZOURNENTATION MEETING.		
ORIENTATION DATES, MEETING STAR 550 APM		
July 31, 2024	WEDNESDAY https://ccsf-edu.zoedu.zoom.us/j/	
Apr. 23, 2025	WEDNESDAY https://ccsf-edu.zoom.us/j/83843687637	

ORIENTATION AND COUNSELING

Remote Counseling Services are available for students by

- 1. Zoom appointmentor counselophone (415) 5-6925
- 2. Phone appointment onlinears.ccsf.edu
- 3. Email: <u>academiccounseling@ccsf.</u>edu

HEALTH CARE TECHNOLOGY OFF4055611813 STUDENT SERVICES OFF14155611835