



NAHUC Mission Statement

The National Association of Health Unit Coordinators, Inc., is dedicated to promoting health unit coordinating as a profession through education and certification, complying with the NAHUC Standards of Practice, Standards of Education and Code of Ethics.

NAHUC Vision Statement

To become nationally recognized as the standard of excellence in the provision of education and certification for the health unit coordinator profession within the health care industry.

NAHUC Core Values

- ◆ Membership
- ◆ Education
- ◆ Certification
- ◆ Stewardship

For more information on NAHUC, health unit coordinating, education and certification, please visit us at:

<https://nahuc.org/>.

NAHUC, Inc.
PO Box 1898
Rockford IL 61110
(815) 633-4351
Email: office@nahuc.org

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Certified Health Unit Coordinator (C.H.U.C.)



Truly great hospitals have high standards and every member of their healthcare team plays a part in achieving that excellence. **Certification** allows a way for H.U.C.'s to participate more fully in the pursuit of excellence. Health unit coordinators are professional healthcare workers who perform the non-clinical functions of the nursing unit or department. Other titles include unit secretary, unit clerk, unit communicator, information coordinator, etc.

The National Association of Health Unit Coordinators, Inc. (NAHUC) provides professional standards of practice, education and ethics for unit coordinators. In the ever-changing field of health care, how can we validate we are current? **Certification** is the answer. For more than 30 years, certification as a health unit coordinator by the NAHUC Certification Board provides proof to employers, other health care professionals and our customers that we have demonstrated the essential knowledge and skills in areas of health unit coordinating. Certification provides evidence that health unit coordinators are qualified, and that the facility supports and encourages staff to continuously improve their performance.

Did You Know?...

- The exam is prepared, administered, and graded by a testing agency, TesTrac. One may take the exam under the supervision of a webcam proctor on their own computer, or under the supervision of an independent proctor at a school or healthcare facility.
- It is not necessary to have the title health unit coordinator to sit for the exam. Anyone who is currently a health unit coordinator or healthcare support team member performing similar tasks, or has completed relevant education may sit for the exam.
- The first step is to obtain a candidate handbook by visiting the web site at www.nahuc.org or contacting the NAHUC national office via phone or email.
- An outline of the material to be tested, a list of study materials, and sample test questions are included in the candidate handbook. The exam questions are based on the certification exam content outline created from the national job task analysis.
- The NAHUC Education Board offers Certification Exam Study Learning Modules and a Practice Test based on the content outline.
- Certification is granted for three years. To maintain certification status, one must recertify during the third year following initial certification and every three years thereafter.
- Recertification requires an on-going education component of a minimum of 36 hours every three years that shows one is staying abreast of the changes in the industry and actively participating in professional growth and development.

Certified Health Unit Coordinators Know How To...

- Adhere to customer/patient satisfaction service initiatives
- Respect cultural diversity
- Comply with regulatory agency guidelines/rules
- Protect confidentiality and patient rights
- Process admissions, discharges and transfers
- Manage physician orders
- Interpret hospital terminology and abbreviations
- Operate communication equipment and computers
- Identify and correct potential hazards
- Do even more as defined in the exam content outline!